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Title: Chief Administrative Office recommending the Board approve a step increase from Step 1 to Step 4 for Olivia Byron-Cooper, Interim Director of the Health and Human Services Agency, increasing her salary from \$16,196.27 to \$18,749.47 per month, effective February 25, 2023.

FUNDING: N/A

Sponsors:

Indexes:

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Date	Ver.	Action By	Action	Result
2/21/2023	1	Board of Supervisors	Approved	Pass

Chief Administrative Office recommending the Board approve a step increase from Step 1 to Step 4 for Olivia Byron-Cooper, Interim Director of the Health and Human Services Agency, increasing her salary from \$16,196.27 to \$18,749.47 per month, effective February 25, 2023.

FUNDING: N/A

DISCUSSION / BACKGROUND

On July 19, 2022, with Legistar item 22-1275, the Board conceptually approved the exploration of a new Department of Community Services that would result in the reorganization of HHSA. When a Director of HHSA was appointed in September 2022, the exploration of the Department of Community Services was paused until the Director of HHSA had time to acclimate to the position. On December 13, 2022, with Legistar item 22-2293, the Board appointed Olivia Bryan-Cooper as Interim Director of the Health and Human Services Agency (HHSA) after the position became vacant. A new recruitment for Director of HHSA was started in December 2022.

Now that Ms. Byron-Cooper has stepped into the Interim Director of HHSA role, the exploration of the Department of Community Services has resumed. Staff are recommending that the recruitment for a Director of HHSA be paused until the Department of Community Services can be established as the scope of the Director of HHSA position may change with the reorganization. It is essential that during the reorganization of HHSA there is consistent leadership to guide this effort.

With almost 15 years of experience with El Dorado County, Ms. Bryan-Cooper has the experience, knowledge, and relationships needed to assist in the creation of the Department of Community Services. In the more than 60 days since her Interim appointment, Ms. Byron-Cooper has demonstrated skills in building relationships and providing leadership to the Agency and County.

Based upon her demonstrated skills and in an effort retain her Interim appointment during the reorganization of HHSA, it is recommended that the Board approve a step increase from Step 1 to

Step 4 for Olivia Byron-Cooper, Interim Director of the Health and Human Services Agency. Section 505 of Salary & Benefits Resolution for Unrepresented Employees states, "*The Board of Supervisors has the discretion to appoint Appointed Department Heads at any salary step and to move them to any salary step at any time.*"

The Chief Administrative Office will bring an agreement for services to Board in the near future for assistance in determining the scope of the reorganization of HHSA and an implementation plan to ensure there is sufficient support for this project. It is anticipated that the reorganization of HHSA could take at least six to eight months, so it is critical that HHSA retain consistent interim leadership during this transition.

ALTERNATIVES

The Board could choose not to approve the recommendation at this time or offer an alternative.

PRIOR BOARD ACTION

See above.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Human Resources

FINANCIAL IMPACT

The step increase will not increase appropriations beyond what was included in the FY 2022-23 Budget due to savings from the Director of Public Health classification that Ms. Bryan-Cooper held prior to the Interim assignment. In addition there are other vacancies within HHSA leadership that will offset the increased cost of the step increase in the Administration and Financial Services Department of HHSA.

CLERK OF THE BOARD FOLLOW UP ACTIONS

N/A

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

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