



MEMORANDUM

Date: March 16, 2020

To: Cathy Bohland, Director
Human Resources Department

From: C.H. Huckelberry
County Administrator

A handwritten signature in black ink, appearing to be "CHH", is written over the printed name "C.H. Huckelberry".

Re: **Temporary Suspension of Hiring New Employees**

Due to the current uncertainty regarding the COVID-19 (Coronavirus) pandemic response, it would be appropriate to suspend the hiring of new employees until further notice.

Obviously, if there is critical need for a hire, such can be allowed on a case-by-case basis, based on appropriate justification.

CHH/anc

c: Jan Leshar, Chief Deputy County Administrator
Carmine DeBonis, Jr., Deputy County Administrator for Public Works
Francisco García, MD, MPH, Deputy County Administrator & Chief Medical Officer,
Health and Community Services