



# COUNTY OF HUMBOLDT

For the meeting of: 5/10/2022

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File #: 22-572

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**To:** Board of Supervisors

**From:** First 5

**Agenda Section:** Consent

**SUBJECT:**

Allocation of 1.0 Full-Time Equivalent (FTE) Administrative Analyst I/II for First 5 Humboldt Budget Unit 439

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Allocate 1.0 FTE Administrative Analyst I/II (Class 0626, Salary Range 415/435) position in budget unit 439, effective immediately upon approval

**SOURCE OF FUNDING:**

Proposition 10: California Children and Families Act tobacco tax funding

**DISCUSSION:**

The Humboldt County Treasury receives tobacco tax disbursements from the California State Controller's Office on a monthly basis on behalf of the Humboldt County Children and Families Commission, also known as First 5 Humboldt, an independent Children and Families Commission, hereafter referred to as First 5 Humboldt. Those funds and additional outside grant funds have been under the oversight of the Humboldt County Auditor Controller's Office since the formation of the Commission, with the day to day review, approval, and requisition of payments and journal entries made by First 5 Humboldt staff and payments processed by the Auditor Controller's Office. This arrangement has been in place since the approval of the Memorandum of Understanding between the County and First 5 Humboldt in 2000. First 5 Humboldt fiscal matters are overseen by the Commission and the First 5 Humboldt Fiscal Committee, a community advisory committee, and are subject to an annual independent audit. The County and First 5 Humboldt have renegotiated that MOU, which, if approved, will result in First 5 Humboldt funds moving to accounts outside the County Treasury, effective July 1, 2022. From that point, First 5 Humboldt's fiscal management will be revert to First 5 Humboldt staff, without the additional layer of the Auditor Controller's Office oversight. Our fiscal staff have created new internal controls, approved by our Fiscal Committee and in consultation with an independent accounting firm. The additional level of responsibility on First 5 Humboldt Fiscal Staff requires additional fiscal staff responsibilities at the Administrative Analyst level.

**FINANCIAL IMPACT:**

This change in staffing will result in additional costs to First 5 Humboldt, with no financial impact to the County General Fund. Funding will be provided by Proposition 10/California Children and Families Act funding and the additional costs have already been included in the Commissions FY 2022 -2023 approved budget.

**STRATEGIC FRAMEWORK:**

This action supports your Board's Strategic Framework by protecting vulnerable populations .

**OTHER AGENCY INVOLVEMENT:**

None.

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

The Board could choose to not allocate a new Administrative Analyst position. This is not recommended, as the job responsibilities of the First 5 Humboldt fiscal staff will increase.

**ATTACHMENTS:**

None.

**PREVIOUS ACTION/REFERRAL:**

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