



**Contra
Costa
County**

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: June 22, 2021

Subject: Appoint Departmental Fiscal Officer for Employment and Human Services Department, Community Services Bureau

RECOMMENDATION(S):

APPOINT Nancy Benavides as the Departmental Fiscal Officer (APSA, pos. # 1164) for the Employment and Human Services Department, Community Services Bureau, at Salary Plan and Grade B82 1724 (\$7,474 - \$9,567) and including Benefits as applicable to the Classification of Departmental Fiscal Officer, 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 July 30, 2019 (Item C. 56), the Board of Supervisors approved the Community Services Bureau's (CSB) 2019-2021 Policies and Procedures Manual. According to "Section 2 Operations" of this Manual, "The

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **06/22/2021** ☒ 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: June 22, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Reni Radeva -
rradeva@ehsd.cccounty.us (925) 608-5036

By: Stacey M. Boyd, Deputy

cc:

Board of Supervisors, upon the recommendation of the Employment

BACKGROUND: (CONT'D)

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 Nancy Benavides as the Departmental Fiscal Officer (DFO) for the Community Services Bureau of the Employment and Human Services Department.

The CSB DFO position is currently vacant due to the resignation of the former DFO in February 2021. Nancy Benavides 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 of Ms. Nancy Benavides: Dual Bachelor's of Art Degree in Business Administration and Modern Foreign Languages; Master's Degree in Business Administration; twenty-five (25) years of experience in finance management and fiscal control; County government finance experience; strong experience in strategic planning, grant administration, contract administration and processing, staff training and development; 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).

CHILDREN'S IMPACT STATEMENT:

The Employment & Human Services Department Community Services Bureau supports three of Contra Costa County's community outcomes - Outcome 1: "Children Ready for and Succeeding in School,"

Outcome 3: "Families that are Economically Self-sufficient," and, Outcome 4: "Families that are Safe, Stable, and Nurturing." These outcomes are achieved by offering comprehensive services, including high quality early childhood education, nutrition, and health services to low-income children throughout Contra Costa County.