***Submit completed worksheet to:***

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

# **Agenda Worksheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[ ]**  |  | **Time Requested:** |  | **Meeting Date:** | **2/4/25** |
| ***OR*** |
| **Consent** | **[x]**  |  |
| **Contact Person/Department:** | **Courtney Greenley/Sheriff** | **Phone:** | **530-842-8326** |
| **Address:** | **305 Butte Street, Yreka CA 96097** |
| **Person Appearing/Title:** | **Jeremiah LaRue/Sheriff-Coroner** |
| **Subject/Summary of Issue:** |
| The Jail facility has experienced various complicated situations in the past year, impacting the ability of our leading Lieutenant to schedule or utilize vacation accruals in 2024. The Sheriff's Office requests the approval of the Siskiyou County Board of Supervisors to approve a payout, in partnership with County Payroll, to reduce current accruals, to meet the maximum allowed accurals for this individual going into calendar year 2025.  |
| **Financial Impact:** |
| **NO** | [ ]  | *Describe why no financial impact:*       |
| **YES** | [x]  | *Describe impact by indicating amount budgeted and funding source below* |
| Amount: | 1569.00 |  |  |  |  |
| Fund:  | 1002 |  | Description: | GEN FUND | Org.: | 203010 | Description: | JAIL |
| Account: | 611100 |  | Description: | REG WAGES |  |
| Activity Code:  |       |  | Description: |       |  |
| Local Preference: YES [ ]  NO [ ]  |
| For Contracts – *Explain how vendor was selected:*       |
|       |
| Additional Information: | c |
|       |
| **Recommended Motion:** |
| Approve the Auditor to issue a payout of vacation accrual in the amount equal to the sum of 33 hours, in the approx. amount of $1,569.00, so the Jail may perform safe, supervised, essential functions. |
| **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