



HUMBOLDT COUNTY PROBATION DEPARTMENT

Justice, Rehabilitation and Community Safety

Shaun Brenneman
Chief Probation Officer

**Juvenile Division &
Administration**

2002 Harrison Avenue
Eureka CA 95501
707-445-7401
707-443-7139 fax

Adult Division

555 H Street
Eureka CA 95501
707-444-0600
707-445-1627 fax

**Community
Corrections Day
Reporting Center**

404 H Street
Eureka CA 95501
707-267-9320
707-268-8353 fax

Adult Drug Court

825 5th Street
Room 304
Eureka CA 95501
707-476-2371
707-445-7787 fax

Juvenile Hall

2002 Harrison Avenue
Eureka CA 95501
707-445-7644
707-445-7426 fax

August 17, 2021

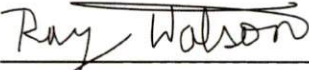
To: Shaun Brenneman, Chief Probation Officer

From: Ray Watson, Director of Detention Services

RE: Melissa Stevens – Acting Supervisor Assignment

Chief Brenneman,

Due to the unexpected, approved leave of Food Services Supervisor Beth Baily, Melissa Stevens has been required to perform the principal duties of the food services supervisor. Melissa began performing these duties on April 4, 2021 and continues to fill the role while the incumbent remains out on leave. It is unknown when Ms. Bailey will return to her assignment; therefore, I am requesting that Melissa Stevens be appointed Acting Supervisor, *in accordance with section 12.4 of the Humboldt County (AFSCME) Memorandum of Understanding*, until the return of Ms. Bailey. Melissa is a veteran cook with the knowledge and skill to perform the duties of the food services supervisor. Please let me know if you have any further questions regarding this request.



8/17/21

Ray Watson

Date

Director of Detention Services

- Designating her as acting supervisor is appropriate.



8-17-2021

Shaun Brenneman

Date

Chief Probation Officer