



DATE	October 4, 2023
TIME	12:00 pm
LOCATION	CAPK Administrative Office 5005 Business Park North Bakersfield, CA 93309

Personnel Committee Agenda

1. Call to Order

2. Roll Call

Maritza Jimenez (Chair)
Nila Hogan

Jonathan Mullings
Guadalupe Perez

3. Public Forum

The public may address the Committee on items not on the agenda but under the jurisdiction of the Committee. Speakers are limited to 3 minutes. If more than one person wishes to address the same topic, the total group time for the topic will be 10 minutes. Please state your name before making your presentation.

4. New Business

a. Head Start Personnel Update – **Info Item (p. 2-3)**

Jerry Meade, Assistant Director of Head Start, Program
Robert Espinosa, Program Design and Management Administrator

b. Reclassification of Executive Position – **Action Item (p. 4-10)**

Jeremy T. Tobias, Chief Executive Officer

c. Reclassification of Finance Position – **Action Item (p. 11-14)**

Tracy Webster, Chief Financial Officer

d. Proposed 2024 Holiday Calendar – **Action item (p. 15)**

Lisa McGranahan, Director of Human Resources

5. Committee Member Comments

6. Next Scheduled Meeting

Personnel Committee
12:00 pm
November 1, 2023
5005 Business Park North
Bakersfield, CA 93309

7. Adjournment

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00 pm, July 28, 2023. Margaret Frazier-Sanchez, Assistant to the Director of Human Resources.

MEMORANDUM

To: Personnel Committee



From: Jerry Meade, Assistant Director of Head Start, Program
Robert Espinosa, Program Design and Management Administrator

Date: October 4, 2023

Subject: *Agenda Item 4(a)*: Head Start Personnel Update – **Info Item**

The Head Start and State Child Development Division is committed in continuing to provide an ongoing update regarding personnel challenges affecting the Head Start program.

For the month of September 2023, the following information is presented as of September 27, 2023:

- 590 staff employed.
- 111 vacant positions.
- Onboarded 12 staff.
- 13 resignations (11 direct services staff, two (2) administrative positions).
- Three (3) days of interviews for seven (7) open direct service positions.

There are currently 11 open requisitions for Head Start staff. Program staff continue to explore strategies to build the Head Start workforce to support full enrollment. In August 2023, the Board of Directors approved the Retention and Recruitment Incentive Plans to retain and recruit direct service staff. Program staff have been engaged with the CAPK Outreach Team to roll out a media campaign to advertise the incentive plans in the coming days.

Additionally, staff have included an Enrollment/Staffing Data Report to provide a more detailed picture of where the staffing shortages are within Head Start and how these vacancies lead to under-enrollment. It is important to note that the data only represents a date in time. This snapshot of data holds value and guides program administration on hiring strategies. Staff will review the data with the committee monthly moving forward. The report represents data from September 19, 2023. Staff have included this report for a preliminary view of September's data. However, based on the timeline in which this report is due to be submitted, the data does not reflect the entire month of September. Staff will provide the Personnel Committee with a new report reflecting the enrollment/staffing data for September at the October 4th Personnel Committee meeting.

Attachments:

