



Lou Ann Texeira
 Executive Officer

MEMBERS

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| Candace Andersen <i>County Member</i> | Federal Glover <i>County Member</i> |
| Donald A. Blubaugh <i>Public Member</i> | Michael R. McGill <i>Special District Member</i> |
| Tom Butt <i>City Member</i> | Rob Schroder <i>City Member</i> |
| Igor Skaredoff <i>Special District Member</i> | |

ALTERNATE MEMBERS

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| Diane Burgis <i>County Member</i> |
| Stanley Caldwell <i>Special District Member</i> |
| Charles R. Lewis, IV <i>Public Member</i> |
| Sean Wright <i>City Member</i> |

September 11, 2019

Sept 11, 2019
 Agenda Item 9

Contra Costa Local Agency Formation Commission
 651 Pine Street, Sixth Floor
 Martinez, CA 94553

Temporary Hire of LAFCO Retiree and Waiver of 180-day Sit Out Period

Dear Commissioners:

Kate Sibley served as Executive Assistant/LAFCO Clerk (“EA”) since 2004 and retired from service on July 31, 2019. The EA position is complex and involves preparing and distributing LAFCO meeting agenda packets, processing incoming LAFCO applications, bill paying, office and records management and other administrative duties. Kate was uniquely qualified to perform these duties.

In anticipation of Kate’s retirement, LAFCO hired Lauren Talbott who began her employment with LAFCO on July 1, 2019. In accordance with the Commission’s staffing plan, the EA position is now half-time (20 hours per week). Lauren shadowed Kate for most of July. However, the LAFCO office relocation, also in July, impacted training time. Given the limited training period, and the complexity of the position, additional training time is needed. Further, the LAFCO office may need coverage during staff absences.

RECOMMENDATIONS:

1. Find that the temporary appointment of Kate Sibley is needed to fill this critical position;
2. Consider waiving the 180 day sit out period for Kate Sibley; and
3. Approve and authorize the hiring of retiree Kate Sibley as a temporary employee effective September 12, 2019 through March 29, 2020.

Sincerely,

LOU ANN TEXEIRA
 EXECUTIVE OFFICER

c: Contra Costa County Employees Retirement Association
 Contra Costa County Human Resources Department