

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners
Mark McCauley, County Administrator

FROM: Judy Shepherd, Finance Manager

DATE: August 29, 2024

SUBJECT: Resolution to Establish Department, General Fund – Human Resources

STATEMENT OF ISSUE:

The Human Resources Department has grown as the County has grown. The budget and actual revenue and expenditures are included in the County Administrator Department 001-059, the Civil Service Fund 001-062, and the Non-Departmental Fund 001-270.

ANALYSIS:

There are now three employees in Human Resources and a clerk hire as needed. There are specific expenditures that relate directly to Human Resources and it would be better maintained separate from the County Administrator for clarity and transparency.

FISCAL IMPACT:

The Human Resources Department (065) will have its own budget beginning in 2025. The expenditures will be identified that were part of the 2025 Original Budget adoption. The 2025 Budget Amendment will identify Human Resources as its own department in the General Fund, 001-065, and associated budget lines.

RECOMMENDATION:

That the Board of County Administrators adopt a Resolution, Establishing a New Department in the General Fund for Human Resources beginning with the 2025 Budget Amendment.

REVIEWED BY:


Mark McCauley, County Administrator

8/20/24
Date

STATE OF WASHINGTON
County of Jefferson

In the Matter of Establishing a }
New Department in the General Fund for }
Human Resources }

RESOLUTION NO. _____

WHEREAS, the Human Resources budget and actual revenue and expenditures are included in the County Administrator Department 001-059, Civil Service Department 001-062, and Non-Departmental 001-270; and

WHEREAS, the Human Resources department has grown to three employees to support our County employees; and

WHEREAS, the budget and actual expenditures should be identified separately to accurately reflect the Human Resources function and provide transparency,

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of Jefferson County hereby establishes a new department in the General Fund, Department 065 – Human Resources, with the Human Resources Director managing the Department.

APPROVED AND ADOPTED this _____ day of _____, 2024 in Port Townsend, Washington.

SEAL:

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

ATTEST:

Kate Dean, Chair

Heidi Eisenhour, Member

Carolyn Gallaway
Clerk of the Board

Greg Brotherton, Member