



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: October 22, 2019

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

RECOMMENDATION(S):

1. CONSIDER waiving the 180-day 'sit out period' for Editha Guevarra, Health Services Reimbursement Accountant in the Health Services Department;
2. FIND that the appointment of Ms. Guevarra is necessary to provide back-up coverage for employee vacation, sick leave and unplanned absences; and
3. APPROVE and AUTHORIZE the hiring of retiree Ms. Guevarra as a temporary employee effective November 1, 2019 through October 31, 2020.

FISCAL IMPACT:

Upon approval, this action has a maximum cost of approximately \$55,000. This action will be funded 100% by Enterprise Fund I.

BACKGROUND:

Editha Guevarra retired on September 20, 2019, after 30 years with the County. As a Health Services Reimbursement Accountant, Ms. Guevarra worked in the Health Services Finance unit managing the Hospital and Clinics accounting functions and overseeing the Enterprise Fund I account, the largest revenue fund in the department. Ms. Guevarra's duties and responsibilities are highly specialized and requires advanced knowledge on the preparation

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **10/22/2019** ☒ 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

ABSENT: 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 22, 2019

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

By: June McHuen, Deputy

Contact: Dorette McCollumn,
925-957-5251

cc:

of healthcare reimbursement from payment sources such as Medicare and Medi-Cal.

BACKGROUND: (CONT'D)

Moreover, the Finance unit has experienced significant turnover over the past few years including four retirements in 2019. Ms. Guevarra is familiar with all aspects of the Finance unit's operations and is willing to make herself available on a limited basis to provide back-up coverage for employee vacations, sick leave and unplanned absences.

The department will be recruiting to fill the vacancy and Ms. Guevarra's knowledge and skills are necessary to help train and mentor her replacement. In addition to providing training to the new hire, Ms. Guevarra will be available on an "as needed" basis to cover for leaves of absences and maintain stability in the Finance unit.

CONSEQUENCE OF NEGATIVE ACTION:

The accounting cycle has different deliverables throughout the year, and Ms. Guevarra will enable the Finance unit to bridge gaps in the learning curve for the new unit manager and four new accountants.