



**Contra  
Costa  
County**

To: Board of Supervisors

From: Kathy Gallagher, Employment & Human Services Director

Date: December 10, 2019

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

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**RECOMMENDATION(S):**

1. Consider waiving the 180-day "sit out period" for Leslie Gutierrez, Departmental Fiscal Officer for the Employment and Human Services Department; 2. Find that the appointment of Ms. Gutierrez is necessary to fill a critically needed role; and 3. Approve and authorize the hiring of retiree Ms. Gutierrez as a temporary County employee effective December 11, 2019 through November 30, 2020.

**FISCAL IMPACT:**

Upon approval, this action has an annual cost of approximately \$54,000 which is 100% funded by vacancies in the department. For the time period December 11, 2019 through June 30, 2020 the cost is approximately \$31,000. The Employment and Human Services Department (EHSD) charges all Administrative costs to all programs administered by EHSD via the County Expense Claim. Funding ratio is 44% Federal, 51% State and 5% County.

**BACKGROUND:**

Leslie Gutierrez retired from County service on September 6, 2019. Ms. Gutierrez worked at the Employment Human Services Department in the Fiscal Division for over 20 years. Her in-depth knowledge of the various programs supported by EHSD as well as the

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **12/10/2019** ☒ 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  
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: December 10, 2019

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

By: , Deputy

Contact: Erik Brown,  
925-608-4832

cc:

complexities of

BACKGROUND: (CONT'D)

EHSD's claiming, year-end close and budgeting processes will require any new candidate several months to begin to gain an understanding of EHSD and the programs which the department supports. In particular, the upcoming development of the Fiscal Year 2020-2021 budget will require Ms. Gutierrez's expertise as new staff will need to be trained on this extremely complex task.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, historical knowledge of EHSD's budget development and fiscal reporting processes will not be transferred to current fiscal staff.