



# COUNTY OF SONOMA

575 ADMINISTRATION  
DRIVE, ROOM 102A  
SANTA ROSA, CA 95403

## SUMMARY REPORT

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**Agenda Date:** 3/10/2020

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**To:** Sonoma County Board of Supervisors  
**Department or Agency Name(s):** Human Resources  
**Staff Name and Phone Number:** Christina Cramer 707-565-2988  
**Vote Requirement:** Majority  
**Supervisorial District(s):** Countywide

**Title:**

Appointment of Retiree Extra-Help

**Recommended Action:**

Pursuant to Government Code §7522.56 approve the appointment of Marcia Chadbourne as Retiree Extra-Help, in order to fill a critically needed position within 180 days of her retirement, with an appointment date as early as March 10, 2020.

**Executive Summary:**

Pursuant to the California Public Employees' Pension Reform Act (PEPRA), Government Code §7522.56, an exception can be made to reappoint a retiree as extra-help provided the governing body certifies that the appointment is necessary to fill a critically needed position, in those circumstances where 180 days from the date of retirement has not yet passed. This item requests approval to use Marcia Chadbourne, former Deputy Human Resources Director, for critically needed work in support of the County's Covid-19 emergency declaration. Chadbourne is also the former County Risk Manager and has significant past experience in emergency operations.

**Discussion:**

Pursuant to the California Public Employees' Pension Reform Act (PEPRA), Government Code §7522.56, an exception can be made to reappoint a retiree as extra-help provided the governing body certifies that the appointment is necessary to fill a critically needed position, in those circumstances where 180 days from the date of retirement has not yet passed. This approval must be in a noticed public meeting and not on a consent calendar. PEPRA includes other requirements in order for a retiree to be eligible for an Extra-Help appointment, such as not having accepted a retirement incentive and not having accepted unemployment arising out of prior public appointment. The individual and delegated department staff have completed the Retiree Extra-Help Compliance Form certifying the appropriateness of the appointment.

Marcia Chadbourne, Deputy Human Resources Director, retired on March 3, 2020, after over 25 years of employment with the County of Sonoma. As a Deputy Human Resources Director, Marcia oversaw the department's Risk Management division. Prior to that role, Marcia was the County's Risk Manager for 21 years. On March 2, 2020 the Health Officer for the County of Sonoma issued a Declaration of Local Health Emergency declaring the potential introduction of COVID-19 as a threat to the public health and safety. On March 4, 2020, the Sonoma County Board of Supervisors approved a resolution declaring a Local Emergency

due to the potential introduction of COVID-19 in the County of Sonoma.

In her capacity as both Deputy Human Resources Director and Risk Manager, Marcia experienced and played key roles in the County's disaster and emergency operations. Given the current emergency and the heavy amount of risk management activities, the County needs to have Marcia Chadbourne available to assist in COVID-19 emergency response activities. Due to her length of service and her depth of subject matter knowledge, the County requires her continued expertise.

In accordance with Government Code §7522.56, the Human Resources Department is asking the Board certify as follows:

- Marcia Chadbourne's appointment to Retiree Extra-Help is necessary to fill a critically needed position with 180 days of her retirement date;
- Marcia Chadbourne did not accept retirement incentives upon her retirement;
- Marcia Chadbourne's appointment shall not exceed 960 hours per fiscal year; and
- Per Internal Revenue Code section 401(a)(36), Marcia Chadbourne meets the requirements of being of normal retirement age.

**Prior Board Actions:**

N/A

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY 19-20 Adopted</b>	<b>FY20-21 Projected</b>	<b>FY 21-22 Projected</b>
Budgeted Expenses	\$53,000		
Additional Appropriation Requested			
<b>Total Expenditures</b>	<b>\$53,000</b>		
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			
Fees/Other	\$53,000		
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>	<b>\$53,000</b>		

**Narrative Explanation of Fiscal Impacts:** The \$53,000 extra help costs expected to be incurred March 10, 2020 through June 30, 2020 can be absorbed by existing budget available in the Benefits Administration Internal Service Fund.

**Staffing Impacts:**

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**Agenda Date:** 3/10/2020

**Staffing Impacts:**

<b>Position Title (Payroll Classification)</b>	<b>Monthly Salary Range (A-I Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>

**Narrative Explanation of Staffing Impacts (If Required):**

This is a Retiree Extra-Help appointment; no permanent allocations are being added or changed.

**Attachments:**

None.

**Related Items "On File" with the Clerk of the Board:**

None.