



EMPLOYMENT & HUMAN SERVICES

M E M O R A N D U M

Kathy Gallagher, Director

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To: Kathy Gallagher, Director-EHSD

Date: November 13, 2017

CC: Personnel File

From: Victoria Tolbert, Aging and Adult Services Director

*#7 Holly Trues
for Victoria Tolbert*

Subject: Elizabeth Dondi-Appointment to IHSS Public Authority Executive Director

EHSD Personnel conducted a recruitment to fill the Public Authority Executive Director position in September 2017. Interviews were held on October 11, 2017 and Ms. Elizabeth Dondi was offered and has accepted the position. Ms. Dondi has a bachelor's degree in Human Resources Management and has worked for Contra Costa County IHSS Public Authority in various positions since 2002; she has been in a management role since 2008. Attached to the memo is her resume.

EHSD Personnel has submitted a Board order on November 1, 2017 to appoint Ms. Dondi at step 5. Following Board approval Ms. Dondi will be appointed in the official capacity as Public Authority Executive Director.