



## COUNTY OF SONOMA

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

### SUMMARY REPORT

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**Agenda Date:** 3/10/2020

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**To:** Board of Directors Sonoma County In-Home Supportive Services Public Authority  
**Department or Agency Name(s):** Human Services/In-Home Supportive Services Public Authority  
**Staff Name and Phone Number:** Paul Dunaway 565-3673 & Eric Glentzer 565-5952  
**Vote Requirement:** Majority  
**Supervisorial District(s):** Countywide

**Title:**

In-Home Supportive Services Public Authority Manager - Employment Contract Renewal

**Recommended Action:**

Authorize the Chair of the Sonoma County In-Home Supportive Services (IHSS) Public Authority Board of Directors to sign a renewal employment contract with Michael Humphrey as Public Authority Manager for a three-year term beginning on March 14, 2020 - March 13, 2023.

**Executive Summary:**

This item authorizes the renewal of an employment contract with Michael Humphrey, Public Authority Manager, for a three-year term beginning on March 14, 2020 through March 13, 2023. Staff recommends the salary be kept at the "I" step (\$64.74 per hour).

**Discussion:**

The Board of Supervisors established the Sonoma County In-Home Supportive Services (IHSS) Public Authority on June 5, 2001, pursuant to Welfare & Institutions Code § 12301.6(a)(2). The Public Authority is an independent public entity, with the members of the Board of Supervisors serving as the Board of Directors. The purpose of the Public Authority is twofold: (1) to act as the employer of record for individual IHSS care providers for the purpose of collective bargaining over wages, hours, and other conditions of employment and (2) to provide State-mandated functions of referral, registry, screening, and training to IHSS consumers and providers.

To avoid duplication of administrative systems, the Board of Supervisors and the Board of Directors designated the Human Services Department as the administrative liaison to the IHSS Public Authority, and directed the Public Authority to utilize county services through an interagency agreement. The Director of Human Services Department (HSD) oversees the Public Authority Manager through this interagency agreement. Operationally, the Public Authority resides in the Adult and Aging Services Division, and the Public Authority Manager reports to the In-Home Supportive Services Section Manager.

Michael Humphrey was hired as the first Public Authority Manager through an employment contract effective March 4, 2002 to March 5, 2005. Mr. Humphrey's employment contract was renewed on March 15, 2005, March 11, 2008, March 1, 2011, February 25, 2014, and March 7, 2017.

Mr. Humphrey has demonstrated effective leadership and competent management of the IHSS Public

Authority and has earned the respect of the IHSS Public Authority Advisory Committee. It is recommended that Mr. Humphrey be kept at the "I" step of the salary range for IHSS Public Authority Manager in the attached contract renewal.

**Prior Board Actions:**

September 19, 2017 - Board of Supervisors approved salary increase from "C" of the salary range to "I" step.  
Board of Supervisors Approved the renewal of an employment contract with Michael Humphrey on:

March 7, 2017

February 25, 2014

March 1, 2011

March 11, 2008

March 15, 2005

March 5, 2002 - Board of Supervisors Approved initial employment contract with Michael Humphrey

June 21, 2001 - Board of Supervisors Approved ordinance to establish the Sonoma County In-Home Supportive Services Public Authority

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY 19-20 Adopted</b>	<b>FY20-21 Projected</b>	<b>FY 21-22 Projected</b>
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:**

Funding is already included for the position in the current FY19-20 IHSS Public Authority budget. Future years are covered in the annual IHSS Public Authority State budget.

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

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

N/A

**Attachments:**

M. Humphrey Personal Service Agreement

**Related Items "On File" with the Clerk of the Board:**

None