



## Legislation Text

File #: 20-288, Version: 1

### Memorandum

**Date:** March 31, 2020

**To:** The Honorable Moke Simon, Chair, Lake County Board of Supervisors

**From:** Carol J. Huchingson, County Administrative Officer

**Subject:** Approve postponement of performance evaluations of Board-appointees due to the COVID-19 crisis

**Executive Summary:** (include fiscal and staffing impact narrative):

At present, several of your Board's appointed department heads and the Health Officer are due, or soon will become due for their performance evaluations with your Board in closed session.

As your Board well knows, all are either actively working on disaster response or managing the many unanticipated impacts on their offices of the County-wide shelter in place (SIP) order, or both. In addition, your Board is focusing your meetings, for the most part, on issues pertaining to the COVID-19 crisis.

In light of these facts, I am recommending your Board postpone performance evaluations of your appointees until the SIP order has ended, and authorize the Chair to sign any Report of Appointment forms in the interim to ensure timely compensation.

**If not budgeted, fill in the blanks below only:**

Estimated Cost: \_\_\_\_\_ Amount Budgeted: \_\_\_\_\_ Additional Requested: \_\_\_\_\_ Future Annual Cost: \_\_\_\_\_

**Consistency with Vision 2028 and/or Fiscal Crisis Management Plan** (check all that apply):

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> Well-being of Residents | <input type="checkbox"/> Public Safety               | <input type="checkbox"/> Infrastructure              | <input type="checkbox"/> Not applicable      |
| <input type="checkbox"/> Economic Development    | <input type="checkbox"/> Disaster Recovery           | <input checked="" type="checkbox"/> County Workforce | <input type="checkbox"/> Technology Upgrades |
| <input type="checkbox"/> Community Collaboration | <input type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake                  | <input type="checkbox"/> Revenue Generation  |
|  |  |  | <input type="checkbox"/> Cost Savings        |

**If request for exemption from competitive bid in accordance with County Code Chapter 2 Sec. 2-38, fill in blanks below:**

Which exemption is being requested?  
How long has Agreement been in place?  
When was purchase last rebid?  
Reason for request to waive bid?

**Recommended Action:**

By motion, postpone performance evaluations conducted by your Board with your appointees during the shelter in place order and authorize the Chair to sign Report of Appointment forms in the interim to ensure timely compensation.

