

**County of San Luis Obispo
Behavioral Health Department
Mental Health Services Act**

Mental Health Advisory Committee (MAC) Stakeholder Group Meeting:

This document is proof of stakeholder involvement in decision making priorities and practices for the County of San Luis Obispo Mental Health Services Act programs.

The MAC Stakeholder Group asserts that they have fully understood and made a decision regarding the changes for the following program/service:

Administrative Services Officer – Adult Mental Health Services	
Current Program/Service	New Changes/Updates to Program/Services Add 1.0 FTE Limited Term Administrative Services Officer I/II.
Current Total Amount: \$0	New Total Amount: \$139,988 (Reserve)
<p>Justification:</p> <ul style="list-style-type: none"> In preparing for new major initiatives in County Behavioral Health management, including the Behavioral Health Bridge Housing program, CalAIM, expansion of crisis services, and other grants and program needs, the County is requesting funds for an Administrative Services Officer (ASO) to be assigned to the Adult Mental Health Division. An ASO assists in, performs and/or manages a variety of activities involved in the overall administrative, budgetary and personnel management of a designated County department; assists in establishing and maintaining departmental timelines and priorities; ensures related activities comply with established standards, policies, procedures, legal and legislative requirements. The ASO assigned to Adult Mental Health Services will provide support to the Division Manager in a variety of tasks and activities, including contract writing, processing, and monitoring; grant writing, reporting, and evaluation; data collection, analysis, and reporting; and coordinating human resource functions such as recruitment requests, interviews, examinations, and division-level personnel onboarding. The ASO will coordinate and organize Division activities and flow of communications and information for effective and efficient business operations; assist in the development, implementation, monitoring, and evaluation of department projects, contracts, goals, objectives, services and activities; insures proper and timely resolution of office, personnel, and business issues, conflicts and discrepancies. Currently, the administrative functions needed for Division grants, data reporting, and project management are performed by a combination of the Division Managers across the Department, ASOs from other Divisions, and Fiscal staff. This assignment will provide better outcomes for the Division as the management will be more direct, matching the structure in the DAS, Prevention and Outreach, Justice Services, and Quality Support divisions. <p>Outcomes:</p> <ul style="list-style-type: none"> The ASO assigned to Adult Services will provide monthly contract, grant, and other data reports. The ASO will increase efficiencies by supporting front-desk and reception functions to increase Administrative Assistant time for scheduling and contacting clients. The ASO will manage three projects annually (e.g. grant writing/reporting, training, communications). 	

On Wednesday, March 29, 2023: **Add 1.0 FTE Limited Term Administrative Services Officer I/II to Adult Mental Health Services.**

SLOBHD Staff recommends approval by the MAC Stakeholder Group as specified above.

SLOBHD Staff does not recommend approval by the MAC Stakeholder Group as specified above.

Notes:

