



**SUBMITTAL TO THE HARMONY HAVEN CHILDREN AND YOUTH CENTER GOVERNING BOARD  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**ITEM: 3.2**  
(ID # 25237)

**MEETING DATE:**

Tuesday, June 25, 2024

**FROM :** Harmony Haven Children & Youth Cntr Gov Brd

**SUBJECT:** HARMONY HAVEN CHILDREN AND YOUTH CENTER: Approve Delegation of Authority to the current and any subsequent Director of Department of Public Social Services, or Designee, to designate and assign duties for the role of Administrator for Harmony Haven Children and Youth Center, for the administration and operation of Harmony Haven Children and Youth Center (HHCYC), that have deemed to meet all qualification requirements as specified in Chapter 12 Transitional Shelter Care Facility Operating Standards; All Districts. [Total Cost: \$0]

**RECOMMENDED MOTION:** That the Governing Board:

1. Approve Delegation of Authority to the current and any subsequent Director of Department of Public Social Services, or Designee, to appoint and assign duties for the role of Administrator for Harmony Haven Children and Youth Center, for the administration and operation of Harmony Haven Children and Youth Center (HHCYC), that have deemed to meet all qualification requirements as specified in Chapter 12 Transitional Shelter Care Facility Operating Standards, that have been verified by California Community Care Licensing for a term of three (3) years. This delegation shall be exercised under the direction of the 'governing body' of Harmony Haven Children and Youth Center, referred to herein as the Board of Directors.

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**ACTION:Policy**

  
Charity Douglas, DPSS Director


6/4/2024

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**MINUTES OF THE GOVERNING BOARD**

On motion of Director Spiegel, seconded by Director Washington and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel and Washington  
Nays: None  
Absent: Perez and Gutierrez  
Date: June 25, 2024  
xc: HHCYC

Kimberly A. Rector  
Clerk of the Board  
By:   
Deputy

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**RECOMMENDED MOTION:** That the Governing Board:

1. Adopt and Approve Administrator duties for the following roles at Harmony Haven Children and Youth Center, Administrative Administrator and Operations Administrator, and authorize the Director of Public Social Services to modify or amend the duties as necessary to maintain compliance with Community Care Licensing and the most recent version of Chapter 12 Transitional Shelter Care Facility Operating Standards.

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS: N/A</b>			<b>Budget Adjustment:</b>	<b>N/A</b>
			<b>For Fiscal Year:</b>	

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

The recommended action would delegate authority to the current or any subsequent Director of Department of Public Social Services, or designee, for the designation of an Administrator(s) that will oversee programs and operations for Harmony Haven Children and Youth Center (HHCYC), and the duties assigned to each role. Administrator qualifications as listed in Chapter 12 Transitional Shelter Care Facility (TrSCF) Operating Standards section 86664, shall be verified by California Community Care Licensing prior to designation.

In accordance with to LIC 9165, Board of Directors Statement and PUB 326 Facts you Needs to Know Group Home Board of Directors, CCLD requires the Board of Directors to employ an administrator who meets CCLD requirements. Per the Operating Standards the administrator of a facility with a licensed capacity of 13 or more children shall meet one of the following requirements:

- A. Have a master's degree in a behavioral science from an accredited college or university, plus at least one year of administrative experience or supervisory experience over social work, childcare, and/or support staff providing direct services to children in an agency or in a community care facility with a licensed capacity of seven or more.

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- B. Have a master's degree in a behavioral science from an accredited college or university, plus two years of employment as a social worker, as defined in Section 86601(s)(7), in an agency serving children or in a group residential program for children.
- C. Have a bachelor's degree from an accredited college or university, plus at least three years administrative experience or supervisory experience over social work, childcare, and/or support staff providing direct services to children in an agency or in a community care facility with a licensed capacity of seven or more.
- D. Have completed at least two years at an accredited college or university, plus at least five years administrative experience or supervisory experience over social work, childcare, and/or support staff providing direct services to children in an agency or in a community care facility with a licensed capacity of seven or more.

In addition, the Administrator(s) shall be responsible for the duties listed in Attachment A.

Delegation of this authority is requested to designate an Administrator(s) and assigned duties, for the administration and operation of Harmony Haven Children and Youth Center and will significantly improve and streamline operational efficiency within the Harmony Haven Children and Youth Center.

**Impact on Residents and Businesses**

The delegation of authority to designate an Administrator(s) will improve operational efficiency and save resources, reducing document processing time and improving HHCYC's delivery of services.

**Additional Fiscal Information**

There will be no impact on the County's general fund.

**ATTACHMENT:**

**ATTACHMENT A: Administrator Duties**

## Harmony Haven Children & Youth Center

**Per the Transitional Shelter Care Facility Operating Standards, Chapter 12, version1, section 86664, 86664.1 the administrator will assume the following duties:**

- (1) Direction and evaluation of a transitional shelter care facility within the limits of the functions and policies established by the licensee.
- (2) Assist in the preparation of the facility's budget and management of expenditures according to the facility's budget limitations.
- (3) Organization of the work of the facility and delegation of responsibility to staff members and contractors.
- (4) Assessment of the facility operations and program; and reporting to the licensee and making recommendations to address identified problems.
- (5) Recruitment, appointment, evaluation and termination of staff.
- (6) Recruitment, selection, and evaluation of contractors to provide care, supervision, and services to clients of the facility, and initiation of termination of contracts.
- (6) Development of a plan for the orientation, development and training of staff, as specified in Section 86665(t).
- (7) Review of complaints made by children or their authorized representative(s) as specified in Section 86672.2(a), and deciding upon the action to be taken to handle the complaint.

(d) A transitional shelter care facility shall have a qualified and currently certified administrator with a group home or short-term residential therapeutic program administrator certificate.

- (1) In the event a certified administrator is not employed within ten (10) days of the departure of the former administrator, a written "Plan of Correction" shall be developed to bring the transitional shelter care facility into compliance with the requirements of this section.
- (2) In the event the licensee fails to comply with all requirements regarding group home or short-term residential therapeutic program certified administrators, the Department and the licensee will enter into dispute resolution for a period not to exceed three weeks. If the parties are unable to resolve the dispute, the department may exercise its authority under Section 86642.
- (3) Unless otherwise provided, a certified administrator may administer more than one licensed transitional shelter care facility.

(e) The administrator shall be on the premises for the number of hours necessary to manage and administer the facility in compliance with applicable law, regulation, and operating standards.

The licensee shall make provision for continuing operation and carrying out of the administrator's responsibilities during any absence of the administrator.

### Administrator Duties

<b>Program Administrator:</b> <u>Regional Manager</u>	<b>Operations Administrator:</b> <u>Administrative Services Manager (back up to Program Administrator)</u>
Policy Implementation	Program Development
Daily Program Operations	Interface with Executive Office/Board of Supervisors
Staff Orientation/Training	Executive Summary Reports
CCL Investigations	After Action Review Committee
Medication	Community Care Licensing Monthly reports
CFTM liaison	HHCYC CSEC Program Development
Regional Business Meetings	Children's Crisis Continuum Pilot
Crisis Intervention	HHCYC Governance Committee
Activity Vouchers	HHCYC Master Planning Committee
SIU Liaison	Innovative Model of Care Rates for placement
	Complex Care Funding Allocation