



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 12/5/2017

Agenda Placement: 6T

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Heather Ruiz - Director
Human Resources

REPORT BY: Helene Franchi, Deputy County Executive Officer - 253-4820

SUBJECT: Approval and authorization to sign Amendment No. 2 to Contract No. 7756 Appointing Minh C. Tran CEO

RECOMMENDATION

Director of Human Resources requests ratification of the appointment of Minh C. Tran as the County Executive Officer effective October 24, 2017 through October 25, 2021 and authorization for the Chair to sign the subject Employment Agreement and all related documents to effect this appointment.

EXECUTIVE SUMMARY

On May 16, 2017, the Napa County Board of Supervisors ("Board") appointed Minh C. Tran as the Interim County Executive Officer. Mr. Tran has been serving as Napa County Counsel since May 15, 2012. Following a national recruitment process, the Board decided to appoint Mr. Tran to the permanent position of County Executive Officer on October 24, 2017. Today's action ratifies that decision and authorizes the Chair to sign Mr. Tran's employment contract and all related documents to effectuate the appointment.

FISCAL IMPACT

| | |
|-----------------------------------|--------------------------|
| Is there a Fiscal Impact? | Yes |
| Is it currently budgeted? | Yes |
| Where is it budgeted? | County Executive Officer |
| Is it Mandatory or Discretionary? | Mandatory |
| Is the general fund affected? | Yes |

Future fiscal impact: The position will be funded each fiscal year.
Consequences if not approved: The Board would need to start a new recruitment.
Additional Information:

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

Mr. Tran has been serving Napa County as its County Counsel since 2012 pursuant to a four year employment contract as mandated by Government Code section 27641. The terms of his current employment contract runs from September 1, 2016 to August 31, 2020. Mr. Tran is a member of the California State Bar since 1995 and he has been admitted to practice in the US District Court, Northern District of California and also the US Supreme Court.

On May 16, 2017, the Board appointed him as Interim County Executive Officer ("CEO"). Mr. Tran has demonstrated skillful and strategic leadership in both roles as County Counsel and Interim CEO. He has earned the confidence of the Board of Supervisors, County Department Heads and fellow County employees. He is also well respected by his peers throughout the 58 counties and has recently been appointed as a member of the Board of Directors of the State Association of County Counsel. Mr. Tran has provided strong leadership during the recent 2017 Napa Fire Complex event and the ongoing County recovery and rebuilding of the community.

On October 24, 2017, the Board appointed Mr. Tran as Napa County Executive Officer. Today's action will ratify the appointment made by the Board and approve the employment contract between Mr. Tran and the County. To fill the position of County Counsel, Mr. Jeff Richards in his role as Chief Deputy County Counsel will temporarily serve as Acting County Counsel in an out-of-class assignment while the Board recruits for the position.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Bret Prebula