



**Contra  
Costa  
County**

To: Board of Supervisors  
From: William Walker, M.D., Health Services Director  
Date: April 18, 2017

Subject: Temporary Employment Period for County Retiree Joyce Strain

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**RECOMMENDATION(S):**

1. CONSIDER waiving the 180-day "sit out period" for Joyce Strain, former Chief Deputy Public Administrator;
2. FIND that the appointment of Joyce Strain is necessary to fill a critically needed position;
3. APPROVE and AUTHORIZE the hiring of retiree Joyce Strain as a temporary County employee for the period of April 19, 2017 through October 20, 2017, as recommended by the Health Services Department Director.

**FISCAL IMPACT:**

If the request is granted, there will be salary and employment tax payments up to a maximum of \$40,140 for up to 830 hours for six months. The cost of this action will be offset by the administrative fees associated with administering estates, and also due to the vacancy of the permanent position.

**BACKGROUND:**

The Chief Deputy Public Administrator is a single position class that is responsible for supervising the day to day responsibilities of the Public Administrator's office.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

Action of Board On: **04/18/2017** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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: April 18, 2017

David Twa, County Administrator and Clerk of the Board of Supervisors

Contact: Melissa Carofanello -  
925-957-5248

By: June McHuen, Deputy

cc:

### BACKGROUND: (CONT'D)

The Public Administrator's office is currently at 70% staffing capacity due to two current and long-standing vacancies. As a result, the Chief Public Administrator has had to provide direct operational support to ensure all legal requirements, obligations and associated timelines of the Public Administrator are met in accordance with State law. The retirement of the Chief Deputy Public Administrator, coupled with the absence of two positions - including the key position of Deputy Public Administrator, will leave the Public Administrator office unable to meet its legal responsibility to administer the estates of deceased individuals in accordance with probate laws. The Department is working to recruit and fill its vacancies as soon as possible, and needs this temporary assignment in the interim.

### CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Department will not have a Public Administrator in place to administer the estate of deceased individuals in accordance with probate laws.