



COUNTY OF HUMBOLDT

Legislation Details (With Text)

File #: 21-1452 **Version:** 1 **Name:**
Type: Appointment **Status:** Passed
File created: 9/29/2021 **In control:** County Counsel
On agenda: 10/5/2021 **Final action:** 10/5/2021
Title: Appointment of County Administrative Officer

Sponsors:

Indexes:

Code sections:

Attachments: 1. Staff Report, 2. CAO Contract EH.pdf, 3. Exhibit A - ICMA Code of Ethics (Suitable for Framing June 2020).pdf, 4. Exhibit B - Compensation Plan for EA Department Heads - (FINAL)_201901101602056345.pdf, 5. Executed Employment Agreement.pdf

Date	Ver.	Action By	Action	Result
10/5/2021	1	Board of Supervisors	approved	Pass

To: Board of Supervisors

From: County Counsel

Agenda Section: Departmental

SUBJECT:
Appointment of County Administrative Officer

RECOMMENDATION(S):
That the Board of Supervisors:
1. Appoint Elishia Hayes to the position of County Administrative Officer for Humboldt County effective Oct. 3, 2021; and
2. Approve and authorize the Chair to sign the employment agreement with Elishia Hayes.

SOURCE OF FUNDING:
General Fund (1100)

DISCUSSION:
Elishia Hayes has 10 years of local government experience, with the last nearly three years serving in the County Administrator’s Office as Deputy County Administrator and Assistant County Administrator. Ms. Hayes’ experience in analyzing and developing policy, working with executive managers and a Board of Supervisors serves well alongside her many years of managing Humboldt County’s budget.

Ms. Hayes possesses a Bachelors Degree in Business from Humboldt State and has successfully

completed the LEAD Program at the University of Virginia Weldon Cooper Center for Public Service, Senior Executive Credential Program from the California State Association of Counties and the Cascadia Center for Leadership in Humboldt County.

Since July 4, Ms. Hayes has served as the Acting County Administrative Officer, being appointed by the Board of Supervisors on June 29, 2021.

Subsequent discussion of Ms. Hayes' performance and appointment of a permanent County Administrative Officer, the Board of Supervisors provided direction to prepare a staff report and an employment agreement for their consideration of appointing Ms. Hayes permanently. After good faith discussions between the parties and Ms. Hayes, the terms and conditions of employment were memorialized for the Board's consideration.

FINANCIAL IMPACT:

In compliance with Government Code section 54953(c)(3), the Employment Agreement proposed for final action by the Board can be summarized as follows:

Term: October 3, 2021 through October 3, 2025 with renewals upon agreement of parties.

Compensation: Salary \$197,038 annually
Car Allowance \$ 400 monthly

Benefits: Employee shall be entitled to compensation, benefits and working conditions as described in the compensation plan for other appointed and elected department heads.

There are no financial impacts as the current fiscal year budget for the County Administrative Office-Management & Budget Team (1100-103) provides for a fully allocated and funded County Administrative Officer position and the department has also experienced savings from several vacant positions.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by investing in county employees, managing resources to assure sustainability of services.

OTHER AGENCY INVOLVEMENT:

N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Board Discretion

ATTACHMENTS:

1) Employment Agreement

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: June 29, 2021

File No.: N/A