

STAFF REPORT

BOARD MEETING DATE: May 13, 2025

CATEGORY: Consent Calendar 24

SUBJECT: Adopt a resolution which appoints Christy Coleman as the Interim Health and Human Services Agency Director effective May 13, 2025, and establishes Ms. Coleman's compensation at the C-step salary range (\$95.096 per hour/\$16,483 per month).

DEPARTMENT: Support Services

SUPERVISORIAL DISTRICT #: All

DEPARTMENT CONTACT: Monica Fugitt, Director of Support Services, (530) 225-5515

STAFF REPORT APPROVED BY: Monica Fugitt, Director of Support Services

<u>Vote Required?</u>	<u>General Fund Impact?</u>
Simple Majority Vote	No Additional General Fund Impact

RECOMMENDATION

Adopt a resolution which appoints Christy Coleman as the Interim Health and Human Services Agency Director effective May 13, 2025, and establishes Ms. Coleman's compensation at the C-step salary range (\$95.096 per hour/\$16,483 per month).

DISCUSSION

The current HHSA Director has announced her effective date of retirement to be August 1, 2025. To ensure continuous operations during this transition, it is recommended that an Interim HHSA Director be appointed until otherwise directed by the Board of Supervisors.

Pursuant to Shasta County Code section 2.28.020, the HHSA Director occupies the following statutory County Offices: (1) Public Guardian, (2) Director of Social Services, and (3) Director of Mental Health Services. Additionally the HHSA Director directs and administers the public health functions, administers the County alcohol and drug program, and serves as the executive director of the housing authority and community action agency unless they have otherwise designated a management employee to serve in that capacity. Shasta County Code section 2.28.020 also provides that the position of HHSA Director shall be filled by the Board of Supervisors.

Any person the Board wishes to appoint to the position of HHSA Director must satisfy the following requirements:

1. The person must be a registered voter in Shasta County pursuant to Government Code 24001, unless the Board of Supervisors finds that the best interests of the County will be served by waiving this requirement.
2. As Public Guardian, the HHSA Director shall comply with the continuing education requirements that are established by the California State Association of Public Administrators, Public Guardians, and Public Conservators pursuant to Probate Code 2923.
3. As the Director of Mental Health Services, the HHSA Director shall meet such standards of training and experience as the State Department of Health Care Services, by regulation, shall require pursuant to Welfare & Institutions Code 5607.

Pursuant to California Code of Regulations, title 9, section 620, a Director of Mental Health Services must be one of the following:

- A physician and surgeon licensed in the State of California showing evidence of having completed the required course of graduate psychiatric education as defined in Section 623 to be supplemented by an additional period of two years of training or practice limited to the field of psychiatry, one year of which shall have been administrative experience.

- A psychologist who shall be licensed in the State of California and shall possess a doctorate degree in psychology from an institution of higher education. In addition, the psychologist shall have had at least three years of acceptable clinical psychology experience, two years of which shall be administrative experience.
- A clinical social worker who shall possess a master's degree in social work or higher and shall be a licensed clinical social worker under provisions of the California Business and Professions Code and shall have had at least five years mental health experience, two years of which shall have been administrative experience.
- A marriage, family, and child counselor who shall have a master's degree in an approved behavioral science course of study, and who shall be a licensed marriage, family, and child counselor and have received specific instruction, or its equivalent, as required for licensure on January 1, 1981. In addition, the marriage, family, and child counselor shall have had at least five years of mental health experience, two years of which shall have been administrative experience. The term, specific instruction, contained in Sections 5751 and 5751.3 of the Welfare and Institutions Code, shall not be limited to school, college, or university classroom instruction, but may include equivalent demonstrated experience in assessment, diagnosis, prognosis, and counseling, and psychotherapeutic treatment of premarital, marriage, family, and child relationship dysfunctions.
- A nurse who shall possess a master's degree in psychiatric or public health nursing and shall be licensed as a registered nurse by the Board of Registered Nursing in the State of California and shall have had at least five years mental health experience, two of which shall have been administrative experience. Additional post-baccalaureate experience in a mental health setting may be substituted on a year-for-year basis for the educational requirements.
- An administrator who shall have a master's degree in hospital administration, public health administration, or public administration from an accredited college or university, and who shall have at least three years of experience in hospital or health care administration, two of which shall have been in the mental health field.
- Additional qualifying experience may be substituted for the required education on a year-for-year basis with the approval of the Department.