Head Start Enrollment/Staffing Data Report

Enrollment Staffing Data Sheet

Site	Funded	Reportable Enrollment	% Enrolled	Budgeted Staffed	Currently Staffed	Staff Vacancies	% Staffed
Alberta Dillard (PY)	40	29	73%	9	9	0	100%
Alicante	20	19	95%	5	5	0	100%
Angela Martinez EHS	24	16	67%	9	7	2	78%
Angela Martinez HS	60	31	52%	19	12	7	63%
Bakersfield College	32	23	72%				
Blanton	16	14	88%				
Broadway (PY)	40	23	58%	9	9	0	100%
California City (PY)	20	19	95%	4	4	0	100%
California Street	24	24	100%	14	14	0	100%
Cleo Foran EHS	8	7	88%	3	3	0	100%
Cleo Foran HS	15	12	80%	6	6	0	100%
Delano (PY)	76	51	67%	19	16	3	84%
E. Cal	40	26	65%	13	13	0	100%
E. Cal EHS	12	13	108%	6	4	2	67%
Escuelita Hernandez	16	16	100%				
Fairfax (PY)	39	20	51%	9	8	1	89%
Garden Pathways	11	11	100%				
Gianone	16	4	25%	8	4	4	50%
Harvey L. Hall EHS	60	42	70%	24	18	6	75%
Harvey L. Hall	80	27	34%	25	18	7	72%
Heritage (PY)	20	20	100%	4	2	2	50%
Kennedy	16	16	100%	9	8	1	89%
Lamont (PY)	20	17	85%	4	4	0	100%
Lathrop	24	16	67%	14	12	2	86%
Lodi	24	16	67%	13	10	3	77%
M. Massei	16	16	100%	9	9	0	100%
MJM EHS	16	16	100%	6	5	1	83%
MJM HS	55	16	29%	14	9	5	64%
McFarland (PY)	20	9	45%	5	3	2	60%
Mojave (PY)	20	10	50%	4	4	0	100%
Oasis EHS (PY)	8	3	38%	3	1	2	33%
Oasis (PY)	37	18	49%	11	9	2	82%
Pete Parra EHS	48	21	44%	18	10	8	56%
Pete Parra HS	80	39	49%	23	17	6	74%
Primeros Pasos EHS	16	13	81%	6	6	0	100%
Primeros Pasos HS	60	30	50%	15	11	4	73%
Rosamond (PY)	60	32	53%	16	12	4	75%
San Diego EHS	32	27	84%	17	15	2	88%
Seibert (PY)	20	19	95%	4	4	0	100%
Shafter EHS	24	15	63%	13	13	0	100%
Shafter	20	17	85%	5	5	0	100%
St. Mary's	24	23	96%	13	13	0	100%
Stockdale HS	60	0	0%	17	1	16	6%
Sterling EHS	64	30	47%	26	20	6	77%
Sterling HS	60	48	80%	18	15	3	83%
Sunrise Villa (PY)	20	16	80%	5	5	0	100%
Taft (PY)	60	34	57%	14	12	2	86%
Taft College	42	15	36%				
Tehachapi (PY)	34	24	71%	4	4	0	100%
Vineland (PY)	20	9	45%	5	5	0	100%
Virginia (PY)	20	20	100%	4	4	0	100%
Wesley (PY)	60	28	47%	11	9	2	82%
Willow (PY)	40	22	55%	9	9	0	100%
Home Base Kern 152	152	100	66%	14	14	0	100%
SJC EHS HB 130	130	92	71%	12	10	2	83%
Total	2071	1274	62%	547	440	107	80%

Closed Classrooms	Funded Enrollment	Staff Vacancies
Angela M. EHS ~ 24		
Class 3	8	2
Angela M. HS ~ 60		
Class C-FD	20	3
Gianone ~ 16		
Class 1	8	1
Class 2	8	3
Harvey Hall EHS ~ 80		
Class 7	8	2
Class 8	8	1
Harvey Hall HS ~ 80		
Class C-FD	20	3
Class D-FD	20	3
Lodi ~ 24		
Class 2	8	0
MJM HS ~ 55		
Class B- FD	20	2
Class C- FD	15	2
Oasis EHS ~ 8		
Class 1 (HB)	8	2
Oasis HS ~ 37		
Class B-SS	17	1
Pete Parra EHS ~ 48		
Class 5	8	2
Class 6	8	2
Pete Parra HS ~ 80		
Class D-FD	20	3
Prim. Pasos HS ~ 60		3
Class C- FD	20	
Rosamond ~ 60		
Class C	20	2
Shafter EHS ~ 24		
Class 2	8	0
Stockdale HS ~ 60		
Class A-PD	15	2
Class B-PD	15	3
Class C-PD	15	3
Class D-PD	15	3
Sterling EHS ~ 64		
Class 6	8	0
Class 7	8	1
Class 8	8	3
Taft College ~ 60		
Class 5	8	0
SJC EHS HB ~ 130		
Stockton 6	12	1
Stockton 7	12	1
Classrooms Closed	Total Slots	Staff Vacancies
29	368	54

