



# COUNTY OF HUMBOLDT

For the meeting of: 3/22/2022

---

File #: 22-314

---

**To:** Board of Supervisors

**From:** DHHS: Administration

**Agenda Section:** Consent

**SUBJECT:**

Advance Salary Step from Step A to Step C for Erin Prichard, Senior Youth Support Specialist (4/5 Vote Required)

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve the advanced salary step for Erin Prichard, Senior Youth Support Specialist, from Step A to Step C; effective beginning of pay period following approval. (4/5 Vote Required)

**SOURCE OF FUNDING:**

Social Services Fund 1160

**DISCUSSION:**

Child Welfare Services is requesting approval to advance the salary step for Erin Prichard from Step A to Step C. Ms. Prichard promoted to the Senior Youth Support Specialist position within Child Welfare Services on Nov. 28, 2021.

Ms. Prichard has 13 years of experience as a Mental Health Case Manager with an emphasis in children's mobile response team where she fielded mental health crisis situations and responded in the field by providing crisis-intervention, stabilization, and communication as well as behavior management, facilitated urgent child and family team meetings, connected clients with community and out-of-area resources, coordinated transportation and discharge planning, and drafted comprehensive safety plans for youth. Ms. Prichard is well-connected in the community and has years of experience that an entry-level candidate would take years to acquire. She is a Professional Assault Crisis Training (Pro-ACT) Instructor and has extensive knowledge of Child Welfare Services processes as well as laws and regulations relating to the field. She has experience training/coaching both clients and staff members in crisis intervention.

Ms. Prichard's qualifications meet and exceed that of a Senior Youth Support Specialist which include: leadership, direction, training, methods of child development, behavior modification, and physical conditions, general knowledge of psychological theories, motivational/reward techniques, crisis

intervention models, knowledge of laws and regulations concerning group homes and residential facilities for youth, knowledge of child welfare and behavioral health evaluation systems and terminology, medical/behavioral health client charting, standard administrative and business mathematic practices, community resource development, techniques for working with groups and fostering effective team interaction, competency in using computer software and programs relevant to work performed, effective and clear communications, independence and self-motivation, and overall teamwork and prudence with independent judgement of situations.

This step increase will accurately compensate Ms. Prichard for her years of focused experience and the abundant expertise that she will offer the workforce at Child Welfare Services. Ms. Prichard's experience will assist in balancing the workload of Child Welfare Services staff and enrich the services offered to our youth and families in the community.

FINANCIAL IMPACT:

Approval of the advanced step for Senior Youth Specialist position will cost \$5,740 in salaries and \$2,155 in benefits annually. There are sufficient salary savings in fund 1160-508 Child Welfare Services to support the advanced step as the position was vacant for the first 5 months of the year. The advanced step will be included in the fiscal year 2022-23 county budget. There is no impact to the General Fund.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by investing in county employees .

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose to deny the advanced salary step. This is not recommended because recognizing the valuable contribution of our employees helps attract and retain qualified individuals.

ATTACHMENTS:

None

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A