



# MARIPOSA COUNTY

Child Support Services ·



## RESOLUTION - ACTION REQUESTED 2018-13

MEETING: January 9, 2018

TO: The Board of Supervisors

**MINUTE ORDER ATTACHED**

FROM: Sharon Wardale-Trejo,

RE: Resolution to Hire Retiree Annuitant as Extra Help Child Support Accounting Specialist

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### **RECOMMENDATION AND JUSTIFICATION:**

Adopt a Resolution and Approve an Agreement to Hire Retiree Annuitant as Extra Help Child Support Accounting Specialist at the Hourly Rate of \$29.41; and Authorize the Board of Supervisors Chair to Sign the Agreement.

The purpose of the hiring of the retiree annuitant, Tonya Harmon-Knox, as an Extra Help Child Support Accounting Specialist will allow for the continued training of fiscal and accounting responsibilities within the Mariposa County Department of Child Support Services.

### **BACKGROUND AND HISTORY OF BOARD ACTIONS:**

The Child Support Accounting Specialist is a singular position responsible for all fiscal and accounting aspects of the program. It is an essential position that is highly specialized and unique to the Mariposa County Department of Child Support Services. In anticipation of the upcoming retirement of Tonya Harmon-Knox, training and knowledge transfer began, but due to the infrequency of fiscal activities related to the annual budget, not all training could occur. The intent of this resolution will enable Ms. Harmon-Knox to continue training on the fiscal and accounting responsibilities, specifically the budget and claiming processes, related to this essential position.

### **ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

The consequence of not approving this resolution will be the department would lack experience and/or knowledge on the budgeting process and claiming process, creating a hardship for the local department and impacting the county through potential delays in the budget process.

### **FINANCIAL IMPACT:**

**No fiscal impact. There is sufficient funding for this extra help position and there is no impact to the general fund as the Department is funded entirely through State (34%) and Federal (66%) funds.**

### **ATTACHMENTS:**

**RESOLUTION FOR 180-DAY WAIT PERIOD EXCEPTION (RTF)**

## Resolution - Action Requested 2018-13

### Employment Document (PDF)

**RESULT:** ADOPTED AS AMENDED [UNANIMOUS]

**MOVER:** Marshall Long, District III Supervisor

**SECONDER:** Miles Menetrey, District V Supervisor

**AYES:** Smallcombe, Jones, Long, Cann, Menetrey

**RESOLUTION OF THE BOARD OF SUPERVISORS  
COUNTY OF MARIPOSA**

**RESOLUTION FOR 180-DAY WAIT PERIOD EXCEPTION**  
*Government Code Sections 7522.56 & 21224*

**RESOLUTION NO. 2018-13**

**WHEREAS**, in compliance with Government Code section 7522.56 the Mariposa County Board of Supervisors must provide CalPERS this certification when hiring a retiree before 180 days has passed since his or her retirement date; and

**WHEREAS**, Tonya Harmon-Knox retired from the Mariposa County Department of Child Support Services in the position of Child Support Accounting Specialist effective October 31, 2017; and

**WHEREAS**, section 7522.56 requires that post-retirement employment commence no earlier than 180 days after the retirement date; which is May 2, 2018 without this certification resolution; and

**WHEREAS**, section 7522.56 provides that this exception to the 180-day wait period shall not apply if the retiree accepts any retirement-related incentive; and

**WHEREAS**, the Mariposa County Board of Supervisors, the Mariposa County Department of Child Support Services and Tonya Harmon-Knox certify that Tonya Harmon Knox has not and will not receive a Golden Handshake or any other retirement-related incentive; and

**WHEREAS**, the Mariposa County Board of Supervisors hereby appoints Tonya Harmon-Knox as an extra help retired annuitant to perform the duties of the Child Support Accounting Specialist for the Mariposa County Department of Child Support Services under Government Code section 21224, effective January 10, 2018; and

