COUNTY OF HUMBOLDT

For the meeting of: 8/13/2024

File #: 24-1145

To: Board of Supervisors

From: DHHS: Administration

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:
Authorize a Temporary Increase in Pay for Casey Gleason, Eligibility Specialist III, Pursuant to Section 12.4.1 of the American Federation of State, County and Municipal Employees (AFSCME) Memorandum of Understanding (MOU)

RECOMMENDATION(S):
That the Board of Supervisors:

1. Authorize a temporary increase in pay for Eligibility Specialist III, Casey Gleason (class 1731C, range 424, position 96) as though promoted to Eligibility Supervisor (class 1729, range 454) beginning Aug. 3, 2024, and continuing until the incumbent returns.

STRATEGIC PLAN:
This action supports the following areas of your Board's Strategic Plan.

Area of Focus: Workforce & Operational Excellence
Strategic Plan Category: 3001 - Support a well-trained workforce

DISCUSSION:
The current Eligibility Supervisor is out on approved leave. On July 7, 2024, Casey Gleason assumed the principal duties of the Eligibility Supervisor in accordance with Section 12.4.1 of the AFSCME MOU for a total of 20 consecutive workdays, which ends Aug. 2, 2024. The Department of Health and Human Services (DHHS) is requesting the Board of Supervisors approve continuance of the acting supervisor salary until the incumbent returns.

SOURCE OF FUNDING:
Social Services Fund 1160, Budget Unit 511 - Medi-Cal, CalWORKs, and CalFresh

FINANCIAL IMPACT:

Expenditures (1160-511)	**FY24-25 Projected**
Budgeted Expenses	$1,600
Total Expenditures	$1,600

Funding Sources (Fund, Budget Unit)	**FY24-25 Projected**
State/Federal Funds	$1,520

Fees/Other	$80
Total Funding Sources	$1,600

Narrative Explanation of Financial Impact:
Approval of the out of class assignment of Eligibility Specialist III to Eligibility Supervisor will cost $255 per pay period. The total cost of the temporary assignment is anticipated to be less than $510. If the temporary assignment was to be extended the temporary assignment is anticipated to be less than $1,600. The salaries and wages for Eligibility Specialists series is reimbursed through State, Federal and local funds through Medi-Cal, CalWORKs and CalFresh. This will not increase the budgeted salaries and benefits in Fund 1160, Budget Unit 511 - Social Services as there is appropriation available. There is no impact to the General Fund.

STAFFING IMPACT:

Narrative Explanation of Staffing Impact:
This temporary increase in pay will not increase the overall full time equivalent (FTE) for the Social Services Fund.

OTHER AGENCY INVOLVEMENT:
None

ALTERNATIVES TO STAFF RECOMMENDATIONS:
The Board could choose not to authorize the temporary increase in pay. However, this is not recommended as it would have a negative impact on the ability of DHHS staff to meet the needs of our community members.

ATTACHMENTS:
Acting Supervisor Memo

PREVIOUS ACTION/REFERRAL:
Meeting of: n/a
File No.: n/a