



AGENDA STAFF REPORT

Agenda Item
Clerk's Use Only _____

MEETING DATE: 05/26/20
LEGAL ENTITY TAKING ACTION: Board of Supervisors
BOARD OF SUPERVISORS DISTRICT(S): All Districts
SUBMITTING AGENCY/DEPARTMENT: Social Services Agency(Approved)
DEPARTMENT CONTACT PERSON(S): An Tran (714) 541-7707
Tricia Smith (714) 245-6295

RECEIVED
2020 MAY 22 AM 11:59
CLERK OF THE BOARD
ORANGE COUNTY
BOARD OF SUPERVISORS

SUBJECT: Appointment of Retiree – Public Employees' Pension Reform Act of 2013

CEO CONCUR
Concur

COUNTY COUNSEL REVIEW
No Legal Objection

CLERK OF THE BOARD
Discussion
3 Votes Board Majority

Budgeted: No

Current Year Cost: \$10,300

Annual Cost: FY 2020-21
\$59,500

Staffing Impact: No

of Positions:

Sole Source: N/A

Current Fiscal Year Revenue: \$10,300

Funding Source: Fed: 100% (CARES Act)

County Audit in last 3 years No

Prior Board Action: N/A

RECOMMENDED ACTION(S):

Approve the appointment of Steve Sakamoto as an Extra Help Working Retiree to provide critical administrative facilities functions for the Social Services Agency due to COVID-19, including acting as the Project Manager overseeing the Facility Readiness Plan ensuring that all facility managers are informed and following timelines, working with procurement to secure materials and services, ensuring contractor schedules are adhered to and ensuring timely invoice payments are made pursuant to Section 7522.56 (f) of the Public Employees' Pension Reform Act of 2013.

SUMMARY:

Approval of the appointment of Mr. Sakamoto as an Extra Help Working Retiree will allow the candidate to provide critical administrative project management duties to ensure facility readiness for clients and staff in all 20 of the Social Services Agency's buildings due to COVID-19.

BACKGROUND INFORMATION:

Steve Sakamoto, who retired on March 26, 2020, has 29 years of experience with the County, of which 22 are within Social Services Agency (SSA). Mr. Sakamoto worked in and has managed various programs while employed with SSA, including: Budget Analyst in Financial Services, Resource Development and

Management Manager in Children and Family Services, Financial Services Manager and Contracts and Procurement Manager. Most recently Mr. Sakamoto was the Deputy Division Director overseeing the Financial and Administrative Service section in the Administrative Services Division, which included the Facilities and Emergency Management Team.

Due to COVID-19, SSA must ensure all 20 SSA facilities meet the Center for Disease Control and Prevention and County guidelines to ensure client and staff safety. Facilities and Emergency Management Services is requesting an Administrative Manager I position to manage and ensure completion of SSA's Facility Readiness Plan. This project is complex in terms of technical, logistical and safety issues, will require analysis and coordination with external and internal entities, including contractors and departmental representatives. This working retiree must effectively prioritize his work to meet established deadlines and communicate in a timely and effective manner both orally and in writing. He must make sound decisions within a professional ethical framework, and apply fundamental procurement practices and principles and financial claiming to this project. Additionally, the working retiree will need to be familiar with all SSA facilities and have extensive experience and knowledge in Project Management. The working retiree will partner with other SSA Facilities Analysts and provide support to the department as needed. The working retiree will be the liaison to SSA's Departmental Operation Center and the Deputy Division Director over Facilities and Emergency Manager Services.

Since Mr. Sakamoto has retired from his position less than 180 days from his proposed start date of June 5, 2020, his appointment as an Extra Help Retiree, Administrative Manager I position, will require Board of Supervisors (Board) approval in order to comply with the Public Employees' Pension Reform Act of 2013. Government Code Section 7522.56 (f) states in relevant part:

"A retired person shall not be eligible to be employed pursuant to this section for a period of 180 days following the date of retirement unless he or she meets one of the following conditions:

The employer certified that nature of the employment and the appointment is necessary to fill a critically needed position before the 180 days has passes and the appointment has been approved by the governing body of the employer in a public meeting. The appointment may not be placed on a consent calendar."

Upon Board approval, Mr. Sakamoto's terms of employment will be governed by the County's Working Retiree Reemployment Policy, which limits assignments to no more than 960 hours per fiscal year at an hourly rate not to exceed 80 percent of the hourly rate the employee earned at the time of retirement, or Step 1 of the salary range if 80 percent is less than Step 1.

FINANCIAL IMPACT:

This extra help position will be 100 percent funded through Coronavirus Aid, Relief and Economic Security (CARES) Act funding for the specific use of ensuring facility readiness for clients and staff in all 20 of SSA's buildings due to COVID-19. Appropriations for the limited use of this Extra Help Retiree position will be absorbed in SSA's FY 2019-20 Budget in Budget Control 063, Social Services Agency and will be included in the budgeting process for future fiscal years.

STAFFING IMPACT:

N/A

ATTACHMENT(S):

Attachment A – Government Code Section 7522.56 (f)
Attachment B – Retirement Reemployment Policy