



COUNTY OF HUMBOLDT

AGENDA ITEM NO. **II**

For the meeting of: March 13, 2018

Date: February 13, 2018
To: Board of Supervisors
From: Amy S. Nilsen, County Administrator Officer *AN*
Subject: Temporary Employment of Retired Annuitant as Senior Accountant/Auditor in the Information Technology Division

RECOMMENDATION(S):

That the Board of Supervisors:

- 1. Resolve that the employment of Nancy Stufflebeam as a temporary retired annuitant Senior Accountant/Auditor with the county Information Technology Division is necessary to fill a critically needed position and that Ms. Stufflebeam's employment as a temporary retired annuitant is needed before the California Public Employees Retirement System (CalPERS) 180-day wait period has expired; and
- 2. Adopt the attached resolution for an exception to the 180-day wait period.

SOURCE OF FUNDING: 3550 Information Technology

DISCUSSION:

Auditor's Office Senior Accountant/Auditor Nancy Stufflebeam will retire on March 5, 2018 with 22 years of experience working for the county. During Ms. Stufflebeam's years at the county she has had extensive

Rebecca HOB

Prepared by Sandy Allsop CAO Approval _____

REVIEW: Auditor AMM County Counsel _____ Human Resources AD Other _____

TYPE OF ITEM:
 Consent
 Departmental
 Public Hearing
 Other _____

PREVIOUS ACTION/REFERRAL:
Board Order No. _____
Meeting of: _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
Upon motion of Supervisor Bass Seconded by Supervisor Wilson
Ayes Bass, Sundberg, Bohn, Wilson
Nays _____
Abstain _____
Absent Fennell

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

Dated: 3/13/18
By: _____
Kathy Hayes, Clerk of the Board

experience working in the county's enterprise financial system software, beginning in 1997 when the system was originally implemented. Ms. Stufflebeam helped with the setup of the financial system and over the years she has become a subject matter expert for many of the financial system modules.

County Information Technology (IT) is responsible for supporting and maintaining the county's enterprise financial system. In the past the county IT finance support team has consisted of two lead analysts, one responsible for payroll and human resources modules (payroll lead) and the other lead responsible for general ledger, accounts payable, bank reconciliation and purchasing modules (general ledger lead). Due to reduced analyst staffing resources since 2011, cross training on this complex financial system has been limited. In 2017 county IT's payroll lead analyst retired, and later in 2017, the general ledger lead analyst left on an unexpected medical leave. Since then county IT has been working to get new staff up to speed. Due to the importance of this system to the county, IT has been exploring all avenues for resources to train staff quickly, but there are limited training options available. Supporting the county's financial system requires both a technical background, and an understanding of the county's financial business processes. During Ms. Stufflebeam's 22 years at the county she has developed the knowledge to cross boundaries between the Auditor's Office and county IT. She has worked closely with county IT staff, and provided her expertise on accounts payable, general ledger, and other financial processes. She has been a valuable resource to county IT over the years.

Ms. Stufflebeam will be able to provide training for IT staff, and she can help bridge the gap between the technical and the financial business processes. In addition, Ms. Stufflebeam will be able to assist county IT in completing several financial projects that have been on hold due to the general ledger lead analyst's absence. Due to the critical nature of the county's financial system, it is recommended the six month waiting period be waived, in order for Ms. Stufflebeam to train staff and therefore complete vital financial system projects.

It is recommended that your Board approve Ms. Stufflebeam as a temporary retired annuitant Senior Accountant/Auditor to fill a critically needed position and that the Board of Supervisors resolve that Ms. Stufflebeam'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. Stufflebeam would be hired into an existing job class (1632) as a Senior Accountant/Auditor with a designated wage assignment. Ms. Stufflebeam would provide training and support on a part-time basis. The approximate cost per day is \$250.40 (8 hours at step E), or \$7,512.00 for the remainder of fiscal year (FY) 2017-18. It is anticipated that Ms. Stufflebeam would begin her part-time assignment on or around April 9, 2018. Sufficient salary savings exists due to the position on extended leave. The work of Ms. Stufflebeam will likely continue into FY 2018-19 and will be budgeted accordingly.

This agenda item and recommended actions supports the Board's Strategic Framework by investing in County employees and providing community appropriate levels of service.

OTHER AGENCY INVOLVEMENT: None.

ALTERNATIVES TO STAFF RECOMMENDATIONS: Your Board could choose to decline staff's

recommendation. This is not recommended as this would leave county IT with reduced resources and limited training options.

ATTACHMENTS:

Resolution

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA
Certified copy of portion of proceedings, Meeting of March 13, 2018

RESOLUTION NO. 18-20

**RESOLUTION FOR EXCEPTION TO THE 180-DAY WAIT PERIOD GOVERNMENT
CODE SECTIONS 7522.56 AND 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; and

WHEREAS, Nancy Stufflebeam (Employee ID #88551) has retired from the Humboldt County Auditor's Office as the position of Senior Accountant/Auditor, effective March 5, 2018; and

WHEREAS, section 7522.56 requires that post-retirement employment commence no earlier than 180 days after the retirement date, which is September 5, 2018, 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 Auditor's Office and Nancy Stufflebeam certify that Nancy Stufflebeam 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 Nancy Stufflebeam as an extra help retired annuitant to perform the duties of the Senior Accountant/Auditor for the Information Technology Division under Government Code section 21224, effective April 9, 2018; and

WHEREAS, the entire employment agreement, contract or appointment document between Nancy Stufflebeam and the Information Technology Division 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 an hourly rate; and

WHEREAS, the maximum base monthly salary for this salary for this position is \$5,425.62 and the hourly equivalent is \$31.30, and the minimum base monthly salary for this position is \$4,228.11 and the hourly equivalent is \$24.39; and

WHEREAS, the hourly rate paid to Nancy Stufflebeam will be \$31.30; and

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA
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WHEREAS, Nancy Stufflebeam 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.

NOW, THEREFORE, BE IT RESOLVED that the Humboldt County Board of Supervisors hereby certifies the nature of the appointment of Nancy Stufflebeam as described herein and detailed in the attached agenda item titled "Temporary Employment of Retired Annuitant as Senior Accountant/Auditor in the Information Technology Division," is necessary to fill the critically needed position of Senior Accountant/Auditor for the Information Technology Division by April 9, 2018, because Nancy Stufflebeam has unique knowledge and skills related to the county's enterprise financial software system and will be able to train new support staff and complete vital financial system projects.

Dated: March 13, 2018



Ryan Sundberg, Chair
Humboldt County Board of Supervisors


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

AYES:	Supervisors	Bohn, Sundberg, Bass, Wilson
NAYS:	Supervisors	--
ABSENT:	Supervisors	Fennell
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 Ryan Sharp
Deputy Clerk of the Board of Supervisors of the
County of Humboldt, State of California