	Slots	Staff Vacancies
Closed Enrollment	18%	50.47%
Open Enrollment	82%	49.53%

Funded Enrollment	2071	1274 62%
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Active Enrollment	1703	1274 75%
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MEMORANDUM

To: Personnel Committee



From: Jeremy T. Tobias, Chief Executive Officer

Date: October 4, 2023

Subject: *Agenda Item 4(b)*: Reclassification of Executive Position – **Action Item**

In an effort to better streamline agency operations and to create a structure for better alignment of some of the Agency's key functions, Management is proposing approval of a reclassified Executive position and reorganization to be implemented immediately. The existing role of Director of Operations has grown in scope, as has the agency, and thus, this position should more accurately reflect an accurate workload and scope of responsibility.

Summary of Proposed Changes

After careful review of CAPK's operational support services, the scope of work for the Director of Operations has expanded due to the complexity and increase of demands from departments across the agency. The proposal is an upgrade of the job description of Director of Operations to be renamed to Chief Operating Officer.

Below is a description of the proposed position changes and fiscal sustainability:

Position Title	Proposed Changes	Current Grade	New Grade
Chief Operating Officer	Reclassified. The COO will oversee increased operations for facility maintenance, fleet management, IT, risk management, and business services.	14 Min: \$48.72 Mid: \$60.91 Max: \$73.10	16 Min: \$64.45 Mid: \$80.54 Max: \$96.66

Fiscal Impact and Timeframe

The proposed reclassified position is projected to have a fiscal impact of \$8,500 in salary and benefit costs for the remainder of the year. The fiscal impact for future years would be planned for during the annual budget development process.

The reclassification of the job description and fiscal impact have been reviewed and approved by the Human Resources and Finance departments, respectively.

Strategic Plan Impact

As part of the 2021-25 Strategic Plan, specifically under Goal 4: *CAPK seeks to be an employer of choice and attract and retain a high-quality workforce to achieve the*

organization's desired results, and as part of following objectives, the proposal supports staff development, growth, and retention:

Recommendation:

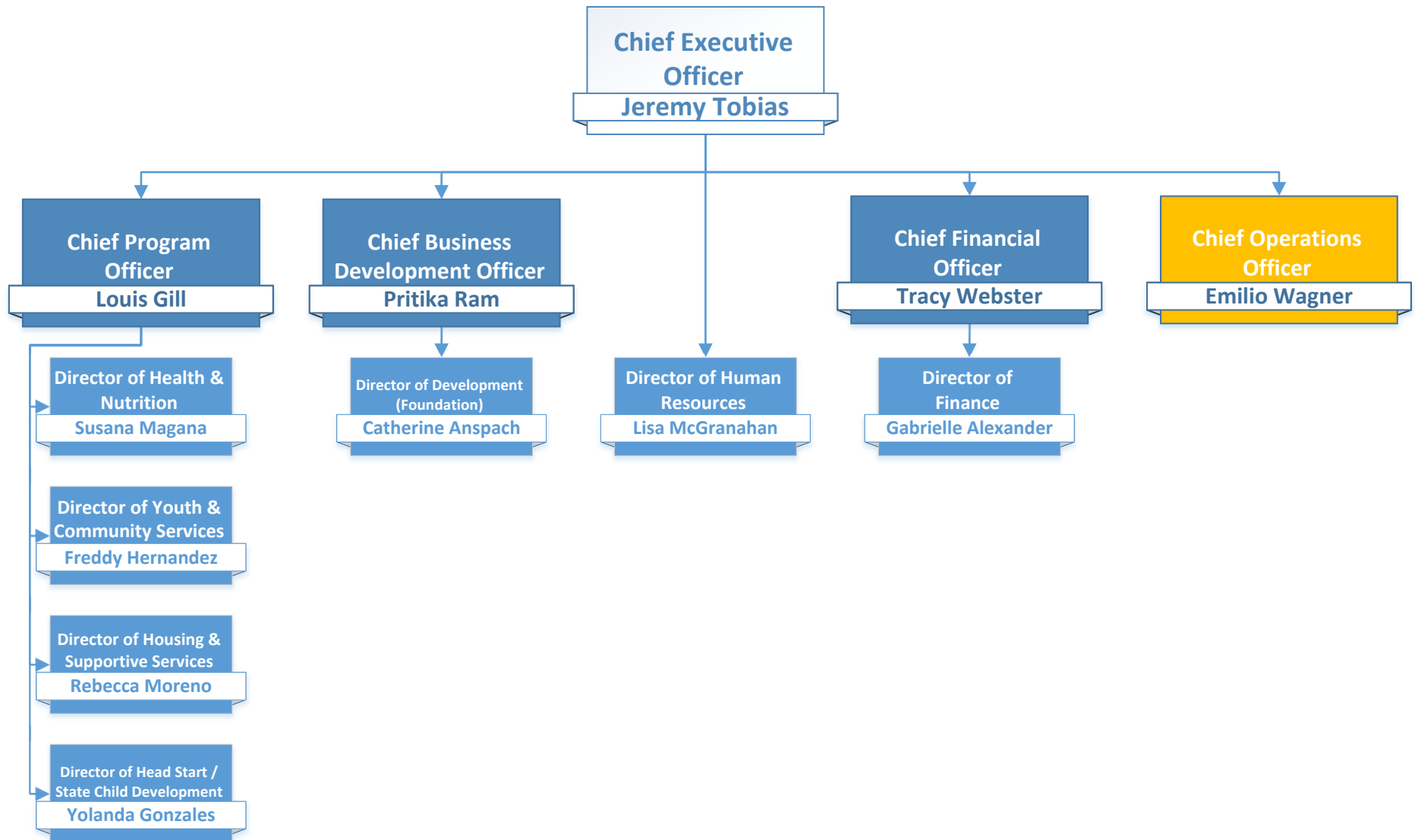
Staff recommends the Personnel Committee approve the reclassification of the Director of Operations to Chief Operating Officer and the organizational chart update.

