



# COUNTY OF HUMBOLDT

For the meeting of: 6/10/2025

File #: 25-754

**To:** Board of Supervisors

**From:** County Administrative Office

**Agenda Section:** Consent

**Vote Requirement:** 4/5th

**SUBJECT:**

Extension of Extra-Help Hours Past the 960 Hour Limit for the County Administrative Office, 1100-103 (4/5 Vote Required)

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve a waiver of the 960 extra-help limitation for Stephanie Boers and an extension of 960 hours, to a maximum of 1,600 hours for Fiscal Year (FY) 2024-25, pursuant to Section 7 of the Humboldt County Salary Resolution (4/5 Vote Required).

**STRATEGIC PLAN:**

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

Area of Focus: Core Services/Other

Strategic Plan Category: 9999 - Core Services/Other

**DISCUSSION:**

Stephanie Boers has been working as an extra-help employee in the County Administrative Office (CAO)- Management & Budget Team. To date, Ms. Boers has worked approximately 1,311.25 hours as an extra-help Executive Assistant. The Management & Budget Team is requesting an extension of hours to a total of 1,920 for the remainder of FY 2024-25. Additional hours will allow Ms. Boers to continue providing administrative and secretarial support to the County Administrative Officer as well as centralized departmental support for processing of personnel paperwork. Additionally, this position is instrumental in the coordination and scheduling of multi-department meetings with the CAO. The requested extension of extra-help hours is necessary to maintain the current level of oversight and efficiency of office operations.

**SOURCE OF FUNDING:**

General Fund (1100)

**FINANCIAL IMPACT:**

<b>Expenditures (1100-103)</b>	<b>FY24-25</b>
<b>Budgeted Expenses</b>	<b>\$8,685</b>

<b>Total Expenditures</b>	<b><u>\$8,685</u></b>
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<b>Funding Sources (1100-103)</b>	<b>FY24-25</b>
<b>General Fund</b>	<b><u>\$8,685</u></b>
<b>Total Funding Sources</b>	<b><u>\$8,685</u></b>

**Narrative Explanation of Financial Impact:**

This position is funded through the General Fund. If the extension of extra-help hours to a maximum of 1,920 hours is approved the increased costs for the remainder of FY 2024-25 is estimated to be \$8,685, for a total annual cost of \$50,646. There is sufficient funding in the approved FY 2024-25 budget for CAO-Management & Budget Team, 1100-103, to support the additional costs associated with the extension of extra-help hours. All extra-help employees working beyond 1000 hours in a fiscal year are subject to paying into the California Public Employee Retirement System (PERS). The additional costs for PERS have not been included in the above-mentioned estimated salary cost for the requested extension of extra-help hours.

**STAFFING IMPACT:**

Extra help hours will allow for continued operations of the Management & Budget Team while providing central administrative support across the CAO department.

**OTHER AGENCY INVOLVEMENT:**

None

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

Your Board could choose not to approve the request for additional extra-help hours. However, this is not recommended due to the workload of the department.

**ATTACHMENTS:**

N/A

**PREVIOUS ACTION/REFERRAL:**

Meeting of: N/A

File No.: N/A