



Lou Ann Texeira  
Executive Officer

**MEMBERS**

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

**ALTERNATE MEMBERS**

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|---|
| <b>Diane Burgis</b><br><i>County Member</i>               |
| <b>Stanley Caldwell</b><br><i>Special District Member</i> |
| <b>Charles R. Lewis, IV</b><br><i>Public Member</i>       |
| <b>Edi Birsan</b><br><i>City Member</i>                   |

January 11, 2023

Contra Costa Local Agency Formation Commission  
40 Muir Road, 1<sup>st</sup> Floor  
Martinez, CA 94553

**January 11, 2023  
Agenda Item 12**

**Temporary Hire of Former LAFCO Employee**

Dear Commissioners:

Sherrie Weis served as *Executive Assistant/LAFCO Clerk* since April 2020 and will retire from service on January 31, 2023.

In anticipation of Sherrie’s retirement, LAFCO hired Anna Seithel who will begin her employment as *Clerk Analyst* with LAFCO this month. In accordance with the Commission’s staffing plan, the newly created *Clerk Analyst* position is full-time.

Anna shadowed Sherrie and Sherrie also provided two weeks of training. Given the complexity of the position which includes preparing/distributing LAFCO meeting agenda packets, accounts payable/accounts receivable, office and records management, and other administrative duties, additional training time is needed. Sherrie kindly agreed to provide additional training.

**RECOMMENDATIONS:**

1. Find that the temporary appointment of Sherrie Weis is needed to train and assist with the transition; and
2. Approve and authorize the hiring of Sherrie Weis as a temporary employee effective February 27, 2023 through March 31, 2023.

Sincerely,

LOU ANN TEXEIRA  
EXECUTIVE OFFICER

c: Contra Costa County Human Resources Department