Attachments:

Organizational Chart

Chief Operating Officer Job Description

Executive Leadership Team



Chief Operating Officer

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 16

FLSA Status: Exempt

Date Approved: TBD

SUMMARY:

Under the general direction of the Chief Executive Officer (CEO), the Chief Operating Officer (COO) will ensure that all divisions are appropriately provided support services by directing facility maintenance, fleet management, information technology, risk management, and business services. The COO will serve as the Responsible Managing Employee (RME) for agency construction projects and property improvements.

SUPERVISION RECEIVED:

Receives supervision from the CEO.

SUPERVISION EXERCISED:

Directly supervises IT Administrator, Risk Manager, and Assistant Director of Operations.

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Develops short and long-range plans in coordination with the appropriate division directors related to information technology, facilities management, and maintenance, including recommended prioritization of resources.
- Communicates with Agency directors and management personnel, regulatory agencies, architects, engineers, inspectors, contractors, vendors, and others concerning facilities maintenance, operations, planning, and construction to exchange information, resolve issues, and ensure effective services.
- Responsible for property management, including leases, property acquisition, appraisal, notice of federal interest, and any permits and inspections.
- Responsible for implementing and monitoring agency security and safety.
- Oversees and monitors the work of the maintenance department, including maintenance, renovation, and new construction of all agency facilities.
- Oversees and monitors the warehouse and distribution building.
- Oversees the development of a coordinated fleet management system.
- Prepares site surveys, plot plans, drawings, lay-outs, floor plans, and other data as required to pictorially or diagrammatically present proposals or situations. This includes cost estimating, design programming and 3-D modeling, rendering, animation of proposed projects.
- Assists and coordinates the Geographic Information System (GIS) software and related equipment with appropriate staff.
- Prepares and presents project status reports to be presented to the Board of Directors

and Policy Council.

