



COUNTY OF HUMBOLDT

For the meeting of: 11/12/2024

File #: 24-1570

To: Board of Supervisors

From: County Administrative Office

Agenda Section: Consent

Vote Requirement: 4/5th

SUBJECT:

Authorize an Increase of 5% In the Base Salary for Karen Clower Assistant County Administrative Officer/Chief Operating Officer While Performing the Principal Duties of the Director of Aviation (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Authorize an increase of 5% in the base salary for Karen Clower Assistant County Administrative Officer/Chief Operating Officer while performing the principal duties of the Director of Aviation under the Humboldt County Salary Resolution, Section 7 (4/5 Vote Required).

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:

On September 16, 2024, the Director of Aviation submitted their resignation. Since that time the Assistant County Administrative Officer/Chief Operating Officer (Assistant CAO/COO) has been providing essential director-level support to the Department of Aviation, ensuring operational continuity while recruitment for the Director position is underway. This additional workload underscores the critical support the Assistant CAO/COO provides, especially as the recruitment process is anticipated to take at least four months.

Given the County Administrative Office is currently providing sufficient director level leadership and support to the Department of Aviation, an Interim Aviation Director will not be appointed while a recruitment is conducted. Your Board approved contracting with ADK Consulting, Inc. to assist the county with recruitment efforts. It is anticipated that this process will take a minimum of four months.

Ms. Clower has also assumed substantial responsibilities over Economic Development, following the resignation of the Director of Economic Development. Her dual oversight of these departments/divisions highlights the growing workload as she continues to maintain her work assignments as the Assistant CAO/COO as well.

SOURCE OF FUNDING:

General Fund (1100)

FINANCIAL IMPACT:

<i>Expenditures (1100, 103)</i>	FY24-25
<i>Budgeted Expenses</i>	<u>\$15,413</u>
<i>Additional Appropriation Requested</i>	
<i>Total Expenditures</i>	<u>\$15,413</u>

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

<i>Funding Sources (1100, 103)</i>	FY24-25
<i>General Fund</i>	<u>\$15,413</u>
<i>Total Funding Sources</i>	<u>\$15,413</u>

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

Narrative Explanation of Financial Impact:

The total annual salary and benefit cost for the Director of Aviation at step 1A is \$220,494 in fund 3530 budget unit 381. The total annual salary and benefit cost for the Director of Economic Development at step 1A is \$173,937 in fund 1120 budget unit 275. Resulting in an overall annual savings of \$394,431. The annual salary associated to the proposed increase equals \$15,413 in fund 1100 budget unit 103. Budget unit 103 currently has salary savings to fund this increase due to other position vacancies.

STAFFING IMPACT:

Approving the salary increase for Ms. Clower will not result in a staffing impact to any of the impacted departments, however Aviation and Economic Development will continue to operate without an appointed Director.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Board discretion.

ATTACHMENTS:

None

PREVIOUS ACTION/REFERRAL:

Meeting of: N/A

File No.: N/A