



COUNTY OF HUMBOLDT

For the meeting of: 12/11/2018

File #: 18-1413

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

SUBJECT:

County Administrative Officer Employment Agreement

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the attached Employment Agreement which memorializes the appointment of Amy S. Nilsen as County Administrative Officer (CAO) effective December 11, 2018 and sets out the employment terms between the county and County Administrative Officer Amy Nilsen; and
2. Authorize the Chair of the Board of Supervisors to execute the Employment Agreement.

SOURCE OF FUNDING:

General Fund

DISCUSSION:

It is recommended that the Employment Agreement be executed setting forth the terms under which Amy Nilsen will serve as County Administrative Officer. An Employment Agreement has been negotiated with Ms. Nilsen and is being presented for your consideration. The salary and benefit package is essentially the same as is currently in place for the CAO position. Future adjustments to salary, if any, are the same as those provided to other Elected/Appointed Department Heads. The term of the contract is 5 years - from December 11, 2018 to December 11, 2023.

FINANCIAL IMPACT:

The compensation for the CAO was included in the fiscal year 2018-19 budget and the recommended action does not change the amount. There would only be a financial impact if the severance clause were to be utilized.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board may elect to not accept the contract terms and may direct staff to continue negotiations.

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ATTACHMENTS:

Employment Agreement with Amy S. Nilsen

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A