COUNTY OF HUMBOLDT

For the meeting of: 8/22/2023

File #: 23-1139

To: Board of Supervisors

From: DHHS: Administration

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:
Authorize one-time payment for Shao-Lan Lew-Smith for previous time volunteered for additional shifts for Department of Health and Human Services (DHHS) Child Welfare Services (CWS).

RECOMMENDATION(S):
That the Board of Supervisors:

1. Authorize an exception to Humboldt County Compensation Plan for Designated Management & Confidential Employees (M&C), section 8, and the Humboldt County Salary Resolution, section 9A (11), by authorizing 27 hours of overtime pay for M&C employee Shao-Lan Lew-Smith.

SOURCE OF FUNDING:
Social Services Fund - Child Welfare Services 1160-508-1460

DISCUSSION:
Shao-Lan Lew-Smith has volunteered for additional shifts in CWS when additional staff are needed to watch at-risk Youth in Office (YIO). Shao-Lan Lew-Smith volunteered for these shifts in her previous position as a Deputy Public Guardian-Conservator I/II and was paid accordingly falling under the American Federation of State, County & Municipal Employees (AFSCME) Memorandum of Understanding (MOU). Once Shao-Lan Lew-Smith promoted to Assistant Public Guardian, her bargaining unit changed to Management & Confidential (M&C).

In her new classification, Shao-Lan volunteered for two additional shifts, not aware that overtime payment is not authorized under the M&C Compensation Plan and under the impression that she would be paid overtime based upon the information provided to her. As an M&C employee, Ms. Lew-Smith volunteered for these shifts on June 25, 2023 and June 26, 2023 for a total of 12 hours in pay period 2301014. Due to administrative error, these 12 hours of overtime were paid to Ms. Lew-Smith in the amount of $533.35 before the administrative error was identified. Subsequently, Ms. Lew-Smith worked additional volunteer shifts on July 13, 2023 and July 14, 2023 for a total of 15 hours in pay period 2301015. During routine payroll processing, it was identified that Ms. Lew-Smith had been

overpaid by 12 hours in pay period 2301014 and that as an M&C employee, she was not authorized to receive overtime for the 15 hours worked in pay period 2301015.

DHHS is requesting a one-time exception to allow Ms. Lew-Smith to be authorized to receive overtime for 27 hours she worked between June 25, 2023 and July 14, 2023 providing supervision to YIO for CWS. This authorization would be a one-time exception to the Humboldt County Compensation Plan for Designated Management & Confidential Employees (M&C), section 8, and the Humboldt County Salary Resolution, section 9A (11). If authorized, this would allow Ms. Lew-Smith to retain the 12 hours of overtime that were already paid to her in error for pay period 2301014 and to receive 15 hours of overtime for pay period 2301015. The additional 15 hours is estimated to cost $666.69. If approved, the total overtime payments to Ms. Lew-Smith for supervising CWS youth are estimated to cost $1,200.04 for 27 hours worked. It should be noted that this authorization is being requested as a one-time authorization and would not set a precedent for the department or county.

FINANCIAL IMPACT:

Expenditures (Fund, Budget Unit)	**FY23-24 Adopted**	**FY24-25 Projected**	**FY25-26 Projected**
Budgeted Expenses	1,200.04	$$	$$
Additional Appropriation Requested	$$	$$	$$
Total Expenditures	**1,200.04**	$$	$$
Funding Sources (Fund, Budget Unit)	**FY23-24 Adopted***	**FY24-25 Projected***	**FY25-26 Projected***
General Fund	19.32	$$	$$
State/Federal Funds	1,180.72	$$	$$
Fees/Other	$$	$$	$$
Use of Fund Balance	$$	$$	$$
Contingencies	$$	$$	$$
Total Funding Sources	**1,200.04**	$$	$$

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

Narrative Explanation of Financial Impact:
The estimated cost of this recommendation is $1,200.04, for a total of 27 hours worked supervising CWS youth. Of that amount, $533.35, was already paid to Ms. Lew-Smith due to administrative error during pay period 2301014 and would be waived as an overpayment. The remaining $666.69, will be charged to the Board-approved Fiscal Year 2023-24 Budget in Fund 1160, Budget Unit 508, Object Line 1460. The fund and budget unit have enough appropriation to accommodate this expense.

STAFFING IMPACT:

Narrative Explanation of Staffing Impact:
DHHS continues to recruit for vacancies throughout Child Welfare Services. However, due to current staffing levels, DHHS staff have been given the opportunity to volunteer for shifts providing

supervision to at-risk YIO.

STRATEGIC FRAMEWORK:
This action supports your Board's Strategic Framework priority of investing in county employees and protecting vulnerable populations. .

OTHER AGENCY INVOLVEMENT:
None

ALTERNATIVES TO STAFF RECOMMENDATIONS:
Your Board may choose not to approve this exception to pay Ms. Lew-Smith overtime for the 27 hours worked supervising YIO for CWS, but this is not recommended. DHHS staff that volunteer for these shifts assist CWS in providing appropriate levels of service for our community's at-risk youth in office.

ATTACHMENTS:
None

PREVIOUS ACTION/REFERRAL:
Board Order No.: N/A
Meeting of: N/A
File No.: N/A