



**Contra  
Costa  
County**

To: Contra Costa County Housing Authority Board of Commissioners

From:

Date: March 10, 2015

Subject: Waiving The 180-Day "Sit Out Period" for Judy Hayes

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## **RECOMMENDATIONS**

1. CONSIDER waiving the 180-day "sit-out period" for Judy Hayes, who will retire as the Housing Authority's Administrative Services Officer effective March 28, 2015.
2. FIND that the appointment of Ms. Hayes is necessary to fill a critically needed position; and
3. APPROVE and AUTHORIZE the hiring of Ms. Hayes as a temporary Housing Authority employee effective March 28, 2015 and continuing as needed to train her replacement(s) through the period ending September 24, 2015.

## **BACKGROUND**

The Public Employee Pension Reform Act of 2013 requires that active members who retire on or after January 1, 2013 must wait 180 days after retirement before returning to work as a temporary employee. The Act also allows the Board, based on a finding that the appointment is necessary to fill a critically needed position, to waive the 180 day "sit out" period.

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Action of Board On: **03/10/2015** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

### **VOTE OF COMMISSIONERS**

AYE: John Gioia,  
Commissioner  
Candace Andersen,  
Commissioner  
Mary N. Piepho,  
Commissioner  
Karen Mitchoff,  
Commissioner

ABSENT: Federal D. Glover,  
Commissioner  
Fay Nathaniel,  
Commissioner  
Aqueela Bowie,  
Commissioner

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 10, 2015

Joseph Villarreal, Executive Director

By: June McHuen, Deputy

Contact: 925-957-8028

cc:

Ms. Hayes has been employed by the Housing Authority (HACCC) for 21 years. For the past 19 she has been HACCC's Administrative Services Officer (ASO). As the ASO, Ms. Hayes serves as the sole administrative support person to HACCC's executive office. Her duties include the submission of HACCC's Board packets, monitoring of DMV records and licensing requirements of employees, monitoring of credit card purchases and oversight of the vehicle and personnel policies in addition to general administrative support. Ms. Hayes also serves as HACCC's

### BACKGROUND (CONT'D)

insurance and claims coordinator for general liability, property, auto and employee liability coverage. As part of this set of duties, Ms. Hayes sits as HACCC's representative on the Board of the Employment Risk Management Authority and also on the risk management committee of the Housing Authority Risk Retention Group.

Because of the cuts in staffing that HACCC has made over the past several years, there is no backup who can be trained to cover all of her duties. A temporary replacement will be hired one to two weeks before Ms. Hayes' retirement on March 28th and the recruitment for a permanent replacement has begun. It is expected that Ms. Hayes will spend up to two weeks training her temporary replacement beyond the week or two she will spend with them prior to her retirement and that she will spend up to six weeks training her permanent replacement. She may also be called in if needed to help with any insurance or other matters that arise before her permanent replacement is fully trained.

### FISCAL IMPACT

If the request is granted, and Ms. Hayes works an anticipated eight weeks over the course of six months, wage and employment tax costs of approximately \$12,824 will be incurred. These costs are included in the Housing Authority's (HACCC) operating budget.

### CONSEQUENCE OF NEGATIVE ACTION

Failure to receive Board approval will jeopardize HACCC's ability to adequately administer its insurance and claims coverage and to monitor employee's credit card usage and DMV and licensing requirements.

### CLERK'S ADDENDUM