



COUNTY OF HUMBOLDT

For the meeting of: 1/7/2020

File #: 19-1803

To: Board of Supervisors

From: Sheriff

Agenda Section: Consent

SUBJECT:

Waiver of extra-help hours for Miyanna Dorrell, Emergency Communications Dispatcher and Jenna Nibert, Animal Shelter Office Assistant (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve a waiver of the 960 extra-help hour limitation for Miyanna Dorrell, Emergency Communications Dispatcher (Budget Unit 1100-221) and an extension of 960 hours, to a maximum of 1,920 hours for Fiscal Year 2019-20, pursuant to Section 7 of the Humboldt County Salary Resolution (4/5 vote required); and
2. Approve a waiver of the 960 extra-help hour limitation for Jenna Nibert, Animal Shelter Office Assistant and an extension of 960 hours, to a maximum of 1,920 hours for Fiscal Year 2019-20, pursuant to Section 7 of the Humboldt County Salary Resolution (4/5 vote required).

SOURCE OF FUNDING:

General Fund

DISCUSSION:

Miyanna Dorrell has been working in the Emergency Communications Center (ECC) as an extra-help employee since January 2018. Prior to that she was a full-time Emergency Communications Dispatcher, however due to the hours and staffing levels she could no longer work rotating shifts. She voluntarily separated employment but requested to be brought on as extra-help. Due to the unprecedented shortage of Emergency Communications Dispatchers, her request was granted. Since that time, the ECC has filled five of its six vacancies. Most of the new hires are currently in training and unable to operate independently. This requires ECC to continue to use fully trained extra-help employees until the new staff are fully trained. Ms. Dorrell has been working an average of 40 hours per week for a total of 800.5 hours this fiscal year. Therefore, staff recommends a waiver of the 960-hour maximum limit of extra-help hours for Miyanna Dorrell and an extension of 960 hours, for a maximum of 1,920 hours this fiscal year.

The Animal Shelter has experienced difficulty in recruiting permanent full-time Office Assistants and

currently has two vacancies. Jenna Nibert was hired as an extra-help employee in April of 2019 to help cover the vacancies. She has been working 40 hours per week, for a total of 827 hours this fiscal year. Ms. Nibert's role at the Animal Shelter is essential to the daily efficient functions of the facility. Therefore, staff recommends a waiver of the 960-hour maximum limit of extra-help hours for Jenna Nibert and an extension of 960 hours, for a maximum of 1,920 hours this fiscal year.

FINANCIAL IMPACT:

At the end of first quarter, the Board of Supervisors approved a \$35,000 supplemental budget for extra-help dispatch support in budget unit 1100-221-1400 Sheriff Operations. There is no additional General Fund request for the extension of hours for Miyanna Dorrell.

As part of the FY2019-20 Animal Shelter budget 1100-278, a full-time extra-help employee was budgeted for 2,080 hours including health insurance, dental, SUI, and FICA for a total of \$34,340.34. There is no additional General Fund request for the extension of hours for Jenna Nibert.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by providing community-appropriate levels of service .

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny this request for additional extra-help hours for Miyanna Dorrell, however this is not recommended as it would leave the ECC under-staffed and jeopardize officer and community safety. The Board could deny the request for extra-help for Jenna Nibert, however this is not recommended as it would reduce the level of service provided by the Animal Shelter to the community.

ATTACHMENTS:

None.

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A