



Legislation Text

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File #: 19-102, Version: 1

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**MEMORANDUM**

**TO:** BOARD OF SUPERVISORS

**FROM:** Denise Pomeroy, Health Services Director

**DATE:** February 26, 2019

**SUBJECT:** Adopt a Resolution Approving Alternate Office Hours for Health Services Department

**EXECUTIVE SUMMARY:** The County of Lake, Department of Health Services, is requesting to establish alternate office hours. The proposed hours are Monday through Thursday 8:00a.m. to 5:00p.m, Friday 8:00a.m to 12:00p.m., closed Saturday's, Sunday's and Holidays. This schedule would be effective as of March 15, 2019.

Health Services Department has been operating with an average vacancy rate of 20% and is not able to provide all normal services in the face of chronic understaffing, repeated disasters and severe financial challenge, which have collectively strained the department in numerous ways, including high employee turnover.

It is this Department's desire to provide the best possible customer service. To ensure this level of service uninterrupted staff time is needed to manage workloads.

Should you have any questions, or require additional information, please contact myself or Josefine Chester, Administrative Services Manager at 707-263-1090.

Thank you for your consideration of this request.

**FISCAL IMPACT:**  None  Budgeted  Non-Budgeted  
Estimated Cost:  
Amount Budgeted:  
Additional Requested:  
Annual Cost (if planned for future years):

**FISCAL IMPACT (Narrative):** None

**STAFFING IMPACT (if applicable):**

**RECOMMENDED ACTION:** Your Board's approval is requested and recommended