



# COUNTY OF SONOMA

575 ADMINISTRATION  
DRIVE, ROOM 102A  
SANTA ROSA, CA 95403

## SUMMARY REPORT

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**Agenda Date:** 9/24/2019

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**To:** Sonoma County Board of Supervisors

**Department or Agency Name(s):** County Administrator, Human Resources

**Staff Name and Phone Number:** Sheryl Bratton, 565-3578 Christina Cramer, 565-2988

**Vote Requirement:** Majority

**Supervisoral District(s):** All

**Title:**

Department Head Personal Services Agreement - Human Services Director

**Recommended Action:**

Authorize the Chair of the Board to execute the second amendment to the Personal Services Agreement with Karen Fies as the Director of the Sonoma County Human Services Department, extending the term of the agreement from September 27, 2019 to September 26, 2021, continuing the "I" step in the position's salary range, increasing her vacation accrual, and maintaining eligibility for other County benefits in accordance with Salary Resolution 95-0925.

**Executive Summary:**

The salary and fringe benefits provided to County department and agency heads must be considered by the Board of Supervisors at a regularly scheduled Board meeting. Further, an oral summary of the salary and benefits recommended action must be presented at the meeting where the final Board action is taken. (California Government code §54953, 54956)

Karen Fies was initially appointed as the Director of the Human Services Department on September 27, 2016 for a three-year term, ending on September 26, 2019. The recommended action extends the term of the current agreement for an additional two years, through September 26, 2021.

**Discussion:**

The Director of the Human Services Department reports to the Board of Supervisors through the County Administrator and is responsible for providing quality, client focused, cost-effective services to meet the needs of the community. The Director oversees four divisions, which determine eligibility and deliver human services in accordance with local, state, and federal regulations.

Following a nationwide recruitment, Ms. Fies was initially appointed to the position on September 27, 2016 for a three-year term, from September 27, 2016 through September 26, 2019. The second amendment continues Ms. Fies current salary at the "I" Step of the salary range, which is \$ 212,447.95 annually. In recognition of Ms. Fies' 33.5 years of distinguished service and her willingness to continue to serve for an additional two years, the County will increase her vacation hours by providing an additional 104 hours and

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increasing her maximum accrual bank by that amount. Other benefits and compensation are included as prescribed in the County's Salary Resolution 95-0925.

**Prior Board Actions:**

- September 20, 2016: Board authorized Chair to execute initial Personal Services Agreement.

**FISCAL SUMMARY**

Expenditures	FY 19-20 Adopted	FY20-21 Projected	FY 21-22 Projected
Budgeted Expenses			
Additional Appropriation Requested			
<b>Total Expenditures</b>			
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>			

**Narrative Explanation of Fiscal Impacts:**

Ongoing annualized salary and benefit costs associated with existing positions had been incorporated into each respective department's budget. These actions do not increase any budget appropriations.

<b>Staffing Impacts:</b>			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)

**Narrative Explanation of Staffing Impacts (If Required):**

Ongoing annualized salary and benefit costs associated with existing positions had been incorporated into each respective department's budget. These actions do not increase any budget appropriations.

**Attachments:**

- A. Second Amendment of the Personal Services Agreement, Director of Human Services

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**Related Items “On File” with the Clerk of the Board:**

A. Initial appointment, Director of Human Services September 20, 2016