# **AGENDA WORKSHEET**

***Submit completed worksheet to:***

*Siskiyou County Clerk, 510 N Main St, Yreka, CA 96097*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[ ]**  |  | **Time Requested:** |  | **Meeting Date:** | **01/18/2022** |
| ***OR*** |
| **Consent** | **[x]**  |  |
| **Contact Person/Department:** | **Melissa Cummins, Deputy CAO – Personnel/Risk** | **Phone:** | **530.842.8017** |
| **Address:** | **1312 Fairlane Road, Yreka CA 96097** |
| **Person Appearing/Title:** | **Melissa Cummins, Deputy CAO – Personnel and Risk Management Officer** |
| **Subject/Summary of Issue:** |
| The County Administrator’s Office is recommending approval of the following items:1. Termination of contracts for the classifications of Chief Probation Officer, Director of Community Development, Director of Health and Human Services Agency, and Public Defender effective February 5, 2022.
2. Resolution between the County of Siskiyou and the Appointed Department Heads.
	1. Changes include:
		1. Two-year agreement
		2. Salary adjustments to all positions covered except County Counsel.
		3. Changes to County contribution towards health, dental and vision insurance effective April 1, 2022.
		4. Increase deferred compensation contribution provided by County.
		5. Increase in Administrative Leave and add the ability to cash out at any time during the calendar year.
		6. Language clean-up to comply with CalPERS regulations.
3. Resolution between the County of Siskiyou and the Assistant Department Heads.
	1. Changes include:
		1. Two-year agreement
		2. Salary adjustments for all positions.
		3. Increase in Administrative Leave and add the ability to cash out at any time during the calendar year.
		4. Changes to County contribution towards health, dental and vision insurance effective April 1, 2022.
		5. Increase deferred compensation contribution provided by County.
		6. Remove cap for professional licenses.
		7. Language clean-up to comply with CalPERS regulations.
4. Resolution between the County of Siskiyou and the Confidential Employees.
	1. Changes include:
		1. Two-year agreement
		2. Salary adjustments for all positions.
		3. Increase in Administrative Leave and add the ability to cash out at any time during the calendar year.
		4. Changes to County contribution towards health, dental and vision insurance effective January 1, 2023.
		5. Increase deferred compensation contribution provided by County.
		6. Language clean-up to comply with CalPERS regulations.
5. Resolution amending the Siskiyou County Salary Schedule effective February 6, 2022 and February 5, 2023.
 |
| **Financial Impact:** |
| **NO** | [ ]  | *Describe why no financial impact:*  |
| **YES** | [x]  | *Describe impact by indicating amount budgeted and funding source below* |
| Amount: | **See Attached** |  |  |  |  |
| Fund:  |  |  | Description: |  | Org.: |  | Description: |  |
| Account: | 611100~624100 |  | Description: | Payroll Accounts |  |
| Activity Code:  |  |  | Description: |       |  |
| Local Preference: YES [ ]  NO [x]  |
| For Contracts – *Explain how vendor was selected:* N/A |
|       |
| Additional Information:  |  |
|  |
| **Recommended Motion:** |
| Item 1: Authorize the termination of all employment contracts between the County of Siskiyou and the following employees effective February 5, 2022:* Chief Probation Officer
* Director of Community Development
* Director of Health and Human Services Agency
* Public Defender

Item 2: Approve Resolution between the County of Siskiyou and the Appointed Department Heads effective February 6, 2022.Item 3: Approve Resolution between the County of Siskiyou and the Assistant Department Heads effective February 6, 2022.Item 4: Approve Resolution between the County of Siskiyou and the Confidential Employees effective February 6, 2022.Item 5:Approve Resolution amending the Siskiyou County Salary Schedule effective February 6, 2022 and Febraury 5, 2023. |
| **Reviewed as recommended by policy:** |  | ***Special Requests*:** |
| County Counsel |  |
| *Certified Minute Order(s)* |  | *Quantity:* |  |
| Auditor |       |
|  |  |
| Personnel |       | *Other:* |  |
| CAO |       |       |

***NOTE: For consideration for placement on the agenda, the original agenda worksheet and backup material must be submitted directly to the Board Clerk (after reviewing signatures have been obtained) by 12:00 p.m. on the Wednesday prior to the Board Meeting.*** Revised 1/15/15.