



Contra
Costa
County

To: Board of Supervisors

From:

Date: February 4, 2020

Subject: Consider Appointment of Deborah Cooper as Contra Costa County Clerk-Recorder

RECOMMENDATION(S):

-Consider appointment of Deborah Cooper to the position of Contra Costa County Clerk-Recorder effective February 4, 2020 to fill the unexpired term of Joseph Canciamilla, and

-Set the salary at the current salary schedule of \$210,686.04 (\$17,557.17 per month) plus the elected Department Head benefits as provided under the Management Resolution (2019/507) identified under Section III – Benefits for Elected and Appointed Department Heads.

FISCAL IMPACT:

No additional fiscal impact. Appointment to existing budgeted positions.

BACKGROUND:

With the resignation of Clerk-Recorder Joe Canciamilla on October 31, 2019, the office became vacant. Government Code section 25304 authorizes the Board of Supervisors to fill the vacancy created by the resignation. The Board of Supervisors established a process for recruitment of applicants. The application process closed on December 16, 2019.

Twenty-two applicants met the minimum qualification to be considered for the position of

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **02/04/2020** ☒ 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: February 4, 2020

, County Administrator and Clerk of the Board of Supervisors

Contact: Lisa Driscoll, County Finance Director (925) 335-1023

By: June McHuen, Deputy

Contra Costa County Clerk-Recorder. The statutory requirements for the position are that individuals must be 18 years of age, a citizen of California, and a resident and registered voter of Contra Costa County at the time of appointment.

BACKGROUND: (CONT'D)

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The Board of Supervisors established the next steps in the timeline to fill the position of Clerk-Recorder.

On Friday, December 20, 2019, Copies of the applications were given to the Board of Supervisors and all applications that met the minimum qualifications were made available to the public on the County Website at www.contracosta.ca.gov/7694 and the Clerk of the Board's Office at 651 Pine Street, 1st Floor, Room 106, Martinez, CA 94553.

On Tuesday, January 14, 2020, the Board of Supervisors selected six Finalists to interview. On January 16, 2020, Karen Mitchoff withdrew her application. The remaining five Finalists - Catherine Baker; Kristin Connelly; Deborah Cooper; Mark Friedman; and Scott Konopasek Were interviewed on Tuesday, January 21, 2020, starting at 1:00 PM, by the five members of the Board of Supervisors.

Upon completion of the interviews the Board of Supervisors selected Deborah Cooper as the finalist for the Clerk-Recorder position. At that time, the Board of Supervisors also directed the County Administrator to conduct a social media check, and a criminal background check on Deborah Cooper and to obtain fingerprints and an Economic Disclosure Statement (Form 700) from her. The background check has been completed. A search of records in the Federal Bureau of Investigations and the State Bureau of Criminal Information and Analysis files indicated no information meeting dissemination criteria or that would cause concern regarding Deborah Cooper was found. The County Administrator also reports that there were no results from the social media check that would prevent the Board of Supervisors from appointing Deborah Cooper to the position of Clerk-Recorder. Finally, attached is the Economic Disclosure Statement (Form 700) as requested by the Board of Supervisors.

Deborah Cooper is currently a resident of Contra Costa County and a registered voter in Contra Costa County. Consequently, the Board of Supervisors could appoint Deborah Cooper to the position of Contra Costa County Clerk-Recorder at the Board meeting on February 4, 2020.

ATTACHMENTS

Deborah Cooper Economic Disclosure Statement (Form 700)