



Agenda Date: 8/14/2007
Agenda Placement: 6J

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Mark Gregersen - Director
Human Resources
REPORT BY: KAREN BRADY, HUMAN RESOURCES ANALYST I, 253-4490
SUBJECT: Reimbursement of Relocation and Temporary Living Expenses

RECOMMENDATION

Human Resources Director requests approval to reimburse the intrastate relocation and temporary living expenses for Ms. Julie Hutchens, the newly recruited Director of Corrections, in an amount not to exceed \$10,000.

EXECUTIVE SUMMARY

The proposed action would authorize the reimbursement of relocation and temporary living expenses to the newly recruited Director of Corrections in an amount not to exceed \$10,000.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	General Fund.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Reimbursement of moving expenses and temporary living allowances are typically required in order to attract experienced, high caliber professional candidates. While a salary increase may be used to attract an appropriately qualified employee in some instances, a moving allowance serves both the new employee and the County budget better than a salary increase. The allowance relieves immediate one time expenses for the new employee but does not constitute an ongoing cost to the County.
Is the general fund affected?	Yes

Future fiscal impact: None.

Consequences if not approved: The County may be required to pursue other, potentially less experienced and qualified candidates for this position leaving this key position vacant for some time, and may result in Ms. Julie Hutchens choosing to decline an employment offer from the County.

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

In order to remain competitive and attract top quality managers from around the nation, the Board has previously authorized reimbursement of moving expenses for several critical managerial candidates. The current guidelines are as follows:

- | **APPLICABILITY AND GENERAL GUIDELINES:** Relocation and temporary living expense reimbursement will only be offered to positions approved by the County Executive Officer that are either difficult to recruit for and/or are department head or assistant department head level. The recommendations for reimbursement are as follows. For interstate relocations, the County will reimburse up to \$15,000 of eligible relocation and temporary living expenses, of which no more than \$5,000 can be spent on temporary living expenses. For intrastate relocations, the County will reimburse up to \$10,000 of eligible relocation and temporary living expenses, of which no more than \$5,000 can be spent on temporary living expenses.
- | **RELOCATION EXPENSES:** Eligible expenses would include the packing, storing, transportation, and insuring of normal household goods and possessions. Costs associated with house hunting and final travel to the new location are also reimbursable under this category and include airfare, gas, lodging, car rental, and food. Expenses must be documented in the form of receipts in order to receive reimbursement.
- | **TEMPORARY LIVING EXPENSES:** Reimbursement of eligible expenses under this category are intended to cover those costs associated with temporarily living in the new location while acquiring permanent housing. Reimbursable temporary living expenses include car and lodging rental, garbage pickup, and utility and phone hook ups, but do not include those normal and customary living expenses such as food, gas and entertainment. Expenses must be documented in the form of receipts in order to receive reimbursement.
- | **REPAYMENT OF RELOCATION EXPENSES UPON TERMINATION:** Relocation recipients are required to pay back all or a percentage of the total reimbursements received if they voluntarily terminate their employment with the County of Napa prior to completing three years of employment. The payback schedule is as follows:
 - | Termination prior to completing one year - 100% payback due.
 - | Termination after one year but prior to completing two years - 67% payback due.
 - | Termination after two years but prior to completing three years -33% payback due.

Human Resources is requesting the Board's approval to extend relocation assistance under these guidelines to one immediate case involving the relocation of a senior management candidate. After nearly eighteen months of extensive recruitment efforts by both Human Resources and a contracted executive search firm, the Department of Corrections has identified and attracted a highly regarded correctional professional candidate for the position of

Director of Corrections. Ms. Julie Hutchens of Weed, California was the candidate of choice. Ms. Hutchens is an experienced Captain/Jail Commander with the Siskiyou County Sheriff's Department, with over 17 years of correctional experience. Human Resources is recommending relocation assistance associated with the intrastate relocation of Ms. Hutchens and her family to Napa. Under the provisions of the guidelines outlined above, Human Resources is requesting a total relocation and temporary living assistance package not to exceed \$10,000. Ms. Hutchens would be subject to the early termination payback provision previously outlined. Therefore, subject to the relocation guidelines presented earlier, it is requested that the Board authorize reimbursement of eligible relocation and temporary living expenses for the intrastate relocation of the Director of Corrections in an amount not to exceed \$10,000.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Karen Gratton