

**INTER-DEPARTMENTAL MEMORANDUM OF UNDERSTANDING (MOU)  
BY AND BETWEEN  
THE HUMBOLDT COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES  
AND  
THE HUMBOLDT COUNTY ADMINISTRATIVE OFFICE - INFORMATION TECHNOLOGY  
TEAM**

The Inter-Departmental Memorandum of Understanding dated May \_\_\_\_\_, 2023, by and between the Humboldt County Department of Health and Human Services, hereinafter referred to as “DHHS,” and the Humboldt County Administrative Office Information Technology Team, hereinafter referred to as “County IT”.

WHEREAS, DHHS and County IT agree to collaborate and cooperate to develop, implement, and provide increased information technology for shared platforms to DHHS.

NOW THEREFORE, the parties mutually agree as follows:

1. County IT agrees to provide daily supervision of processes, procedures to Office 365, Laserfiche, Adobe, Zoom for Government, Finance Enterprise and other applications shared across departments and appropriate training for the following Full Time Equivalent (FTE) position(s) providing support to DHHS. This can be multiple positions equaling 1.0 FTE IT Applications Analyst I/II.

The DHHS position assigned to County IT will provide technical support and troubleshooting for the following, including and not limited to, Office 365 applications, Laserfiche, Executime., Finance Enterprise, technical support for Adobe software applications and Zoom for Government for DHHS. For a complete description of duties, see Attachment A for a summary of typical duties, approved job classification specification and a complete job description. The assigned DHHS position will follow uniform standards established by County IT for efficient operation.

2. Selection of the personnel to fill these positions shall be mutually acceptable and the responsibility of County IT.
3. Executime time reporting and time tracking will be completed by the employee, and approved by County IT.
4. DHHS agrees to fully fund the 1.0 FTE equivalent position(s) for dedicated time related to activities that support information technology needs related to shared platforms of DHHS including necessary training to carry out the duties and responsibilities of the position. County IT will invoice DHHS on quarterly to reimburse for said time. The employee will track their time by completing a time study by fund number for the purpose of cost allocating their fully loaded costs.
5. Schedule, time off, and overtime will be determined by County IT.
6. Any disciplinary matters will be reviewed and resolved by County IT.
7. Tools and equipment to conduct the work required of this positions shall be provided by County IT and remain the property of County IT.
8. This MOU will be reviewed annually and may be modified upon the written agreement of the DHHS Director and County Administrative Officer (CAO) or their designees. Any increase in staffing levels under this MOU shall require approval of the Board of Supervisors.

9. The term of this MOU shall be from the date of execution through June 30, 2024 and shall automatically renew on July 1 of each subsequent year for an additional one-year term unless terminated by either party. Termination of this MOU shall require 30 days written notice from either party to the other under the following circumstances:

- 9.1 Non-delivery of services as outlined in Section 1;
- 9.2 Work performance of employee is unacceptable and below work standards;
- 9.3 Funding for position(s) by DHHS or by the CAO becomes unavailable; and
- 9.4 Without cause.

10. In the event either department wishes to terminate this MOU, the position may be allocated to County IT upon mutual agreement and under the direction of the Department of Human Resources.

11. The parties agree to make their best efforts to resolve disputes that occur under this MOU by good faith discussion wherever possible. If either party believes that a violation of this MOU has occurred, or is occurring, or is not satisfied that a dispute between the parties has been resolved, either party may request to meet and confer with the County Administrative Officer and the other party.

IN WITNESS WHEREOF, the parties hereto have entered into this First Amendment as of the first date written above.

**HUMBOLDT COUNTY ADMINISTRATIVE OFFICE**

By: \_\_\_\_\_  
Elishia Hayes, County Administrative Officer  
County Administrative Office

Date: \_\_\_\_\_

**HUMBOLDT COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES:**

By: Connie Beck  
Connie Beck, Director  
Department of Health and Human Services

Date: 05/15/2023

**HUMBOLDT COUNTY ADMINISTRATIVE OFFICE – INFORMATION TECHNOLOGY:**

By: Scott Irving  
Scott Irving, Director of Information Technology  
County Administrative Office Information Technology Team

Date: 05/15/2023

**HUMBOLDT COUNTY HUMAN RESOURCES DEPARTMENT:**

By: Zachary O'Hanen  
Zachary O'Hanen Director,  
Human Resources Department

Date: 5/15/2023