



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

Date: April 12, 2021
To: Charla Rowe, Mental Health Clinician II
From: Connie Beck, Director
RE: Assignment of Supervisor's Duties

In accordance with Section 12.4.1 of the MOU, I am assigning you the principal duties of the Quality Management Coordinator as the current Quality Management Coordinator is on an approved leave of absence. This assignment is effective April 19, 2021 and ending May 14, 2021; a period of 20 work days.

During this time, you will be compensated at the rate you would receive were you promoted to the Quality Management Coordinator. 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 current Quality Management Coordinator returns from approved leave.

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

Connie l Beck

04/12/2021

Connie Beck, Director

Kelly Barns

04/13/2021

Kelly Barns, Assistant Human Resources Director

cc: Personnel Files (2)



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

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phone: (707) 445-6200
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phone: (707) 476-4700
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