



Lou Ann Texeira
Executive Officer

MEMBERS

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|---|--|
| Candace Andersen
<i>County Member</i> | Federal Glover
<i>County Member</i> |
| Donald A. Blubaugh
<i>Public Member</i> | Michael R. McGill
<i>Special District Member</i> |
| Tom Butt
<i>City Member</i> | Rob Schroder
<i>City Member</i> |
| Igor Skaredoff
<i>Special District Member</i> | |

ALTERNATE MEMBERS

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| Diane Burgis
<i>County Member</i> |
| Stanley Caldwell
<i>Special District Member</i> |
| Charles R. Lewis, IV
<i>Public Member</i> |
| Sean Wright
<i>City Member</i> |

March 11, 2020

March 11, 2020
Agenda Item 9

Contra Costa Local Agency Formation Commission
651 Pine Street, Sixth Floor
Martinez, CA 94553

Extension of Time - Temporary Employment of LAFCO Retiree

Dear Commissioners:

In September 2019, the Commission approved the appointment of retiree Kate Sibley to assist with training the new Executive Assistant/LAFCO Clerk (“Clerk”). The term of the service is September 12, 2019 through March 29, 2020.

The Clerk position is complex and involves preparing and distributing LAFCO meeting agenda packets, clerking the LAFCO meetings, processing incoming LAFCO applications, bill paying, office and records management and other administrative duties.

Due to staffing changes and the recent hire of a new Clerk, it is desirable to retain Kate Sibley to provide training to the new Clerk who will begin employment with LAFCO on March 17, 2020. Kate Sibley is willing to assist and is uniquely qualified to perform these duties.

RECOMMENDATIONS:

1. Find that Kate Sibley’s services are needed to fill this critical position; and
2. Approve and authorize an extension of time to retain retiree Kate Sibley as a temporary employee effective March 30, 2020 through June 30, 2020.

Sincerely,

LOU ANN TEXEIRA
EXECUTIVE OFFICER

c: Contra Costa County Employees Retirement Association
Contra Costa County Human Resources Department