



AGENDA ITEM NO.

**12**

## COUNTY OF HUMBOLDT

For the meeting of: August 28, 2018

Date: August 8, 2018

To: Humboldt County Board of Supervisors

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

Subject: Temporary Employment of Retired Annuitant as Child Support Specialist II in the Department of Child Support Services – Doug Hile

### RECOMMENDATION(S):

That the Board of Supervisors:

1. Resolve that the employment of Doug Hile as a temporary retired annuitant Child Support Specialist II with the North Coast Regional Department of Child Support Services is necessary to fill a critically needed position and that Mr. Hile'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)

Prepared by M. Lisa Dugan

CAO Approval *Egon Hile*

REVIEW:

Auditor *MLD*

County Counsel *JD*

Human Resources *MLD*

Other

TYPE OF ITEM:

- ☐ Consent  
☒ Departmental  
☐ Public Hearing  
☐ Other Staff Report

PREVIOUS ACTION/REFERRAL:

Board Order No. *H-1*

Meeting of: *12-15-2015*

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT**  
Upon motion of Supervisor Seconded by Supervisor

Ayes  
Nays  
Abstain  
Absent

**SEE ACTION SUMMARY**

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

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Kathy Hayes, Clerk of the Board

## 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, DCSS had over 90 funded full-time equivalents (FTEs). In the DCSS 2018-19 budget, the department, now serving two counties, had 50 total positions allocated, 43 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.

Mr Hile had been employed by DCSS for 14 years. Prior to Humboldt County employment, he worked for Del Norte County DCSS for several years. Mr. Hile has worked all aspects of child support case management over the years from generating legal documents to working with clients negotiating and enforcing agreements for support. He was our in-house subject matter expert working with other agencies throughout the country.

Through a Memorandum of Understanding approved by your Board, the department has provided services to Trinity County since December 2015. In May of 2016 Mr. Hile moved his family to Weaverville and has been integral in providing services to our clients in that community.

Mr. Hile gave advanced notice of his intent to retire effective June 15, 2018, and the department subsequently hired two case managers to provide services to Trinity County families. There is a long learning curve for case managers who must learn a complex set of regulations, policies, processes, multiple computer databases and the necessary mediation and communication skills to work successfully with families. The Department is currently training two new case managers in our Weaverville office incorporating travel between offices and use of technology to provide training assistance.

Mr. Hile has offered his availability to provide temporary, part-time employment, beginning September 10, 2018, and the department would like to appoint him as a part-time Child Support Specialist II, not to exceed 18 hours per week. The appointment of Mr. Hile will provide case management support while we train new staff. Additionally, his presence in the Trinity office will reduce the need for staff in Humboldt to travel during difficult winter months to the Trinity office for support and training, and to cover anticipated family leave.

Therefore, the Department of Child Support Services is requesting approval of Mr. Hile as a temporary retired annuitant Child Support Specialist II to fill a critically needed position within the Trinity County office and that the Board of Supervisors resolve that Mr. Hile'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:

Mr. Hile would be hired into an existing job class with a designated wage assignment. He would not work more than 18 hours per week, for a total of not more than 960 hours for the fiscal year. The approximate cost per bi-weekly would be is \$891.75 (36 hours at step E). It is anticipated that Mr. Hile would begin his

part-time assignment on or around September 10, 2018 or as soon thereafter as possible. Sufficient funds exist in the Child Support Department's 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 and result in reduced efficiency and less-than-desired level of customer service for families in both Trinity and Humboldt counties.

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 August 28, 2018

RESOLUTION NO. 18-91

**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 his retirement; and

**WHEREAS**, Doug Hile (Employee ID #L8450) has retired from the Department of Child Support Services as the position of Office Services Supervisor, effective June 15, 2018; and

**WHEREAS**, section 7522.56 requires that post-retirement employment commence no earlier than 180 days after the retirement date, which is December 12, 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 Doug Hile certify that Doug Hile 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 Doug Hile as an extra help retired annuitant to perform the duties of Child Support Specialist II for the Department of Child Support Services under Government Code section 21224, effective September 10, 2018; and

**WHEREAS**, the entire employment agreement, contract, or appointment document between Doug Hile 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 salary for this position is \$3,982.48 and the hourly equivalent is \$22.98, and the minimum base monthly salary for this position is \$3103.49, and the hourly equivalent is \$17.90; and

**WHEREAS**, the hourly rate paid to Doug Hile will be \$22.98; and

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

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RESOLUTION NO. 18-91

**WHEREAS**, Doug Hile 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 Doug Hile as described herein and detailed in the attached agenda item titled "Temporary Employment of Retired Annuitant as Child Support Specialist II in the Department of Child Support Services," is necessary to fill the critically needed position of Child Support Specialist 11 for the Department of Child Support Services by September 10, 2018 because Doug Hile has unique knowledge and skills related to providing case management services. This appointment will allow a brief period of support that will provide for continuing excellent customer service to clients in the communities in Trinity County.

Dated: August 28, 2018



Ryan Sundberg, Chair  
Humboldt County Board of Supervisors

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

AYES:	Supervisors	Bohn, Fennell, Bass, Sundberg
NAYS:	Supervisors	--
ABSENT:	Supervisors	Wilson
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