



COUNTY OF HUMBOLDT

AGENDA ITEM NO.
C-14

For the meeting of: May 5, 2015

Date: April 28, 2015
To: Board of Supervisors
From: Kevin S. Robinson *[Signature]*
Subject: Adjusted Humboldt County Public Defender (HCPD) Hours of Operation

RECOMMENDATION(S):

That the Board of Supervisors approves the change in open hours for the HCPD as specified on Attachment 1 to accommodate construction and water damage clean-up efforts.

SOURCE OF FUNDING:

General Fund

DISCUSSION:

Traditionally, the Humboldt County Public Defender is open to the public Monday-Thursday from 8:30 am-12:00 pm and 1:00 - 5:00 pm. The telephone hours are Monday - Thursday (M-TH) from 10:00 am - 12:00 pm and 1:00-4:00 pm. The Public Defender office is closed to the public on Fridays.

On March 23rd the water heater on the second floor of the building located at 1001 4th Street was found to have a leak, creating water damage to the ceiling and carpet on the 1st floor. It was discovered that the water damage was much more extensive than originally thought and flooring needed to be removed in the 2nd floor break room and the 2nd floor women's restroom.

Prepared by Stacey Costa

CAO Approval *[Signature]*

REVIEW: Auditor _____ County Counsel _____ Personnel _____ Risk Manager _____ Other _____

TYPE OF ITEM:
 Consent
 Departmental
 Public Hearing
 Other _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
Upon motion of Supervisor *Lovelace*
Seconded by Supervisor *Bass*
And unanimously carried by those members present,
The Board hereby adopts the recommended action contained in this report.

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

Dated: *May 5, 2015*
Kathy Hayes, Clerk of the Board

By: *[Signature]*

It was also discovered that the sheetrock in the ceilings and walls between the interview room and women's restroom on the 1st floor needed to be removed and that deep carpet cleaning was needed. One employee had to be relocated to an alternate location on the 5th floor of the courthouse that would have access for Public Defender clients who are disabled. Alternate locations were also created for the remaining downstairs staff within the building. The downstairs interview room that is effected is the room that the Public Defender attorneys use to see clients who cannot make it upstairs. Having fewer staff to greet clients, no access to files that are stored in the room, and no interview room to meet clients downstairs has already placed a burden on the staff. Originally the reconstruction was expected to begin as early as April 16th however, construction has been delayed to the impacted areas. Once construction begins, the lobby to the Public Defender office is expected to be unavailable to the public because all staff will be temporarily relocated at that time.

The proposed temporary adjustment to the hours of operation would allow the overburdened remaining staff to increase their productivity until construction begins. Once construction begins, for the safety of the staff and public, the office will need to be closed to foot traffic, and will only be available by telephone and special set in person appointments when required at an alternate location that has access for disabled clients. The temporary hours would only be in effect until construction and clean up ended, currently estimated to be less than 30 days. When the employees are able to return to their downstairs locations with public access the hours would return to the normal hours of operation.

FINANCIAL IMPACT:

Approval of the shift in open hours would not increase costs nor decrease costs for the Public Defender office.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Board's discretion

ATTACHMENTS:

Attachment 1: Proposed temporary change in hours

ATTACHMENT 1:

AGENDA ITEM

Department: Public Defender, 219

For Meeting of: 05/5/2015

Subject: Adjusted Humboldt County Public Defender (HCPD) Hours of Operation to accommodate water damage clean up and construction.

Public Defender

Regular Schedule

Proposed Schedule

Telephone M-TH
10:00 am - 12:00 pm
1:00 pm - 4:00 pm

Telephone M-TH
10:00 am - 12:00 pm
1:00 pm - 4:00 pm

Office Hours M-TH
8:30 am - 12:00 pm
1:00 pm - 5:00 pm

Office Hours M-TH
(until construction begins)
1:00 pm - 5:00 pm

(After construction begins)
Closed to the public