



Contra
Costa
County

To: Board of Supervisors

From: John Kopchik, Director, Conservation & Development Department

Date: October 17, 2017

Subject: Temporary Hire of County Retiree - Waiver of 180 Sit-Out Period

RECOMMENDATION(S):

1. CONSIDER waiving the 180 day 'sit-out period' for Janet Hustedt, Accounting Technician in the Department of Conservation and Development;
2. FIND that the appointment of Ms. Hustedt is necessary to fill a critically needed position;
3. APPROVE and AUTHORIZE the hiring of retiree Ms. Hustedt as a temporary employee effective October 18, 2017 through September 30, 2018, as recommended by the Conservation and Development Director.

FISCAL IMPACT:

Upon approval, this action has an annual cost of approximately \$35,000, and the cost will be funded with Weatherization Program funds.

BACKGROUND:

Janet Hustedt was the accounting technician for the County Weatherization Program for 15 years and acquired detailed knowledge of the complex accounting and reporting requirements associated with the Program. This program receives funds from state and federal sources and typically has four open grant contracts at any given time. Ms. Hustedt precisely tracked which expenditures belonged to which contract. In addition, there are 15

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **10/17/2017** ☒ 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: October 17, 2017

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

By: June McHuen, Deputy

Contact: Kara Douglas,
925-674-7880

cc:

contracts with vendors that provide supplies and services to the Weatherization Program. The accounting technician is responsible for processing payment requests from the vendors, submitting payment requests and on-going reports to the funders, and maintaining the inventory of weatherization supplies.

BACKGROUND: (CONT'D)

Ms. Hustedt retired on September 29, 2017. She is the only County employee who is fully trained in ServTrac, the system funding agencies require us to use to track provision of services, as well as another required system, the Expenditure Activity Reporting System. Conservation and Development (DCD) is recruiting for a replacement who will need to be trained in Weatherization specific tasks. DCD needs Ms. Hustedt to assist in providing part-time, temporary accounting services to the Weatherization Program while DCD recruits, hires and trains a new staff person.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, DCD will not have adequate staff in the Weatherization Program. This will negatively impact the ability to report, bill and pay contracts, and will jeopardize DCD's ability to remain in compliance with the Weatherization Program contracts.