



COUNTY OF HUMBOLDT

AGENDA ITEM NO.  
**I-3**

For the meeting of: October 18, 2016

Date: September 27, 2017

To: Board of Supervisors

From: *(M)* Thomas K. Mattson, Director of Public Works

Subject: Employment of Temporary Retired Annuitant as Business Manager in the Public Works Department

RECOMMENDATION(S): That the Board of Supervisors:

1. Resolve that the employment of Renee Fleek as a temporary "retired annuitant" Business Manager with the Public Works Department (budget unit 1200320) is necessary to fill a critically needed position and that Ms. Fleek's employment as a temporary "retired annuitant" is needed before the CalPERS "180-day wait period" has expired.
2. Adopt the attached resolution for an exception to the 180-day wait period.

SOURCE OF FUNDING: Road – Administration (1200320)

DISCUSSION: Business Manager, Renee Fleek is retiring from county employment on November 4, 2016, with over eight years of experience working in Public Works. Ms. Fleek has worked for the Public Works Department Business Division since February 2008 as Business Manager overseeing fiscal staff and business operations.

Prepared by Thomas K. Mattson/jg CAO Approval Karen Clower

REVIEW:	<u>WBM</u>	County Counsel	<u>JS</u>	Personnel	<u>RA</u>	Risk Manager	Other
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TYPE OF ITEM:

Consent

Departmental

Public Hearing

Other

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT**

Upon motion of Supervisor \_\_\_\_\_ Seconded by Supervisor \_\_\_\_\_

Ayes \_\_\_\_\_

Nays \_\_\_\_\_

Abstain \_\_\_\_\_

Absent \_\_\_\_\_

PREVIOUS ACTION/REFERRAL:

Board Order No. \_\_\_\_\_

Meeting of: \_\_\_\_\_

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: October 18, 2016

By: Kathy Hayes

Kathy Hayes, Clerk of the Board

This position is responsible for the management and oversight of eleven budget units in the Public Works Department. This includes preparing, monitoring and communicating budget activity with department heads throughout the fiscal year as well as any reporting requirements to outside agencies; most importantly, the annual Road Report. Ms. Fleek assists with outside audits, providing support documentation, and accessing and analyzing data as required. Other functions include:

- Assists in preparing the budget narrative as well as updating the organizational chart. Responsible for the Cost Accounting Management System (CAMS): setting up accounts, codes and projects, performing file maintenance, troubleshooting and communicating with programmers, setting up the new year, running specialized reports and monitoring system security.
- Monitors contract payments, contract budgets and prepares final contract acceptance letters and agenda items.
- Prepares and monitors various rate calculations.
- Provides back up to the General Services Deputy Director as needed.
- Provides supervision of staff.
- Verifies payment of payables and payroll.
- Works on special projects as necessary.

Public Works will be working with the Human Resources Department to recruit for and fill the Business Manager position as there is currently no active candidate list. The earliest that Department interviews can be conducted would be November 28, 2016 and though Public Works hopes to make an offer and have it accepted, the pre-employment process is still lengthy. The candidate will want to give their two-week notice to their current employer, which will result in a significant gap in coverage for this critical position.

The appointment of Ms. Fleek is necessary to ensure that critically needed functions of the department continue and to prevent disruption of county business until such time as the position can be adequately filled. Additionally, the appointment would allow for the incoming Business Manager to receive the originally intended transfer of knowledge and orientation requirements, regulatory agencies, budgets, operational and management duties of the Business Division which occurs on various periods within the fiscal year.

The Public Works Department is requesting approval of Renee Fleek as a temporary "retired annuitant" Business Manager (Budget Unit 320) to fill a critically needed position and that the Board of Supervisors resolve that Ms. Fleek's employment as a temporary "retired annuitant" is needed before the expiration of the CalPERS 180-day wait period as required by California Government Code section 7522.56(f) (1). The attached resolution is needed to comply with CalPERS requirements for an exception to the 180-day wait period for post-retirement employment.

FINANCIAL IMPACT: Ms. Fleek would be hired into an existing job class with a designated wage assignment equal to other county employees performing comparable duties. Under the 2015-2017 American Federation of State, County and Municipal Employees (AFSCME) contract, costs associated with this hire would not exceed \$280.88 per day (8 hours at step E). Funds will be available in the Public Works Department budget through savings on salaries and benefits during the wait period in category 01 expenditure line items in 1200320.

The agenda item supports the Board of Supervisors Framework by investing in county employees and providing community-appropriate levels of service.

