

**INTERDEPARTMENTAL MEMORANDUM
CHIEF ADMINISTRATIVE OFFICE**

TO: Board Of Supervisors
FROM: Gayle Erbe-Hamlin *[Signature]*
DATE: October 25, 2008
RE: Department of Transportation Recommendations

CAO staff has reviewed the recommendations submitted by the Department of Transportation to revise their position allocation and organizational chart. The CAO supports all the recommendations of the Department except as follows:

1. Delay consideration of a Chief Engineer position until the Department can demonstrate that it can achieve a 30% reduction in their indirect cost rate. In the interim, Department Head can more fully document lost opportunity costs associated with ability to focus more attention on external issues, and benefits of adding a Chief Engineer position. Current Director is a licensed engineer.

My staff and I are available to answer any questions relative to this memo.

Cc Richard Shepard, Director of Transportation

Submitted by _____

at Board Hearing of 10/27/08

**INTERDEPARTMENTAL MEMORANDUM
CHIEF ADMINISTRATIVE OFFICE**

TO: Board Of Supervisors

FROM: Gayle Erbe-Hamlin

Gayle Erbe - Hamlin

DATE: October 25, 2008

RE: Department of Human Services Recommendations

CAO staff has reviewed the proposal submitted by the Department of Human Services to bring the Senior Day Care program expenditures within available revenues. The CAO supports all the recommendations of the Department except as follows:

1. Delete 1.0 Health Program Manager instead of 1.0 Senior Daycare Program Supervisor. The Health Program Manager was added in 2007/08 to accommodate an expansion of program to EDH. The difference in cost annually for the two positions is between \$15K and \$19K depending on step. Without adding EDH, the number of managers already over the program and less than 5 employees under the position, leaving the manager position is not warranted. The Supervisor job description more than meets the needs of the program. If the program ultimately grows again then the manager position can be reassessed.
2. Require the Department Head to return to the Board for approval of any future fee modifications.

My staff and I are available to answer any questions relative to this memo.

Cc Doug Nowka, Director of Human Services