



**BOARD OF SUPERVISORS
AGENDA LETTER**

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: Community Services
Department No.: 057
For Agenda Of: December 3, 2013
Placement: Departmental
Estimated Tme: 5 minutes
Continued Item: No
If Yes, date from: N/A
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Herman D. Parker, Community Services Director (805) 568-2467
Director:
Contact Info: Dinah Lockhart, Deputy Director of HCD (805) 568-3523
SUBJECT: Extra Help services for Housing & Community Development Division of the
Community Services Department

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: N/A

CEO, Human Resources

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- 1) In accordance with California Government Code Section 7522.6, certify that the following appointment of a retiring County employee is necessary to fill a critically needed position for compliance and financial management within the Housing and Community Development Division of the Community Services Department, before 180 days has passed from the date of retirement and approve the appointment of retiring Shirley Moraga, Cost Analyst II, to appropriate part time, extra help position, limited to 960 hours of service in a calendar or fiscal year; and
- 2) Determine that the above actions are organizational and administrative activities of government that are not a project under the California Environmental Quality Act (CEQA) pursuant to section 15378(b)(5) of the CEQA Guidelines.

Summary Text:

The Community Services Department, Housing and Community Development (HCD) Division, has experienced tremendous change over the past several years, which has at times affected productivity as new staff are hired and trained. The HCD division's Cost Analyst II will retire in December, 2013. In order for HCD to oversee an orderly staffing transition, and continue the current trajectory of sustainable business practices, the department is requesting the Board allow the incumbent Cost Analyst II, Shirley Moraga, to continue for a short period of time to assist during the transition process. By allowing the

cross-training of a new Cost Analyst with the incumbent Cost Analyst, Ms. Moraga, HCD staff will be able to transfer financial expertise, assist in audit responses and accommodate other special requests from the County regarding its housing activities, while the new staff become acquainted with HCD projects and accounting processes.

Background:

Shirley Moraga, with 31 years of experience with the County, will retire in December, 2013. Shirley Moraga is a long time Cost Analyst II with the County and the subject matter expert for financial aspects of the Housing and Community Development Division, including expertise in the financial management of federal Community Development Block Grants (CDBG), HOME, Emergency Solutions Grant (ESG), Continuum of Care programs, Inclusionary Housing funds, and other grant programs. We recommend that Ms. Moraga return in a part-time role, to assist us in efficiently transitioning a new analyst into the department, as well as support the ongoing effort of responding to requests for information and audits from the U.S Department of Housing and Urban Development.

Fiscal Impacts:

An estimated cost of \$50,000 for the rehire of extra help will be funded within the operating budgets of the Community Services Department and appropriate reimbursements by federal funds as applicable.

Attachment:

Attachment A – CEQA NOE