



Legislation Text

File #: 22-522, Version: 1

Memorandum

Date: May 24, 2022

To: The Honorable Lake County Board of Supervisors

From: Jen Baker, Deputy Director Health Services

Subject: Approve Request to waive 900-hour limit for Extra-Help Office Assistant, Marissa Davis

Executive Summary:

The Health Services Department is requesting approval to exceed the 900 hour extra help limit for Marissa Davis, Office Assistant. Her hours are not to exceed 960.

Marissa has worked additional hours this fiscal year providing onsite administrative front line support to ensure timely patient/client support, and phone coverage. Her additional hours this fiscal year were needed to cover the absence of full time staff normally assigned to these duties, but who needed to be reassigned to assist with the Health Department's COVID-19 Crisis response efforts.

Health Services requests exceeding the 900 hour limit, due to a staffing shortage in this unit, so that the Department may continue to assist our patients/clients in a timely manner.

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

- | | | |
|--|---|--|
| <input type="checkbox"/> Well-being of Residents | <input type="checkbox"/> Public Safety | <input type="checkbox"/> Disaster Prevention, Preparedness, Recovery |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Infrastructure | <input checked="" type="checkbox"/> County Workforce |
| <input type="checkbox"/> Community Collaboration | <input checked="" type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake |

Recommended Action:

Approve Request to waive 900-hour limit for Extra-Help Office Assistant, Marissa Davis