



AGENDA ITEM NO.
12

COUNTY OF HUMBOLDT

For the meeting of: July 10, 2018

Date: June 20, 2018

To: Humboldt County Board of Supervisors

From: M. Lisa Dugan, Director, North Coast Regional Department of Child Support Services

Subject: Temporary Employment of Retired Annuitant as Child Support Assistant III in the Department of Child Support Services – Roylene Cluver

RECOMMENDATION(S):

That the Board of Supervisors:

1. Resolve that the employment of Roylene Cluver as a temporary retired annuitant Child Support Assistant III with the Department of Child Support Services is necessary to fill a critically needed position and that Ms. Cluver'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:

Child Support Services Fund

DISCUSSION

Due to cost-effectiveness and past funding restrictions, the Department of Child Support Services (DCSS) has seen a significant drop in the number of allocated position within the Department's budget. In 2002,

Prepared by M. Lisa Dugan CAO Approval *E. Hughes*

REVIEW: Auditor *CD* County Counsel *JS* Human Resources _____ Other _____

TYPE OF ITEM:

_____ Consent

_____ Departmental

_____ Public Hearing

X _____ Other _____ Staff Report _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor *Bass* Seconded by Supervisor *Wilson*

Ayes *Bass, Fennell, Bohn, Wilson*

Nays _____

Abstain _____

Absent *Sundberg*

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: *7/10/18*

By: *[Signature]*

Kathy Hayes, Clerk of the Board

DCSS had over 90 funded full-time equivalents (FTEs). In the DCSS 2017-18 budget, the department had 54 total positions allocated, 46 of which are currently filled.

In an effort to offset the smaller number of funded positions, DCSS staff have been reviewing all of the department's in-house policies and procedures to streamline functions and bring them in line with staffing levels. With consideration of federal and state regulations, the goal is to streamline procedures while ensuring that DCSS continue to provide first-rate child-support services to the residents of Humboldt and Trinity Counties and continue to meet and exceed state performance measures. The department must also ensure that expenditures do not exceed funding allocations.

Roylene Cluver, Executive Secretary, retired from county employment on May 11, 2018. Ms. Cluver had been employed by the county for 34 years, 16 of those years as an Executive Secretary at the Department of Child Support Services. As legal staff left the department, either by retiring or moving on to other positions, Ms. Cluver began assisting in the legal unit and eventually became the lead clerical support for the department's attorneys, in addition to the work she did as the department's Executive Secretary.

Prior to her employment with Child Support, Ms. Cluver was employed for 18 years with the Employment Training Department. As an Executive Secretary in that department, Ms. Cluver was responsible for all departmental clerical functions, as well as providing clerical support to the Private Industry Council and the Workforce Investment Board and any subcommittees to those boards, overseeing membership on the Private Industry Council, and monitoring the local employment training programs for compliance with state and federal regulations.

Ms. Cluver gave advanced notice of her intent to retire effective May 11, 2018, and the Department made every attempt to hire and train other employees to perform the legal work. Some of these new staff were promoted to other positions within the department and some are no longer employed by the department. At this time, the department is in the process of interviewing to fill three Child Support Assistant vacancies. Once these individuals are hired, they will need to be trained in the child-support program before they can be trained for specific duties within the department.

Ms. Cluver has stated her interest in temporary, part-time employment, beginning July 16, 2018, and the department would like to appoint her as a part-time Child Support Assistant III, not to exceed 18 hours per week. The appointment of Ms. Cluver is necessary to fill a critically needed position to prevent stoppage or delay of public business because she has unique skills needed to perform the work for a limited duration. Once the new legal staff is hired and ready to be trained in specific functions, Ms. Cluver will assist in training them and take on other functions so that new supervisory staff can train.

Therefore, the Department of Child Support Services is requesting approval of Ms. Cluver as a temporary retired annuitant Child Support Assistant III to fill a critically needed position and that the Board of Supervisors resolve that Ms. Cluver'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. Cluver would be hired into an existing job class with a designated wage assignment. She would not work more than 18 hours per week, for a total of not more than 960 hours for the fiscal year. The cost bi-weekly, including salaries and benefits, would be is \$871.30 (36 hours at step E). It is anticipated that

Ms. Cluver would begin her part-time assignment on or around July 16, 2018, or as soon thereafter as possible. Sufficient funds exist in the Child Support Department's fiscal year 2018-19 budget.

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 the Department of Child Support Services with reduced resources, thereby delaying court proceedings.

ATTACHMENTS:

RESOLUTION FOR EXCEPTION TO THE 180-DAY WAIT PERIOD GOVERNMENT CODE
SECTIONS 7522.56 AND 21224

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA
Certified copy of portion of proceedings, Meeting of July 10, 2018

RESOLUTION NO. 18-69

**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, Roylene Cluver (Employee ID #C1542) has retired from the Department of Child Support Services as the position of Executive Secretary, effective May 11, 2018; and

WHEREAS, section 7522.56 requires that post-retirement employment commence no earlier than 180 days after the retirement date, which is November 8, 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 Department of Child Support Services, and Roylene Cluver certify that Roylene Cluver 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 Roylene Cluver as an extra help retired annuitant to perform the duties of Child Support Assistant III for the Department of Child Support Services under Government Code section 21224, effective July 16, 2018; and

WHEREAS, the entire employment agreement, contract, or appointment document between Roylene Cluver and the Department of Child Support Services 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 position is \$3,884.39 and the hourly equivalent is \$22.41, and the minimum base monthly salary for this position is \$3,027.05 and the hourly equivalent is \$17.46; and

WHEREAS, the hourly rate paid to Roylene Cluver will be \$22.41; and

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA
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WHEREAS, Roylene Cluver 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 Roylene Cluver as described herein and detailed in the attached agenda item titled "Temporary Employment of Retired Annuitant as Child Support Assistant III in the Department of Child Support Services," is necessary to fill the critically needed position of Child Support Assistant III for the Department of Child Support Services on or about July 16, 2018, because Roylene Cluver has unique knowledge and skills related to the department's legal policies, practices, and procedures. This appointment will allow a brief period of support and instruction that will provide for uninterrupted operation of the legal processes in the Department of Child Support Services and provide necessary training to incoming staff.

Dated: July 10, 2018



Rex Bohn, Vice Chair
Humboldt County Board of Supervisors

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

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