



Legislation Text

File #: 21-1048, Version: 1

Memorandum

Date: October 19, 2021

To: The Honorable Lake County Board of Supervisors

From: Carol J. Huchingson - County Administrative Officer

Subject: (a) Rescind action taken on October 5, 2021 under extra agenda item 4.3 (b) to adopt Resolution Amending Resolution No. 2021-116 Establishing Position Allocations for Fiscal Year 2021-2022, Budget Unit No. 4012, Health Services Administration and reestablishing the Deputy Health Services Director as a County classification

(b) Rescind action taken on October 5, 2021 under extra agenda item 4.3 (c) to appoint Jennifer Baker to Interim Deputy Health Services Director effective October 6, 2021

(c) Rescind action taken on October 5, 2021 under extra agenda item 4.4 to appoint CAO Carol Huchingson to Interim Health Services Director

(d) Appoint CAO Carol Huchingson to Interim Health Services Director

(e) Adopt Resolution Amending Resolution No. 2021-116 Establishing Position Allocations for Fiscal Year 2021-2022, Budget Unit No. 4012, Health Services Administration and reestablishing the Deputy Health Services Director as a County classification.

(f) Appoint Jennifer Baker to Interim Deputy Health Services Director effective October 6, 2021

Executive Summary:

During your October 5, 2021 Board meeting, your Board took action to consider extra agenda items 4.3 (b) and (c) and 4.4. Given the lateness of the hour during which your actions were taken, it was not possible to restart granicus or zoom.

I am requesting your Board rescind the actions you took on October 5, 2021:

(a) Rescind action taken on October 5, 2021 under extra agenda item 4.3 (b) to adopt Resolution Amending Resolution No. 2021-116 Establishing Position Allocations for Fiscal Year 2021-2022, Budget Unit No. 4012, Health Services Administration and reestablishing the Deputy Health Services

Director as a County classification.

(b) Rescind action taken on October 5, 2021 under extra agenda item 4.3 (c) to appoint Jennifer Baker to Interim Deputy Health Services Director effective October 6, 2021.

(c) Rescind action taken on October 5, 2021 under extra agenda item 4.4 to appoint CAO Carol Huchingson to Interim Health Services Director.

Additionally, during your October 19, 2021 agenda, I am requesting your Board approve the following actions:

(d) Appoint CAO Carol Huchingson to Interim Health Services Director effective October 5, 2021, with no change in salary.

(e) Adopt position allocation resolution to re-establish the Deputy Health Services Director in County service and add one allocation to Budget Unit 4012, Health Services Administration.

The Deputy Health Services Director will be responsible for assisting with the management, supervision, and coordination of functions and services of the Health Services Department and work closely with other management staff to meet the goals of the department.

The salary has been assigned based comparable County positions and County standards per salary spread guidelines.

Below is the classification information:

Classification:	Deputy Health Services Director
Class Code:	1-2057
Grade:	M46*
Step 1:	\$6,850 Monthly*

***Effective 11/01/2021 the salary is tied to grade M52, step 1 \$8,178 monthly.**

(f) Appoint Jennifer Baker to Interim Deputy Health Services Director effective 10/06/21. Ms. Baker formerly served as Staff Services Analyst in Health Services Administration, and is presently serving as Risk Coordinator in the County Counsel's Office. During this interim appointment, she will be based in the Health Department on a full-time basis.

If not budgeted, fill in the blanks below only:

Estimated Cost: _____ Amount Budgeted: _____ Additional Requested: _____ Future Annual Cost: _____

Consistency with Vision 2028 (check all that apply):

☐ Not applicable

☐ Well-being of Residents

☐ Public Safety

☐ Disaster Prevention, Preparedness, Recovery

☐ Economic Development

☐ Infrastructure

☒ County Workforce

☐ Community Collaboration

☒ Business Process Efficiency

☐ Clear Lake

Recommended Action:

(a) Rescind action taken on October 5, 2021 under extra agenda item 4.3 (b) to adopt Resolution

Amending Resolution No. 2021-116 Establishing Position Allocations for Fiscal Year 2021-2022, Budget Unit No. 4012, Health Services Administration and reestablishing the Deputy Health Services Director as a County classification

(b) Rescind action taken on October 5, 2021 under extra agenda item 4.3 (c) to appoint Jennifer Baker to Interim Deputy Health Services Director effective October 6, 2021

(c) Rescind action taken on October 5, 2021 under extra agenda item 4.4 to appoint CAO Carol Huchingson to Interim Health Services Director

(d) Appoint CAO Carol Huchingson to Interim Health Services Director effective October 5, 2021, with no change in salary.

(e) Adopt Resolution Amending Resolution No. 2021-116 Establishing Position Allocations for Fiscal Year 2021-2022, Budget Unit No. 4012, Health Services Administration and reestablishing the Deputy Health Services Director as a County classification.

(f) Appoint Jennifer Baker to Interim Deputy Health Services Director effective October 6, 2021.