



COUNTY OF HUMBOLDT

AGENDA ITEM NO.
C-6

For the meeting of: May 9, 2017

Date: April 26, 2017

To: Board of Supervisors

From: Scott A. Miles, Deputy County Counsel *Sm*

Subject: Request for Extension of Extra Help Hours - Measure Z

RECOMMENDATION(S):

That the Board of Supervisors approve the extension of extra help hours for Lacy Mitchell, Legal Office Assistant, to a maximum of 1,200 hours, effective immediately, pursuant to Section 7 of the Humboldt County Salary Resolution (4/5 vote required).

SOURCE OF FUNDING:

General Fund – County Counsel Measure Z Budget Unit 299

DISCUSSION:

The Code Enforcement Unit currently uses an extra help employee to provide part time support services. Ms. Mitchell has had to use some of her hours to assist the County Counsel's Office while an employee has been on medical leave. Therefore, additional hours were used this fiscal year. As a result of her experience, Ms. Mitchell has the ability to assist with various clerical services within the County Counsel's Office and the Code Enforcement Unit without additional training. Ms. Mitchell has worked approximately 878 hours to date.

FINANCIAL IMPACT:

The cost for the additional 240 hours would be approximately \$3,108.00. There is no impact to the General Fund. There are salary savings to cover the costs because we utilized extra help in place of a permanent

Prepared by Teri Gridley

CAO Approval *E. C. Hayes*

REVIEW:

Auditor *MBH* County Counsel *Sm* Human Resources _____ Other _____

TYPE OF ITEM:

- Consent
- Departmental
- Public Hearing
- Other _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
Upon motion of Supervisor *Fennell*
Seconded by Supervisor *Wilson*
And unanimously carried by those members present,
The Board hereby adopts the recommended action
contained in this report.

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Dated: *May 9, 2017*
Kathy Hayes, Clerk of the Board

Meeting of: _____

By: *Scott A. Miles*

employee. The additional hours worked for the County Counsel's Office were not paid out of the Measure Z budget unit 1100-299. They were paid out of the County Counsel's budget unit 1100-121.

All extra help employees working beyond 960 hours are subject to paying into the California Public Employees Retirement System ("PERS"). There is no additional cost for PERS this fiscal year. The department is aware that in accordance with the Affordable Care Act ("ACA"), extra help employees who have been identified as a full-time employee under the ACA guidelines will be given the opportunity to enroll in the county's health insurance. Those employees will be identified by using the standard measurement period and associated stability period annual cycle set forth in the ACA guidelines. There is no additional financial impact for health coverage in the current fiscal year.

Approving the recommended extension of extra help hours supports the Board's Strategic Framework by providing community appropriate levels of service and creating opportunities for improved safety and health.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to extend the hours. This option is not recommended as it would leave the office without sufficient staffing levels to absorb the additional workload and to perform the required work necessary for the day-to-day operations of the office.

ATTACHMENTS:

None.