



COUNTY OF HUMBOLDT

For the meeting of: 12/10/2024

File #: 24-1596

To: Board of Supervisors

From: DHHS: Administration

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Authorize a temporary increase in pay for Christina Reiman, 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 Eligibility Specialist III, Christina Reiman (class 1731C, salary range 424, position 85) as though promoted to Eligibility Supervisor (class 1729, salary range 454) beginning Dec.7, 2024 and continuing until the position is filled.

STRATEGIC PLAN:

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

Area of Focus: Workforce & Operational Excellence

Strategic Plan Category: 3001 - Support a well-trained workforce

DISCUSSION:

The current Eligibility Supervisor position is vacant. On Nov. 11, 2024, Christina Reiman assumed the principal duties of the Eligibility Supervisor in accordance with Section 12.4.1 of the AFSCME MOU for a total of 20 consecutive workdays, which ends Dec. 6, 2024. The Department of Health and Human Services (DHHS) is requesting your Board approve continuance of the acting supervisor salary until the vacant position is filled.

SOURCE OF FUNDING:

Social Services Fund 1160, CalFresh and Medi-Cal

FINANCIAL IMPACT:

<i>Expenditures (1160511)</i>	FY24-25
<i>Budgeted Expenses</i>	<u>\$2,296</u>
<i>Total Expenditures</i>	<u>\$2,296</u>

<i>Funding Sources (1160511)</i>	FY24-25
<i>State/Federal Funds</i>	<u>\$2,296</u>

Total Funding Sources	\$2,296
------------------------------	----------------

Narrative Explanation of Financial Impact:

The temporary assignment in pay for Christina Reiman from Eligibility Specialist III to Eligibility Specialist Supervisor is anticipated to be an additional cost of \$382 in salaries and benefits per pay period or \$2,296 for six pay periods. These positions provide eligibility work to enroll customers to CalFresh and Medi-Cal. The eligibility activities for Medi-Cal are supported 100% through Federal funds, the eligibility activities for Medi-Cal are supported through 50% Federal, 35% State and 15% Realignment. Based on the reported activities to Medi-Cal and CalFresh from the 1st quarter percentages of reimbursement are 74% Federal, 18% State and 8% Realignment.

The vacant position of Eligibility Supervisor was included in the approved budget for FY 2024-25, the use of salary savings from this vacancy will support the temporary increase in pay for the assignment.

STAFFING IMPACT:

Position Title	Position Control Number	Monthly Salary Range (1A-E Step)	Additions (Number)	Deletions (Number)
Eligibility Specialist III	511-1731C	Step E	N/A	N/A
Eligibility Supervisor	511-1729	Step E	N/A	N/A

Narrative Explanation of Staffing Impact:

Approval of the temporary assignment of Eligibility Supervisor will assist current Eligibility Specialists in the unit with oversight and assistance on difficult case decisions. The assignment will also assist in maintaining caseloads and preventing case delays.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The board could choose not to authorize the temporary increase in pay. However, this is not recommended as it would have a negative impact on the ability of DHHS staff to meet the needs of our community members.

ATTACHMENTS:

1. Acting Supervisor Memo

PREVIOUS ACTION/REFERRAL:

Meeting of: N/A

File No.: N/A