



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C-1

For the meeting of: January 14, 2014

Date: December 29, 2013  
To: Board of Supervisors  
From: Joseph Mellett, Auditor-Controller *MSM*  
Subject: Extension of Extra-help hours for Caitlyn LaHaie

RECOMMENDATION(S):

That the Board of Supervisors extend Caitlyn LaHaie's extra-help employment hours to a maximum 1,900 hours for the fiscal year 2013-14 pursuant to Section 7 of the Humboldt County Salary Resolution (4/5 vote required).

SOURCE OF FUNDING:

General Fund.

DISCUSSION:

Caitlyn LaHaie has been working as an extra-help Fiscal Assistant for the Auditor-Controller's office during school breaks since July 2011, and full-time since June 2013, providing full-time fiscal support. Since July 2013, through the period ended December 21, 2013, Ms. LaHaie has worked 810 hours. A staff member of the Auditor-Controller's office has been on extended medical leave, with an undetermined date

Prepared by Steven Edmiston (476-2457)

CAO Approval *[Signature]*

REVIEW:

Auditor *MSM*

County Counsel \_\_\_\_\_

Human Resources *[Signature]*

Other \_\_\_\_\_

TYPE OF ITEM:

- Consent
- Departmental
- Public Hearing
- Other \_\_\_\_\_

PREVIOUS ACTION/REFERRAL:

Board Order No. \_\_\_\_\_

Meeting of: \_\_\_\_\_

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor *Bass* Seconded by Supervisor *Fennell*

- Ayes *Sundberg, Lovelace, Bohn, Fennell, Bass*
- Nays \_\_\_\_\_
- Abstain \_\_\_\_\_
- Absent \_\_\_\_\_

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: *Jan 14, 2014*

By: *[Signature]*  
Kathy Hayes, Clerk of the Board

to return to work. An additional staff member of the Auditor-Controller's office will be on maternity leave through at least the end of February, 2014. This has created a need for replacement coverage of accounts payable and payroll functions. The requested extension of extra-help hours is necessary to maintain these critical operating functions. Without extension of hours the department would need to recruit, hire and train a new extra-help employee to perform those duties. This would most likely result in processing delays for payments to County vendors.

FINANCIAL IMPACT:

The additional cost of the extension of extra-help hours is estimated to be \$7,254.

All extra help employees working beyond 960 hours are subject to paying into the California Public Employee Retirement System (PERS). The additional costs for PERS has been included in the above mentioned estimated salary costs.

Beginning January 2015, the Affordable Care Act will require large employers with fifty or more full-time employees to offer health coverage to all full-time employees. A full-time employee is defined as a person who is employed an average of thirty or more hours per week. The Department is aware of these 2015 federal provisions that will impact extra help employment in the future and is aware that the County's standard measurement period of employee hours will occur over the course of 2014. There is no additional financial impact for health coverage in the current fiscal year.

In order to maintain required functions of the Auditor's office, the approval of this item will require an increase in the General Fund allocation to the Auditor's office. The Mid-Year budget report will address the budget adjustments needed to rectify staffing shortages.

This action supports the Board's Strategic Framework Core Roles by continuing to provide for and maintain infrastructure.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board could choose to not approve the request. This is not recommended as it would most likely result in processing delays for payments to County vendors.

ATTACHMENTS:

None.