



# COUNTY OF HUMBOLDT

For the meeting of: 12/14/2021

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File #: 21-1811

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**To:** Board of Supervisors

**From:** Supervisor Michelle Bushnell

**Agenda Section:** Initiated by Board Member

**SUBJECT:**

Request for the Auditor-Controller To Provide Required Monthly Reports to the Board of Supervisors (Supervisor Michelle Bushnell)

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Receive a written and verbal update of the requested information from the Auditor Controller

**SOURCE OF FUNDING:**

General Fund

**DISCUSSION:**

At the Nov. 9, 2021, Board of Supervisors meeting, the Board was updated by Human Resources (HR) on the transition of payroll services to the office of the Auditor Controller (AC). In that discussion a motion was made by Supervisor Bushnell, and approved unanimously by the Board, to move the monthly update on Payroll to a Departmental item rather than a consent agenda item going forward and asked that the AC office work with the County Administration Office (CAO) to develop metrics and comparables to ensure that payroll and the other functions in the department are moving forward. This report was to be a monthly update to the Board. As of Dec. 8, 2021 the AC report has not been complete and there has been no communication to the BOS on the status of these directed reports.

**FINANCIAL IMPACT:**

There are minimal impacts to prepare the monthly reports. However, there could be significant impacts if the reports are not provided leading to deficiencies that could be avoided if the Board was aware of issues.

**STRATEGIC FRAMEWORK:**

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

**OTHER AGENCY INVOLVEMENT:**

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Office of the Auditor-Controller

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Board discretion

ATTACHMENTS:

1. Agenda File 21-1650 dated Nov. 9, 2021
2. Action Summary item 10 from the Nov. 9, 2021 meeting
3. CAO Recommendations to Include in Payroll Transition Report

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: 08/24/2021; 10/05/2021; 11/9/2021

File No.: 21-1241; 21-1384; 21-1650