



# COUNTY OF HUMBOLDT

For the meeting of: 6/29/2021

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File #: 21-878

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**To:** Board of Supervisors

**From:** County Administrative Office

**Agenda Section:** Consent

**SUBJECT:**  
Appointment of Acting County Administrative Officer

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Accept the resignation of Amy Nilsen, County Administrative Officer, effective July 2, 2021; and
2. Appoint Elishia Hayes to the position of Acting County Administrative Officer on an interim basis, effective July 4, 2021, and continuing until the appointment of a permanent County Administrative Officer is made.

**SOURCE OF FUNDING:**

General Fund (1100)

**DISCUSSION:**

Ms. Nilsen, County Administrative Officer, submitted her resignation effective July 2, 2021. At this time, staff recommends accepting the resignation, and appointing Assistant County Administrative Officer Elishia Hayes to the position of Acting County Administrative Officer on an interim basis and continuing until a permanent appointment is made.

**FINANCIAL IMPACT:**

The salary for the County Administrative Officer is currently budgeted in the Management and Budget Team budget (1100-103) for fiscal year 2021-22. The current salary for the County Administrative Officer at Step 1A is \$197,038.

**STRATEGIC FRAMEWORK:**

This action supports your Board's Strategic Framework by managing our resources to ensure sustainability of services .

**OTHER AGENCY INVOLVEMENT:**

N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could decline to appoint Ms. Hayes and select another individual as Acting County Administrative Officer.

ATTACHMENTS:

N/A

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A