

## STAFF REPORT

<b>BOARD MEETING DATE:</b>	January 9, 2024
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**CATEGORY:** Consent Calendar 14

**SUBJECT:** Approve a classification specification for a new position of HHSA Chief Fiscal Officer and adopt a Salary Resolution, effective January 14, 2024, which adds the new class of HHSA Chief Fiscal Officer to the Shasta County Salary Schedule and adds 1.0 full time equivalent HHSA Chief Fiscal Officer allocation to the Health and Human Services Agency Budget (BU 502).

**DEPARTMENT:** Support Services

**SUPERVISORIAL DISTRICT #:** All

**DEPARTMENT CONTACT:** Monica Fugitt, Director of Support Services, (530) 225-5515

**STAFF REPORT APPROVED BY:** Monica Fugitt, Director of Support Services

<b><u>Vote Required?</u></b>	<b><u>General Fund Impact?</u></b>
Simple Majority Vote	No Additional General Fund Impact

### **RECOMMENDATION**

Approve a classification specification for a new position of HHSA Chief Fiscal Officer and adopt a Salary Resolution, effective January 14, 2024, which adds the new class of HHSA Chief Fiscal Officer to the Shasta County Salary Schedule and adds 1.0 full time equivalent HHSA Chief Fiscal Officer allocation to the Health and Human Services Agency Budget (BU 502).

### **DISCUSSION**

HHSA administers the largest budget within the Shasta County government, which funds many programs and services dedicated to fulfilling the Agency mission: *Engaging individuals, families, and communities to protect and improve health and wellbeing*. HHSA Administrative Branch provides administrative services to the entire Agency and is responsible for Contracts, Asset Management, HHSA Technology, Privacy and Security, Fair Hearings, Staff Development, Safety, HHSA Planning and Community Relations and Education, as well as Fiscal, Financial Audits and Control, as well as Medical Billing. Each of these groups support the branches to help them achieve their goals. The addition of a HHSA Chief Fiscal Officer is necessary to ensure sufficient oversight, auditing, and analysis of the HHSA budget process, which is highly technical, complex, and consists of multiple funding sources, including grant funding and realignment. The HHSA Chief Fiscal Officer will be responsible for fiscal/budget matters related to all Agency branches, financial auditing, analysis and development of fiscal and budgetary policies and procedures, financial forecasting, review and analysis of all budget units, provision of recommendation to Agency Director, and preparation of multi-year budget models to ensure long-term financial and program stability.

### **ALTERNATIVES**

The Board may choose to not approve the recommendation or provide alternate direction to staff.

### **OTHER AGENCY INVOLVEMENT**

Support Services – Personnel prepared the Salary Resolution and reviewed this recommendation in conjunction with the County Administrative Office and County Counsel.

### **FISCAL IMPACT**

Total annual increase for 1.0 FTE HHSA Chief Fiscal Officer at C-step is \$175,376.66 which includes salary and benefits. The additional position will be funded by Social Services. There is no additional General Fund impact.

### **ATTACHMENTS:**

- 1: Salary Resolution
- 2: HHSA Chief Fiscal Officer Classification Specification