



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

D-15

For the meeting of: September 20, 2016

Date: August 29, 2016

To: Board of Supervisors

From: Connie Beck, Director  
Department of Health and Human Services

*Connie Beck 8/31/16*

Subject: Authorize Temporary Increase in pay for Sue Grenfell, Supervising Mental Health Clinician pursuant to Article 12.4.1 of the AFSCME Memorandum of Understanding (MOU)

RECOMMENDATION(S):

That the Board of Supervisors:

1. It is recommended that the Board of Supervisors authorize temporary increase in pay for Supervising Mental Health Clinician, Sue Grenfell, (Class 0916, Range 472) as though promoted to Senior Program Manager – Mental Health (Class 0928, Range 503) beginning September 25, 2016 and continuing until the position is filled.

SOURCE OF FUNDING:

Mental Health Fund

DISCUSSION:

The current Senior Program Manager – Mental Health position is vacant. A request has been made to County Human Resources to recruit for the position. On August 28, 2016 Ms. Grenfell assumed the principle duties of the Senior Program Manager – Mental Health position in accordance with Section 12.4.1 of the AFSCME Memorandum of Understanding for a total of 20 consecutive work days; which ends

Prepared by Yvonne Winter, Deputy Director – ES

CAO Approval

*Edmund Hayes*

REVIEW:

Auditor WBM County Counsel \_\_\_\_\_ Personnel DJ Risk Manager \_\_\_\_\_ Other \_\_\_\_\_

TYPE OF ITEM:

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

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor Fennell Seconded by Supervisor Bass

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

PREVIOUS ACTION/REFERRAL:

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

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

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

Dated: Sept. 20, 2016

By: Kathy Hayes  
Kathy Hayes, Clerk of the Board

September 24, 2016. The Department of Health and Human Services is requesting that the Board of Supervisors approve continuance of the acting supervisor salary until the vacancy is filled.

FINANCIAL IMPACT:

The difference in cost of the temporary increase from a Supervising MH Clinician to a Senior Program Manager for Six (6) pay periods beginning September 25, 2016 is Three Thousand, Four Hundred Sixty-Six Dollars (\$3,466) and will be funded through Fund 1180, Budget Unit 431. There is sufficient appropriation in this approved Fiscal Year 2016-17 Budget Unit to accommodate the cost increase due to unexpected vacancies. There is no impact to the county general fund.

Approving this recommendation will support the Board's Strategic Framework by providing and maintaining infrastructure and by creating opportunities for improved safety and health.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

None are recommended

ATTACHMENTS:

Assignment of Supervisor Duties 12.4.1



Administration  
 Connie Beck, Director  
 507 F Street, Eureka, CA 95501  
 phone: (707) 441-5400 | fax: (707) 441-5412

Date: August 26, 2016  
 To: Sue Grenfell, Supervising MH Clinician  
 From: Connie Beck, Director  
 RE: Assignment of Supervisor's Duties

RECEIVED

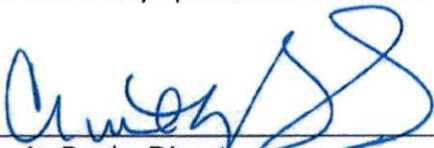
AUG 30 2016

PERSONNEL DEPT.

In accordance with Section 12.4.1 of the MOU, I am assigning you the principal duties of a Senior Program Manager – Mental Health as the current Senior Program Manager position is vacant. This assignment is effective August 28, 2016 and ending September 24, 2016; a period of 20 work days.

During this time, you will be compensated at the rate you would receive were you promoted to the Senior Program Manager – Mental Health class. Should the assignment continue beyond 20 consecutive workdays, a request will be made to the Board of Supervisors to extend your additional compensation until the position is filled.

I appreciate your willingness to assume this role and encourage you to contact me should you have any questions or concerns throughout this assignment.

  
 \_\_\_\_\_  
 Connie Beck, Director

  
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 Dan Fulks, Human Resources Director



**Mental Health**  
 phone: (707) 268-2990  
 fax: (707) 476-4049

**Public Health**  
 phone: (707) 445-8200  
 fax: (707) 445-6097

**Social Services**  
 phone: (707) 476-4700  
 fax: (707) 441-2096