



COUNTY OF HUMBOLDT

For the meeting of: 1/30/2024

File #: 24-119

To: Board of Supervisors

From: DHHS: Administration

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Authorize a temporary increase in pay for Lucas Villalpando, Eligibility Specialist III, pursuant to Section 12.4.1 of the American Federation of State, County and Municipal Employees (AFSCME) Memorandum of Understanding (MOU).

RECOMMENDATION(S):

That the Board of Supervisors:

1. Authorize a temporary increase in pay for Eligibility Specialist III Lucas Villalpando (class 1731C, range 424) as though promoted to Eligibility Supervisor (class 1729, range 454) beginning Dec. 24, 2023, and continuing until the incumbent returns.

SOURCE OF FUNDING:

Social Services Fund 1160, CalWORKs

DISCUSSION:

The current Eligibility Supervisor is out on approved leave. On Dec. 24, 2023, Lucas Villalpando assumed the principal duties of the Eligibility Supervisor in accordance with Section 12.4.1 of the AFSCME MOU for a total of 20 consecutive work days, which ends Jan. 19, 2024. The Department of Health and Human Services (DHHS) is requesting the Board of supervisors approve continuance of the acting supervisor salary until the incumbent returns.

FINANCIAL IMPACT:

Expenditures (Fund, Budget Unit)	FY23-24	FY24-25 Projected	FY25-26 Projected
<u>Budgeted Expenses</u>		\$1,158	
<u>Additional Appropriation Requested</u>			
<u>Total Expenditures</u>			
Funding Sources (Fund, Budget Unit)	FY23-24 Adopted	FY24-25 Projected*	FY25-26 Projected*
<u>General Fund</u>			
<u>State/Federal Funds</u>		\$1,158	

<u>Fees/Other</u>			
<u>Use of Fund Balance</u>			
<u>Contingencies</u>			
<u>Total Funding Sources</u>			

**Projected amounts are estimates and are subject to change.*

Narrative Explanation of Financial Impact:

The temporary assignment in pay for Lucas Villalpando from Eligibility Specialist III to Eligibility Specialist Supervisor is anticipated to be an additional cost of \$193 in salaries and benefits per pay period or \$1,158 for six pay periods. These positions support the California Works opportunity and Responsibility to Kids (CalWORKs) which is supported 100% through state and federal funds. As this expenditure will be reported and reimbursed through California Department of Social Services there is no impact to the General Fund.

Narrative Explanation of Staffing Impact:

This temporary increase in pay will not increase the overall FTE for the Social Services Fund.

STRATEGIC FRAMEWORK:

This action supports the following areas of your Board’s Strategic Framework.

Core Roles: N/A

New Initiatives: Manage our resources to ensure sustainability of services

Strategic Plan: N/A

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to authorize the temporary increase in pay. However, this is not recommended as it would have a negative impact on the ability of DHHS staff to meet the needs of our community members.

ATTACHMENTS:

Acting Supervisor memo

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A