



Agenda Date: 2/7/2006
Agenda Placement: 6P

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Pamela Hansen for Mark Gregersen - Director
Human Resources
REPORT BY: Pamela Hansen, Human Resources Analyst III, 253-4305
SUBJECT: Amend Departmental Allocation List and Table and Index for Local Agency Formation
Commission

RECOMMENDATION

Human Resources Director requests adoption of a resolution regarding the following in connection with the Local Agency Formation Commission (LAFCO), effective January 28, 2006:

1. Amend the Departmental Allocation List to add one (1) (M) Acting LAFCO Executive Officer;
2. Amend the Table and Index to add Acting LAFCO Executive Officer; and
3. Amend appropriate policies to add Acting LAFCO Executive Officer.

EXECUTIVE SUMMARY

The position of LAFCO Executive Officer became vacant on January 21, 2006. A recruitment will be conducted to fill the vacant position. However, appointment of a successor is not expected to take place immediately. To enable LAFCO to continue to operate effectively during the interim, the LAFCO Commission has approved appointing an Acting LAFCO Executive Officer. The Human Resources Director recommends the Board allocate an Acting LAFCO Executive Officer position, effective January 28, 2006.

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

The position of LAFCO Executive Officer became vacant on January 21, 2006. A recruitment will be conducted to fill the vacant position, however, appointment of a successor is not expected to take place immediately. To enable LAFCO to continue to operate effectively during the interim, the LAFCO Commission has approved the appointment of an Acting Executive Officer to be provided in accordance with the Support Services Agreement between LAFCO and the County.

Human Resources Director recommends the Board allocate an Acting LAFCO Executive Officer position, effective January 28, 2006. Costs associated with the Acting LAFCO Executive Officer position will be paid out of salary savings from the vacant, regular, LAFCO Executive Officer position. The LAFCO Commission met on January 19, 2006, and approved the appointment of Joseph Keene Simonds as the Acting LAFCO Executive Officer, effective January 28, 2006, subject to implementation of necessary personnel actions by the County, which are comprised of the recommended actions before the board today. Per the Support Services Agreement between LAFCO and the County, the LAFCO Commission is the appointing authority for the LAFCO Executive Director, in conformance with County personnel policies, rules, and regulations.

Human Resources will be commencing a recruitment to fill the vacant LAFCO Executive Officer position. The Acting LAFCO Executive Officer position will be deleted from the Departmental Allocation List, Table and Index, and appropriate policies upon the successful recruitment and appointment of the LAFCO Executive Officer.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Andrew Carey