



# COUNTY OF HUMBOLDT

For the meeting of: 4/9/2024

File #: 24-378

**To:** Board of Supervisors

**From:** County Administrative Office

**Agenda Section:** Consent

**Vote Requirement:** 4/5th

**SUBJECT:**

Extension of Extra Help Hours Past the 960 Hour Limit (4/5 Vote Required)

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve a waiver of the 960 extra-help limitation for Elaine Starks and an extension of 120 hours, to a maximum of 1,080 hours for fiscal year 2023-24, pursuant to Section 7 of the Humboldt County Salary Resolution (4/5 Vote Required).

**SOURCE OF FUNDING:**

Economic Development (1120-275)

**DISCUSSION:**

Elaine Starks is assisting with Fiscal and Administrative Analyst duties pertinent to Workforce Innovation Opportunity Act (WIOA) funded programs and duties which are required by the grantor, i.e. the State of California Employment Development Department (EDD). Elaine Starks has been offered a full-time position starting April 1, 2024, however they have exceeded their extra help hours by an estimated 100 hours. Staff recommends that your Board approve a waiver of the 960-hour extra-help limitation for Elaine Starks and an extension of 120 hours, to a maximum of 1,080 hours for fiscal year 2023-2024.

**FINANCIAL IMPACT:**

<i>Expenditures (1120-275)</i>	<b>FY23-24</b>
<i>Budgeted Expenses</i>	\$ 3,240
<i>Total Expenditures</i>	\$ 3,240

*\*Projected amounts are estimates and are subject to change.*

<i>Funding Sources (1120-275)FY23-24</i>	
<i>State/Federal Funds</i>	\$ 3,240
<i>Total Funding Sources</i>	\$3,240

*\*Projected amounts are estimates and are subject to change.*

**Narrative Explanation of Financial Impact:**

The extension of 120 hours for Elaine Starks is anticipated to cost \$3,240 in salary and benefits in fund 1120, budget unit 275 in fiscal year 2023-24. There are sufficient appropriations in the workforce program's current year budget to cover this expense.

**STAFFING IMPACT:**

Extra help hours will allow for continued operations of workforce and WIOA funded duties while accommodating the needs of permanent positions to perform administrative tasks and utilize benefit time.

**STRATEGIC FRAMEWORK:**

This action supports the following areas of your Board's Strategic Framework.

Core Roles: Support business, workforce development and creation of private-sector jobs

New Initiatives: Retain existing and facilitate new living-wage private sector jobs and housing

Strategic Plan: 3.1 - Improve the economy of Humboldt County

**OTHER AGENCY INVOLVEMENT:**

N/A

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

Your Board may choose not to extend extra help hours for workforce staff. However, this is not recommended as the duties performed by this staff member are a requirement of EDD.

**ATTACHMENTS:**

N/A

**PREVIOUS ACTION/REFERRAL:**

Board Order No.: N/A

Meeting of: N/A

File No.: N/A