OTHER AGENCY INVOLVEMENT: Humboldt County Human Resources Department; CalPERS

ALTERNATIVES TO STAFF RECOMMENDATIONS: Your Board may choose to decline staff's recommendation. In that case, the department would do its best to manage all of these specialized duties and responsibilities; however, Ms. Fleek's knowledge of specific budget unit details is critical and the department may incur a hardship to meet those goals especially during the budget season for FY 2017-18.

ATTACHMENT: Resolution

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA**

Certified copy of portion of proceedings, Meeting of October 18, 2016

RESOLUTION NO. 16-122

**RESOLUTION FOR EXCEPTION TO THE 180-DAY WAIT PERIOD GC SECTIONS 7522.56 & 21224**

**WHEREAS**, in compliance with Government Code section 7522.56 the Humboldt County Board of Supervisors must provide CalPERS this certification resolution when hiring a retiree before 180 days has passed since her retirement date; and

**WHEREAS**, Renee Fleek (Employee ID # F0857) is retiring from Humboldt County Public Works Department in the position of Business Manager, effective November 4, 2016; and

**WHEREAS**, section 7522.56 requires that post-retirement employment commence no earlier than 180 days after the retirement date, which is May 3, 2017, without this certification resolution; and

**WHEREAS**, section 7522.56 provides that this exception to the 180 day wait period shall not apply if the retiree accepts any retirement-related incentive; and

**WHEREAS**, the Humboldt County Board of Supervisors, the Humboldt County Public Works Department and Renee Fleek certify that Renee Fleek has not and will not receive a Golden Handshake or any other retirement-related incentive; and

**WHEREAS**, the Humboldt County Board of Supervisors hereby appoints Renee Fleek as an extra help retired annuitant to perform the duties of the Business Manager for the Humboldt County Public Works Department under Government Code section 21224, effective November 14, 2016; and

**WHEREAS**, the entire employment agreement, contract or appointment document between Renee Fleek and the Humboldt County Public Works Department has been reviewed by this body and is attached herein; and

**WHEREAS**, no matters, issues, terms or conditions related to this employment appointment have been or will be placed on a consent calendar; and

**WHEREAS**, the employment shall be limited to 960 hours per fiscal year; and

**WHEREAS**, the compensation paid to retirees cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal the hourly rate; and

**WHEREAS**, the maximum base monthly salary for this position is \$6,085.73 and the hourly equivalent is \$35.11, and the minimum base monthly salary for this position is \$4,742.40 and the hourly equivalent is \$27.36; and

**WHEREAS**, the hourly rate paid to Renee Fleek will be \$35.11; and

**WHEREAS**, Renee Fleek has not and will not receive any other benefit, incentive, compensation in lieu of benefit or other form of compensation in addition to this hourly pay rate.

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA**

Certified copy of portion of proceedings, Meeting of October 18, 2016

RESOLUTION NO. 16-122

**NOW, THEREFORE, BE IT RESOLVED** that the Humboldt County Board of Supervisors hereby certifies the nature of the appointment of Renee Fleek as described herein and detailed in the attached agenda item titled 'Employment of Temporary Retired Annuitant as Business Manager', is necessary to fill the critically needed position of Business Manager for the Humboldt County Public Works Department by November 14, 2016, because Renee Fleek has unique knowledge and skills related to the budget, and administrative operations of the County's Business Division. Additionally, the incoming Business Manager, may not have familiarity with the Public Works Business Division operations, budget, and administrative operations. This appointment will allow a brief period of support and instruction that will provide for uninterrupted operation of the department's business operations and a smooth transition for the new Business Manager.

Dated: October 18, 2016



MARK LOVELACE, Chair  
Humboldt County Board of Supervisors

Adopted on motion by Supervisor Bohn, seconded by Supervisor Bass, and the following vote:

AYES: Supervisors Sundberg, Fennell, Lovelace, Bohn, Bass  
NAYS: Supervisors --  
ABSENT: Supervisors --  
ABSTAIN: Supervisors --

STATE OF CALIFORNIA )  
County of Humboldt )

I, KATHY HAYES, Clerk of the Board of Supervisors, County of Humboldt, State of California, do hereby certify the foregoing to be an original made in the above-entitled matter by said Board of Supervisors at a meeting held in Eureka, California.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of said Board of Supervisors.



By BROOKE EBERHARDT  
Deputy Clerk of the Board of Supervisors of the  
County of Humboldt, State of California