Ms. Coleman does not possess the above requirements to serve as the Director of Mental Health Services; however, California Code of Regulations, title 9, section 620.1 provides that, "If a county is unable to secure the services of a person who meets the standards set forth in Section 620, the county may select an Acting Director of Local Mental Health Services with appointment limited to a 12-month period subject to the approval of the Director of the Department [of Health Care Services]."

In accordance with the above referenced code, in September 2024, due to the extended leave of the former HHSA Director, and in the absence of other qualified individuals to serve in the capacity of Director of Mental Health Services, Ms. Coleman was selected as the Acting Director of Mental Health Services, and was subsequently approved by the State Department of Health Care Services on October 17, 2024, to serve as the Director of Mental Health Services limited to a 12-month period.

As the Director of Social Services, the HHSA Director must be appointed in accordance with local merit system standards pursuant to Welfare & Institutions Code 10801. However, there is no such specific statutory requirement to appoint an Interim HHSA Director serving in a temporary capacity as the Director of Social Services.

In order to make the appointment of an Interim HHSA Director without conducting a recruitment and interviews, it is recommended that the Board of Supervisors waive Shasta County Personnel Rule 6.12, in connection with this appointment. Section 6.12 of the Shasta County Personnel Rules states it is the policy of the Board of Supervisors to make appointments for positions listed in Section 6.11 of the Shasta County Personnel Rules (which includes the position of HHSA Director) in accordance with the federal merit principles and that the services of Personnel will be utilized in recruiting and determining the qualifications of candidates for these positions.

Christy Coleman has demonstrated an ability to capably serve as the Interim HHSA Director. She holds a Bachelor's degree in Business Management as well as a Master's degree in Public Administration. Ms. Coleman was appointed the Director of Housing and the Community Action Agency on November 24, 2019, where she served in this role until May 10, 2020, when she accepted the position of Assistant Director of Child Support Services. In April 2022, she was appointed as the Interim Director of Child Support Services, and served in this capacity until she was promoted to HHSA Assistant Director on December 04, 2022. Ms. Coleman is currently working out of classification as the Acting HHSA Director.

Due to Ms. Coleman's qualifications and experience in the practice and administration of public services, it is recommended that the Shasta County Board of Supervisors adopt a resolution appointing Christy Coleman as Interim HHSA Director, effective May 13, 2025. In accordance with Personnel Rules, Section 18.3, Salary on Promotion, Ms. Coleman is entitled to receive the salary step that would provide no less than 5% more than her current salary, and no more than the maximum of the salary range. As such, it is

recommended Ms. Coleman's compensation be established at the C-step salary range (\$95.096 per hour/\$16,483 per month) for the position of HHSA Director.

ALTERNATIVES

The Board could decide to not appoint Christy Coleman as Interim HHSA Director; this is not recommended as the Department is in need of an appointed Director while the Board considers their options in making a final appointment to the position. The Board may provide further direction to staff.

OTHER AGENCY INVOLVEMENT

The resolution has been approved as to form by County Counsel. The County Administrative Office has reviewed this recommendation.

FISCAL IMPACT

There is no additional General Fund Impact associated with this recommendation. Salary and Benefit expenses are included in the current FY 24/25 Adopted budget and there is sufficient salary savings to offset any additional costs associated with Ms. Coleman filling the HHSA Director position collateral to the incumbent.

ATTACHMENTS:

1: Resolution