**WHEREAS**, the entire appointment document between Tonya Harmon-Knox and the Mariposa County Department of Child Support Services has been reviewed by this body and is attached herein; and

**WHEREAS**, no matters, issues, terms or conditions related to this employment and appointment have been or will be placed on a consent calendar; and

**WHEREAS**, the employment shall be limited to 960 hours per fiscal year; and

**WHEREAS**, the compensation paid to retirees cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal the hourly rate; and

**WHEREAS**, the maximum base salary for this position is \$5,096.94 and the hourly equivalent is \$29.41, and the minimum base salary for this position is \$4,193.20 and the hourly equivalent is \$24.19; and

**WHEREAS**, the hourly rate paid to Tonya Harmon-Knox will be \$29.41; and

**WHEREAS**, Tonya Harmon-Knox has not and will not receive any other benefit, incentive, compensation in lieu of benefit or other form of compensation in addition to this hourly pay rate.

**THEREFORE, BE IT RESOLVED THAT** the Mariposa County Board of Supervisors hereby certifies the nature of the employment of Tonya Harmon-Knox as described herein and detailed in the attached document and that this appointment is necessary to fill the critically needed position of Child Support Accounting Specialist for the Mariposa County Department of Child Support Services by January 10, 2018 because the Child Support Accounting Specialist is a solitary position within the Mariposa County Department of Child Support Services, responsible for both fiscal and operational accounting activities. Training of the replacement fiscal staff member had begun prior to Tonya Harmon-Knox's retirement but due to the fiscal calendar not all activities were able to be trained. This appointment is necessary to facilitate continued training to include the budget process, quarterly claiming process and other unique responsibilities of this critical position.

**PASSED AND ADOPTED** by the Mariposa County Board of Supervisors this 9<sup>th</sup> day of January 2018 by the following vote:

**AYES:** SMALLCOMBE, JONES, LONG, CANN, MENETREY  
**NOES:** NONE  
**ABSENT:** NONE  
**ABSTAINED:** NONE



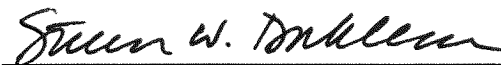
Rosemarie Smallcombe, Chair  
Mariposa County Board of Supervisors

**ATTEST:**

**APPROVED AS TO FORM:**



René LaRoche, Clerk of the Board



Steven W. Dahlem, County Counsel



# COUNTY of MARIPOSA

P.O. Box 784, Mariposa, CA 95338 (209) 966-3222



**ROSEMARIE SMALLCOMBE, CHAIR**  
**MILES MENETREY, VICE-CHAIR**  
**MERLIN JONES**  
**MARSHALL LONG**  
**KEVIN CANN**

**DISTRICT I**  
**DISTRICT V**  
**DISTRICT II**  
**DISTRICT III**  
**DISTRICT IV**

## MARIPOSA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

TO: SHARON WARDALE-TREJO/Child Support Services Director  
FROM: RENÉ LaROCHE, Clerk of the Board *RL*  
SUBJECT: Selection of the Board of Supervisors Chair for 2018  
Resolution: 18-013

The following action was taken by the Mariposa County Board of Supervisors on **January 9, 2018:**

**J.2. Child Support Services RES-2018-13**

**Adopt a Resolution and Approve an Agreement to Hire Retiree Annuitant as Extra Help Child Support Accounting Specialist at the Hourly Rate of \$29.41; and Authorize the Board of Supervisors Chair to Sign the Agreement**

Sharon Wardale-Trejo gave the staff report. No public input.

**CORRECTION: Authorize the Child Support Services Director to Sign the Agreement**

**RESULT: ADOPTED AS AMENDED [UNANIMOUS]**

**MOVER:** Marshall Long, District III Supervisor

**SECONDER:** Miles Menetrey, District V Supervisor

**AYES:** Smallcombe, Jones, Long, Cann, Menetrey