

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
ACTION AGENDA SUMMARY

DEPT: Cooperative Extension

BOARD AGENDA # *B-17

Urgent

Routine

AGENDA DATE May 19, 2009

CEO Concurs with Recommendation YES NO

4/5 Vote Required YES NO

(Information Attached)

SUBJECT:

Approval of the Reduction-In-Force of One Filled Full-Time Position in the Cooperative Extension budget unit Effective June 20, 2009

STAFF RECOMMENDATIONS:

1. Approve the reduction-in-force of one filled full-time position in the Cooperative Extension budget unit as outlined in the Staffing Impacts section of this report effective June 20, 2009.
2. Amend the Salary and Position Allocation Resolution to reflect the changes as outlined in the Staffing Impacts section of this report effective June 20, 2009.

FISCAL IMPACT:

The General Fund contribution to the Cooperative Extension budget has been reduced by 12 percent, or \$56,110, for Fiscal Year 2009-2010. In order to meet this reduction the Department requests a reduction-in-force, this reduction will result in a net savings of approximately \$48,123 annually.

BOARD ACTION AS FOLLOWS:

No. 2009-336

On motion of Supervisor Grover, Seconded by Supervisor Monteith
and approved by the following vote,

Ayes: Supervisors: O'Brien, Chiesa, Grover, Monteith, and Chairman DeMartini

Noes: Supervisors: None

Excused or Absent: Supervisors: None

Abstaining: Supervisor: None

1) X Approved as recommended

2) _____ Denied

3) _____ Approved as amended

4) _____ Other:

MOTION:

Christine Ferraro

ATTEST: CHRISTINE FERRARO TALLMAN, Clerk

File No.

Approval of the Reduction-In-Force of One Filled Full-Time Position in the Cooperative Extension budget unit Effective June 20, 2009

DISCUSSION

Cooperative Extension is funded, Fiscal Year 2008-2009, with a general fund contribution of \$468,083 and \$5,600 in estimated department revenue. The Department, as part of the Fiscal Year 2009-2010 Proposed Budget, received a 12 percent, or \$56,110, reduction in general fund contribution (net county cost).

On May 5, 2009, the Department made a request as part of the Fiscal Year 2008-2009 Third Quarter Report to reduce staffing by one filled, full-time administrative secretary position. The request was removed from the report to allow for further discussion.

The Department analyzed and evaluated several options to meet the targeted net county reduction. Furloughs of the five (5) department employees for the maximum 13 days allowed would only realize a savings of \$11,006. Reducing one administrative secretary to 75 percent time and furloughing the remaining four (4) employees would only realize \$17,164.

The Department's services and supplies expenditures make up only a portion of the budget at \$17,101 in Proposed Budget 2009-2010. Any further reduction in this area would deeply effect the department's operations and still fail to achieve the required 12 percent reduction. Cooperative Extension's only option to meet the required reduction is through a reduction-in-force. The Department is comprised of five (5) staff members, three (3) administrative secretary positions, one (1) agricultural assistant II, and one (1) confidential assistant. The Department requests a reduction of one (1) administrative secretary position. It is estimated that this will result in a savings of \$48,123 annually.

In order to mitigate a significant reduction in services as a result of the reduction-in-force, the responsibilities of the remaining two (2) clerical full-time employees will be appropriately adjusted. The Department anticipates that it will be able to maintain an appropriate level of service following the reduction-in-force with the remaining clerical positions.

POLICY ISSUES

The Board of Supervisors should determine whether this action meets the priority of *Efficient delivery of public services*.

STAFFING IMPACTS:

Currently, there are five full-time allocated positions in the Cooperative Extension budget unit, all of which are currently filled. This report includes the recommendation to delete one filled administrative secretary position, currently under-filled and budgeted as an administrative clerk II. This recommended deletion requires approval of a reduction-in-force action effective June 20, 2009.

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STAFFING IMPACTS (continued):

It is recommended that the Salary and Position Resolution be amended to reflect the deletion of one Administrative Secretary position number 3196.

Staff from the Chief Executive Office have initiated discussions with the designated labor representative regarding the impact of this recommendation on the existing County employee. Chief Executive Office staff will work with the affected employee regarding employment opportunities within the County.