



County of Santa Cruz 0205

HEALTH SERVICES AGENCY

POST OFFICE BOX 962, 1080 EMELINE AVENUE SANTA CRUZ, CA 95061-0962
(831) 454-4066 FAX: (831) 454-4770 TDD: (831) 454-4123

HEALTH SERVICES AGENCY ADMINISTRATION

October 28, 1999

AGENDA: November 9, 1999

BOARD OF SUPERVISORS
County of Santa Cruz
701 Ocean Street
Santa Cruz, CA 95060

RE: Correction to HSA Administration Payroll Errors

Dear Board Members:


HSA is requesting Board authorization to correct an administrative error which resulted in a delayed pay adjustment due to a late step increase. A portion of this pay adjustment was authorized by your Board in August. HSA was subsequently notified that the entire amount requires Board approval before it can be paid.

HSA has installed a system which has uncovered errors which have been the subject of previous Board letters. We expect the system will prevent the recurrence of these problems in the future.

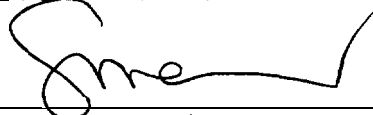
It is, therefore, RECOMMENDED that your Board:

Approve a gross pay adjustment in the amount of \$475.96.

Sincerely,


Charles M. Moody
Health Services Agency Administrator

RECOMMENDED:



Susan A. Mauriello
County Administrative Officer

cc: CAO
HSA Administration
Auditor-Controller

HSA Personnel
Central Personnel