- Ensures Davis Bacon California State prevailing wage compliance with review of certified payroll, fringe benefits, accuracy of deductions, assisting, and employee interviews.
- Point of contact for all construction. Prepares required documentation for local building department to pull permits. Monitors construction by verifying work completed to plans and specs, signing off on invoices/pay applications, maintaining and organizing construction documents.
- Coordinates general liability insurance, loss control, worksite safety, workers compensation, disaster preparedness, facility inspections, and claims management.
- Oversees the Information Technology Department, ensuring network stability by planning and implementing hardware standards, resource management, and software solutions.
- Interprets and applies state and federal laws, contract rules, and regulations and policies appropriate to program operations.
- Monitors, establishes, and maintains strategies, objectives, and priorities for respective programs/contracts and appraises the CFO and CEO of the status of agency contracts/program performance on a periodic basis.
- Identifies problems with program performance regarding agency contracts and/or grants.
- Makes recommendations for and implements corrective actions.
- In conjunction with the CFO, develops and maintains an effective system of financial management and budget development that controls funds within the Division and meets all necessary financial management requirements and applicable regulations, including funding guidelines for program activities.

Other Job Specific Duties:

- Attends all meetings, trainings, conferences, and provides trainings as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours as required, including nights and weekends.
- Is proactive in the effort to recruit and enroll families that qualify for Partnership programs.
- Performs any other like duties as assigned or as needed.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and other related software applications.
- Principles and practices of finance, real estate financing, economic development, and the Davis-Bacon Act.

Ability to:

- Solve problems effectively and efficiently.

- Deal with conceptual matters.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- Attend evening and weekend meetings.
- Effectively present program information to the public.
- Work independently with little direction.
- Meet schedules and timelines.
- Plan, develop, and present mixed media presentations.
- Write creatively and clearly for general and specialized audiences.
- Maintain and organize a variety of files, records, and logs.
- Supervise employees professionally to achieve their goals and be self-motivating.
- Plan and organize work.
- Compose clear and concise reports and recommendations.
- Analyze situations accurately and adopt an effective course of action.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor' degree in business administration, public administration, planning, construction, or closely related field preferred however, experience that demonstrates proficiency in the required skills and knowledge may be accepted in lieu of the degree requirement.
- Minimum of eight (8) to ten (10) years' experience working in facilities management, project management, or construction management.
- Possession of General Contractors license.
- Possession of Responsible Managing Employee (RME).
- Certification as Playground Safety Inspector preferred.

OTHER REQUIREMENTS

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must be fingerprinted, if required by funding source or state licensing, and have such records filed with the State Department of Social Services.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Chief Operating Officer				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		
Kneeling			X	
Crawling		X		
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X
Power Grasping (right hand)			X	
Power Grasping (left hand)			X	
Fine Manipulation (right hand)				X
Fine Manipulation (left hand)				X
Pushing & Pulling (right hand)			X	
Pushing & Pulling (left hand)			X	
Reaching (above shoulder level)			X	
Reaching (below shoulder level)			X	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X			X		
76-100 lbs	X			X		
100+ lbs	X			X		

MEMORANDUM

To: Personnel Committee



From: Tracy Webster, Chief Financial Officer

Date: October 4, 2023

Subject: *Agenda Item 4(c)*: Reclassification of Finance Position – **Action Item**

As Community Action Partnership of Kern (CAPK) continues to strive for efficiency and to prepare for the future with succession planning, Finance is proposing the adoption of a new revised job description within the Finance Division.

Summary of Proposed Changes

The Finance Division has been evolving and developing over the years into more enhanced positions to better serve the programs they support. With the focus of the positions to certain programs and grants, it is allowed for better communication and program cooperation. Finance is proposed the reclassification of the Account Clerk

Below is a description of the proposed position changes and fiscal sustainability:

Position Title	Proposed Changes	Current Grade	New Grade
Accounting Clerk	Reclassified from grade 5 to 6.	5 Min: \$16.84 Mid: \$19.82 Max: \$22.78	6 Min: \$18.10 Mid: \$21.31 Max: \$24.50

Fiscal Impact and Timeframe

The proposed reclassified position is projected to have a fiscal impact of \$20,800 in salary and benefit costs for the current fiscal year. The fiscal impact for future years would be planned for during the annual budget development process. The reclassification of the job description and fiscal impact have been reviewed and approved by the Human Resources and Finance departments, respectively.

