



Legislation Text

File #: 21-283, Version: 1

Memorandum

Date: April 13, 2021

To: The Honorable Bruno Sabatier, Chair, Lake County Board of Supervisors

From: Denise Pomeroy, Health Services Director

Subject: Approve Advance Step Hiring of Ms. Cindy Silva-Brackett in the Position of Accountant II, at Step 5, due to Candidates Extraordinary Qualifications

Executive Summary: (include fiscal and staffing impact narrative):

Ms. Silva-Brackett recently retired from the Health Services Department after a 27 year tenure with County of Lake. She has graciously offered to return to the Health Department as a 900 hour extra help employee to assist the Administrative Division with reporting, billing and administrative tasks relating to the COVID-19 Crisis Response.

Ms. Silva-Brackett retired as a Supervising Accountant, Step 5, and before promoting to that role she was an Accountant II, step 6. She would like to return in the role of Accountant II, Step 5.

Ms. Silva-Brackett would assist with administrative and accounting tasks directly relating to COVID crisis response grants and FEMA billing and tracking. Ms. Silva-Brackett has an immense knowledge of county financial software applications, reports, and analyzing time study entries, which will allow her to assist the department in several COVID crisis response administrative tracking and billing reports. Additionally Ms. Silva-Brackett will serve as a resource to established and new staff in developing tracking and billing procedures for the ELC Cares grant that funds the departments COVID crisis response.

Ms. Silva-Brackett served as the Interim Health Services Administrative Manager from November 2007- January 2008. She was integral to the Health Department's conversion and implementation of several electronic records systems, including being a Super-User of the CMHC, Insight, and Geneva platforms.

Additionally Ms. Silva-Brackett's depth of departmental knowledge has been a source of reliable and accurate information which assisted employees of all levels in performing their respective duties and in so doing, served the public with utmost integrity and quality.

If not budgeted, fill in the blanks below only:

Estimated Cost: _____ Amount Budgeted: _____ Additional Requested: _____ Future Annual Cost: _____

Consistency with Vision 2028 and/or Fiscal Crisis Management Plan (check all that apply):

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Well-being of Residents | <input type="checkbox"/> Public Safety | <input type="checkbox"/> Infrastructure | <input type="checkbox"/> Not applicable |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Disaster Recovery | <input type="checkbox"/> County Workforce | <input type="checkbox"/> <i>Technology Upgrades</i> |
| <input type="checkbox"/> Community Collaboration | <input type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake | <input type="checkbox"/> <i>Revenue Generation</i> |
| | | | <input type="checkbox"/> <i>Cost Savings</i> |

If request for exemption from competitive bid in accordance with County Code Chapter 2 Sec. 2-38, fill in blanks below:

Which exemption is being requested?

How long has Agreement been in place?

When was purchase last rebid?

Reason for request to waive bid?

Recommended Action: Approve Advance Step Hiring of Ms. Cindy Silva-Brackett in the Position of Accountant II, at Step 5, due to Candidates Extraordinary Qualifications