***Submit completed worksheet to:***

*Siskiyou County Clerk, 311 Fourth St., Rm 201, Yreka, CA 96097*

# **Agenda Worksheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[ ]**  |  | **Time Requested:** | **1 Min.** | **Meeting Date:** | **September 6, 2022** |
| ***OR*** |
| **Consent** | **[x]**  |  |
| **Contact Person/Department:** | **Anna Hendricks, CAO** | **Phone:** | **ext. 8003** |
| **Address:** | **1312 Fairlane Road, Suite 1, Yreka** |
| **Person Appearing/Title:** | **Melissa Cummins, Deputy CAO** |
| **Subject/Summary of Issue:** |
| Staff respectfully requests Board approval of a contract between the County and Koff & Associates, a Division of Gallagher Benefit Services, Inc. for the conduction of staff compensation study. This study will compare and contrast the total compensation, including benefits, of up to 275 benchmarks within Siskiyou County to that of 4 comparator agencies. |
| **Financial Impact:** |
| **NO** | [ ]  | *Describe why no financial impact:*       |
| **YES** | [x]  | *Describe impact by indicating amount budgeted and funding source below* |
| Amount: | $93,225 |  |  |  |  |
| Fund:  | 6106 |  | Description: |       | Org.: | 110012 | Description: |       |
| Account: | 723000 |  | Description: |       |  |
| Activity Code:  | NA |  | Description: |       |  |
| Local Preference: YES [ ]  NO [x]  |
| For Contracts – *Explain how vendor was selected:* Vendor was selected through the RFP process. |
|       |
| Additional Information: |       |
|       |
| **Recommended Motion:** |
| Staff respectfully requests Board approval of the contract between the County and Koff & Associates, a Division of Gallagher Benefit Services, Inc. |
| **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 10:00 a.m. on the Monday the week prior to the Board Meeting.*** Revised 8/09/2021