



**Contra
Costa
County**

To: Board of Supervisors

From: Kathy Gallagher, Employment & Human Services Director

Date: July 9, 2019

Subject: Fiscal Officer for Community Services Bureau

RECOMMENDATION(S):

APPOINT Vickie Wetzel as the Departmental Fiscal Officer for the Employment and Human Services Department, Community Services Bureau, as recommended by the Employment and Human Services Director.

FISCAL IMPACT:

There is no fiscal impact.

BACKGROUND:

The Head Start Act of 2007, Section 642(c)(E)(IX) dictates that the Head Start Governing Board must approve personnel policies and procedures. On August 15, 2017 (Item C. 78), the Board of Supervisors approved the Community Services Bureau's (CSB) 2017-2019 Policies and Procedures Manual. According to "Section 2 Operations" of this Manual, "The Board of Supervisors, upon the recommendation of the Employment and Human Services Director, reserves the exclusive right to hire, evaluate, compensate or release the CSB... Fiscal Officer." In accordance with this policy, this Board Order is to request the appointment of Vickie Wetzel as the Departmental Fiscal Officer (DFO) for the Community Services Bureau of the Employment and Human Services Department.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **07/09/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: 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: July 9, 2019

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

ABSENT: John Gioia, District I
Supervisor

By: Stacey M. Boyd, Deputy

Contact: Elaine Burres 608-4960

cc:

In addition to complying

BACKGROUND: (CONT'D)

with the Head Start Act of 2007 and CSB's Manual, the Program Specialist at the Administration of Children and Families, Region IX, has urged the execution of this board order requesting the Board appointment the new DFO.

The current CSB DFO is moving to a different County department in July, 2019. Vickie Wetzel is recommended for the position by a panel of three senior administrative managers and the chairperson of the Head Start Policy Council. The following attributes contributed to the selection:

California Certified Public Accountant; Bachelor of Science in Accounting; Accounting experience since 1990; County government accounting experience since 2002; Head Start accounting experience for 10 years, including working with Head Start Policy Council at Community Services Bureau; Strong relationships with county departments; Experience as auditor understanding complex auditing requirements; and, Experience in fast-paced environments and problem solving with a relationship-based management style.

CONSEQUENCE OF NEGATIVE ACTION:

Without Board appointment of the CSB Departmental Fiscal Officer, the Department would be out of compliance with Head Start Act of 2007, Section 642(c)(1)(E)(IX).