



# COUNTY OF HUMBOLDT

For the meeting of: 6/13/2023

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File #: 23-753

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**To:** Board of Supervisors

**From:** DHHS: Administration

**Agenda Section:** Consent

**Vote Requirement:** Majority

**SUBJECT:**

Authorize a temporary increase in pay for Travis Money Penny-Johnston, Staff Services Analyst III, Edward Kier, Eligibility Specialist III and Norma Clements, 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 Staff Services Analyst II Travis Money Penny-Johnston (job class 0392, salary range 454) as though promoted to Supervising Staff Services Analyst (job class 0393, salary range 467) beginning June 10, 2023 and continuing until the position is filled, and
2. Authorize a temporary increase in pay for Eligibility Specialist III Edward Kier (job class 1731C, salary range 419) as though promoted to Eligibility Supervisor (job class 1729, salary range 449) beginning June 10, 2023 and continuing until the position is filled, and
3. Authorize a temporary increase in pay for Eligibility Specialist III Norma Clements (job class 1731C, salary range 419) as though promoted to Eligibility Supervisor (job class 1729, salary range 449) beginning June 10, 2023 and continuing until the position is filled.

**SOURCE OF FUNDING:**

Social Services Fund 1160

**DISCUSSION:**

The current Supervising Staff Services Analyst position is vacant in the Quality Management Service (QMS) unit. On May 15, 2023 Travis Money Penny-Johnston assumed the principal duties of the Supervising Staff Services Analyst in accordance with Section 12.4.1 of the AFSCME MOU for a total of 20 consecutive work days, which ends June 9, 2023. The Department of Health and Human Services (DHHS) is requesting the Board of Supervisors approve a continuance of the acting supervisor salary until the vacant position is filled.

There are current Eligibility Supervisor vacancies in Social Services, Eligibility programs. On May 15, 2023 Edward Kier and Norma Clements assumed the principle duties of the Eligibility Supervisor in accordance with Section 12.4.1 of the AFSCME MOU for a total of 20 consecutive work days, which ends June 9, 2023. DHHS is requesting the Board of Supervisors approves a continuance of the acting supervisor salary until the vacant positions are filled.

**FINANCIAL IMPACT:**

<b>Expenditures (1160-511)</b>	<b>FY22-23</b>	<b>FY23-24 Projected</b>	<b>FY24-25 Projected</b>
Additional Estimated Expense	\$2,484	\$2,484	
<b>Total Expenditures</b>	<b>\$2,484</b>	<b>\$2,484</b>	
<b>Funding Sources (1160-511)</b>	<b>FY22-23 Adopted</b>	<b>FY23-24 Projected*</b>	<b>FY24-25 Projected*</b>
State/Federal Funds	\$2,484	\$2,484	
<b>Total Funding Sources</b>	<b>\$2,484</b>	<b>\$2,484</b>	

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

**Narrative Explanation of Financial Impact:**

Approval of the temporary increase in pay for Travis Moneypenny-Johnston from Staff Services Analyst to Supervising Staff Services Analyst is anticipated to be an additional cost in salaries and benefits of \$272 per pay period or \$2,176 for eight pay periods.

Approval of the temporary increase in pay for Edward Kier from Eligibility Specialist III to Eligibility Specialist Supervisor is anticipated to be an additional cost in salaries and benefits of \$166 per pay period or \$1,328 for eight pay periods.

Approval of the temporary increase in pay for Norma Clements from Eligibility Specialist III to Eligibility Specialist Supervisor is anticipated to be an additional cost in salaries and benefits of \$183 per pay period or \$1,464 for eight pay periods.

The total anticipated expense for eight pay periods is \$4,968 in fund 1160 budget unit 511. There are sufficient salary savings in the current budget due to vacant positions to cover the temporary pay increases. These positions are included on the County Expense Claim and are reimbursed through federal, state and local funds.

**STAFFING IMPACT:**

**Narrative Explanation of Staffing Impact:**

Staffing impact directly affects the identified employees, Travis Moneypenny-Johnston, Edward Kier and Norma Clements as they are assuming the acting supervisor role.

**STRATEGIC FRAMEWORK:**

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

Core Roles: N/A

New Initiatives: Manage our resources to ensure sustainability of services

Strategic Plan: N/A

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your board could choose not to approve the recommended temporary increase in pay. However, this alternative is not recommended as it would have a negative impact on the ability of DHHS staff to meet the needs of our county employees and the needs of our community.

ATTACHMENTS:

Assignment of Supervisor Duties 12.4.1 Travis Money Penny-Johnston

Assignment of Supervisor Duties 12.4.1 Edward Kier

Assignment of Supervisor Duties 12.4.1 Norma Clements

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A