



COUNTY OF HUMBOLDT

For the meeting of: 1/7/2025

File #: 25-18

To: Board of Supervisors

From: DHHS: Administration

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Authorize a Temporary Increase in Pay for Kristen Smith, Program Coordinator, Pursuant to Section 12.4.1 of the American Federation of State, County and Municipal Employees (AFSME) Memorandum of Understanding (MOU)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Authorize a temporary increase in pay for Program Coordinator, Kristen Smith (Class 1425, Salary Range 451, Position 04) as though promoted to HHS Program Services Coordinator (Class 0517, Salary Range 480) beginning Jan. 4, 2025, and continuing until the incumbent has returned to work.

STRATEGIC PLAN:

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

Area of Focus: Core Services/Other

Strategic Plan Category: 9999 - Core Services/Other

DISCUSSION:

The current HHS Program Services Coordinator is out on leave. On Dec. 9, 2024, Kristen Smith assumed the principal duties of the HHS Program Services Coordinator in accordance with Section 12.4.1 of the AFSCME MOU for a total of 20 consecutive workdays, which ends Jan. 3, 2025. The Department of Health and Human Services (DHHS) is requesting the Board of Supervisor approve continuance of the acting supervisor salary until the incumbent returns from leave.

SOURCE OF FUNDING:

Public Health, Health Education, 1175-414

FINANCIAL IMPACT:

| <i>Expenditures (1175-414)</i> | FY24-25 Projected |
|--------------------------------|--------------------------|
| <i>Budgeted Expenses</i> | \$15,350 |
| <i>Total Expenditures</i> | \$15,350 |

| <i>Funding Sources (1175-414)</i> | FY24-25 Projected |
|-----------------------------------|--------------------------|
| <i>State/Federal Funds</i> | \$15,350 |

| | |
|------------------------------|----------|
| Total Funding Sources | \$15,350 |
|------------------------------|----------|

Narrative Explanation of Financial Impact:

Approval of the temporary assignment of 1.0 full time equivalent (FTE) Program Coordinator to a 1.0 FTE Program Services Coordinator is calculated to cost an additional \$1,181 in salary and benefits per pay period. The total cost of the temporary assignment is anticipated to cost \$2,362. If the temporary assignment was to be extended through the end of the FY, the assignment would cost an estimated total of \$15,350. Approval for the salary adjustment for Kristen Smith would be funded through Public Health Realignment in fund 1175, budget unit 414 Health Education. There is sufficient appropriation in the approved FY 24/25 budget to accommodate the cost increase due to vacancies.

STAFFING IMPACT:

Narrative Explanation of Staffing Impact:

While the HHS Program Services Coordinator position# 414-0517-01, at 1.0 FTE, is on leave the Program Coordinator position #400-1425-04, at 1.0 FTE, will assume the principal duties of the HHS Program Services Coordinator to support the program and staff until the HHS Program Services Coordinator's return. The temporary increase in pay will not increase the overall FTE for fund 1175, budget unit 414 Health Education.

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