



HUMAN RESOURCES – MENDOCINO COUNTY

DATE: May 17, 2010

TO: Carmel Angelo, CEO

FROM: Stacey Cryer, Interim HHSA Director
Teresia Haase, Director of Human Resources

SUBJECT: Consolidation Feasibility Study
HHSA Staff Resources and Human Resources

Per direction of the Board of Supervisors through the CEO's office, HHSA and Human Resources have embarked on a feasibility study regarding the potential consolidation of all or some functions of HHSA Staff Resources with County Human Resources. The intent of studying the potential consolidation is to determine if any efficiencies and/or cost savings could be achieved through consolidation efforts.

Staff has prepared a project plan for the feasibility study, which commenced in late March. The first deliverable was a project plan for the feasibility study, which has been completed. The next step in the process includes an operational audit of the two departments. Within Human Resources we are only including the Operations Division in the study, which is where any redundancies with HHSA Staff Resources may occur. We have developed a tool to gather functional and operational information from identified employees. We have met with staff from both departments to allow for input into the process and solicit ideas and suggestions. On May 10th we had a "kickoff" meeting where staff from both departments met to discuss the study process and timelines, and review the analysis tool we have developed for gathering the functional/operational information.

During the time the operational audit is occurring, staff is also researching best practices, fiscal impacts and State requirements pertaining to consolidating functions with specific parameters around funding mechanisms and merit systems personnel rules. We will also be looking at how other Counties organize their staff support services in relation to a centralized human resources function.

Staff is expecting to complete the feasibility phase of this effort by the end of this fiscal year, and will prepare a report with recommendations to the CEO at that time.