



Agenda Date: 10/3/2006  
Agenda Placement: 6V

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Britt Ferguson for Nancy Watt - County Executive Officer  
County Executive Office  
**REPORT BY:** Britt Ferguson, Assistant County Executive Officer, 253-4406  
**SUBJECT:** Appointment of Acting Clerk of the Board

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### **RECOMMENDATION**

County Executive Officer recommends that the Board appoint Mary Jean McLaughlin as Acting Clerk of the Board of Supervisors, effective from October 7, 2006 until a permanent Clerk of the Board is appointed.

### **EXECUTIVE SUMMARY**

Pamela Miller is resigning as Clerk of the Board of Supervisors, effective October 7, 2006 and a recruitment is currently under way to fill that position. In the meantime, the County Executive Officer is recommending the appointment of Mary Jean McLaughlin to serve as Acting Clerk of the Board until a permanent replacement is named.

Ms. McLaughlin recently retired as County Public Information Officer/Committees and Commissions and served as Clerk of the Board for approximately 10 years.

### **FISCAL IMPACT**

Is there a Fiscal Impact?                      No

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

**BACKGROUND AND DISCUSSION**

As the Board is aware, Pamela Miller has tendered her resignation as Clerk of the Board of Supervisors, effective October 7, 2006. A recruitment is currently under way to fill this position on a permanent basis. In the meantime, the County Executive Officer is recommending that the Board appoint Mary Jean McLaughlin to serve as Acting Clerk of the Board, effective from October 7, 2006 until a permanent replacement is named.

As the Board is also aware, Ms. McLaughlin retired as County Public Information Officer/Committees and Commission on July 1, 2006. Prior to serving in that position, Ms. McLaughlin served as Clerk of the Board from 1992 through 2002. She began her career with Napa County Records Management Coordinator in 1986.

Because of her retirement status, if the Board approves this recommendation, Ms. McLaughlin will be hired as an extra help employee.

**SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Maiko Klieman