



# COUNTY OF HUMBOLDT

For the meeting of: 7/20/2021

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File #: 21-1011

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**To:** Board of Supervisors

**From:** Human Resources

**Agenda Section:** Consent

**SUBJECT:**

Adoption of Resolution Delegating Authority for the County Director-Human Resources/Risk Management to Initiate Administrative Investigations and Contract for Related Third-Party Investigators

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Adopt Resolution \_\_\_\_\_ delegating authority for the County Director-Human Resources/Risk Management to initiate administrative investigations and contract for related third-party investigators.

**SOURCE OF FUNDING:**

Liability Fund (3524)

**DISCUSSION:**

Your Board has responsibility for supervision of the conduct of county officers and department heads. This responsibility includes the power to engage in investigations through use of county agents and officers and also via contracts with third parties.

One of the roles and responsibilities of the County Director- Human Resources/Risk Management is to administer and oversee the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development. Specifically relating to investigations, the purpose of a fact-finding investigation is to determine why an incident has occurred, establishing the facts which then inform what action may be required. An investigation is the first step in addressing a complaint. Its purpose is to discover all the relevant facts in a fair and objective manner.

Initiation of such administrative investigations has traditionally been the role of the Director-Human Resources/Risk Management. However, in order to avoid any ambiguity, it is recommended that your Board formally delegate authority to the Director-Human Resources/Risk Management for

administrative investigations and to retain third-party investigators. This delegation of authority only applies to investigations; your board retains final authority to consider and act upon any resulting information.

FINANCIAL IMPACT:

The financial impact is dependent upon the number of investigations. In Fiscal Year 2020-21 County HR directed and managed approximately over 25 administrative fact-finding investigations. The majority of the fact-finding investigations are conducted by third parties with some cases personally conducted by the Director-Human Resources/Risk Management. County HR/Risk Management makes every effort to complete the investigations as timely as possible. In some instances, the investigative timelines extended for a variety of factors, including but not limited to the complexity of the circumstances of each allegation, the integrity and completeness of the investigation. The fact-finding investigations are labor-intensive and the average of each investigation is approximately 3-6 months long.

In FY 2020-21 County HR/Risk Management expended approximately \$403,000 in investigative costs. Costs for investigations are typically paid out of the Risk Management - Liability Budget Unit (3524-354).

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by furthering effective and efficient government operations and liability management.

OTHER AGENCY INVOLVEMENT:

County Administrative Office and County Counsel

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to approve the resolution; however, this is not recommended as the proposed resolution clarifies authority for the traditional and efficient practice.

ATTACHMENTS:

1. Resolution Delegating Authority

PREVIOUS ACTION/REFERRAL:

Board Order No.: [Click or tap here to enter text.](#)

Meeting of: [Click or tap here to enter text.](#)

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