Strategic Plan Impact

The restructuring and changes to positions within the Finance Department allow for appropriate incremental progress on the Agency Strategic Plan Goal 6.1 and 6.2. The enhancement of succession planning within the Finance Division allows for improved continuity and agency stability.

Recommendation:

Staff recommends the Personnel Committee approve the reclassification of the Accounting Clerk.

Attachments:

Accounting Clerk Job Description

Accounting Clerk

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 06

FLSA Status: Non-Exempt

Date Approved: TBD

SUMMARY:

Responsible for the overall clerical accounting duties of the Finance Division including regular communication with vendors, inventory, file maintenance, and overall administrative support of the department.

SUPERVISION RECEIVED:

Receives supervision from the Accounts Payable Supervisor.

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Receive, sort, and distribute to appropriate division personnel all incoming correspondence, including but not limited to mail, packages, and internal communications.
- Call vendors and communicate with leadership on various financial matters.
- Transport all bank deposits to the bank and run other deliveries as needed.
- Order and maintain division supplies keeping adequate inventory of office supplies to meet the needs of the division.
- Maintain all vendor files and assist with all other division files such as payroll and organizational documents.
- Assist in the accounts payable and general ledger areas of the division as needed.
- Assist in compiling supporting documentation for funding source monitors and auditors.
- Scan documents and file them appropriately in the electronic file systems.
- File and organize any paper documents.
- Coordinate year end document transportation to long term storage offsite.
- Perform other accounting clerical duties as assigned.

Other Job Specific Duties:

- Attend all meetings, trainings, and conferences as assigned.
- Maintain safe and functional work environment.
- Perform any other like duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Organization and Finance division policies and procedures.
- Modern office practices, methods, procedures, and equipment including computers.
- Word processing, spreadsheet, general ledger database, and other related software applications.

Ability to:

- Work under frequent time pressures or deadlines.
- Use good organizational methods and procedures.
- Communicate effectively both orally and in writing.
- Follow instructions given by supervisor.
- Demonstrate strong organizational skills.
- Maintain effective working relationships with co-workers.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- High school diploma or equivalent
- Two (2) years of clerical experience, preferably in an accounting environment

OTHER REQUIREMENTS

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Be fingerprinted and pass the pre-employment background check.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.
-

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Accounting Clerk				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X

Walking			X
Standing			X
Bending (neck)			X
Bending (waist)			X
Squatting		X	
Climbing	X		
Kneeling		X	
Crawling	X		
Twisting (neck)			X
Twisting (waist)			X
Is repetitive use of hand required?			X
Simple Grasping (right hand)			X
Simple Grasping (left hand)			X
Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			X
Fine Manipulation (left hand)			X
Pushing & Pulling (right hand)		X	
Pushing & Pulling (left hand)		X	
Reaching (above shoulder level)		X	
Reaching (below shoulder level)		X	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X			X		
76-100 lbs	X			X		
100+ lbs	X			X		

MEMORANDUM

To: Personnel Committee



From: Lisa McGranahan, Director of Human Resources

Date: October 4, 2023

Subject: *Agenda Item 4(d): 2024 Agency Holiday Schedule - Action Item*

Below is the Agency Holiday Schedule for 2024 for approval.

2024 Holiday Schedule

Date	Holiday
Monday, January 1, 2024	New Year's Day
Monday, January 15, 2024	Martin Luther King Jr. Day
Monday, February 12, 2024	Lincoln's Birthday
Monday, February 19, 2024	Presidents' Day
Monday, May 27, 2024	Memorial Day
Wednesday, June 19, 2024	Juneteenth
Thursday, July 4, 2024	Independence Day
Monday, September 2, 2024	Labor Day
Monday, November 11, 2024	Veteran's Day
Thursday, November 28, 2024	Thanksgiving Day
Friday, November 29, 2024	Day After Thanksgiving
Tuesday, December 24, 2024	Christmas Eve
Wednesday, December 25, 2024	Christmas Day
Tuesday, December 31, 2024	New Year's Eve

Date	Holiday
Wednesday, January 1, 2025	New Year's Day

Recommendation:

Staff recommends the Personnel Committee approve the 2024 agency holiday schedule.