




County of Santa Cruz

PERSONNEL DEPARTMENT

701 OCEAN STREET, SUITE 310, SANTA CRUZ, CA 95060-4064
TELEPHONE: (831) 454-2600 FAX: (831) 454-2411 TDD: (831) 454-2123
MICHAEL J. MCDUGALL, PERSONNEL DIRECTOR
AJITA PATEL, DEPUTY DIRECTOR

MEMORANDUM

DATE: November 3, 2009
TO: Civil Service Commission
FROM: Ajita Patel, Deputy Director of Personnel 
RE: Changes to the One Year Probationary List

We are recommending that the Civil Service Rules, Section VI (E), Length of Probationary Period, be amended to include the removal of an obsolete classification.

In addition to the above action, we are also recommending that the Civil Service Rules, Section VI (E), Length of Probationary Period, be amended to include Senior Accountant-Auditor and Principal Accountant-Auditor.

The work performed by staff in the Audit and Systems Division is very complex and the assignments often require a long period of time to complete. An audit averages 3 months to complete from inception to finish and may last as long as 12 months. These positions are also responsible for areas such as producing the County-wide Final Budget document which takes many months to complete.

In addition, increasing the probationary period to 12 months is consistent with the other classifications in the Auditor series and all other middle management and professional positions in the Auditor-Controller's Office. These positions are the Accounting Managers, Audit and Systems Manager, Auditor I-IV series and Accountant I-III series. A one-year probationary period is necessary for the department to fully evaluate new staff and it brings equity to the professional positions in the Auditor-Controller's Office.

The Middle Management Association, which represents these classifications, was notified on October 29, and the Association does not object to these changes.

Attachment

Cc: Michael J. McDougall, Personnel Director
Mary Jo Walker, Auditor-Controller

REFERENCE: CIVIL SERVICE RULES SECTION VI (E) - LENGTH OF PROBATION PERIOD

ONE YEAR PROBATIONARY PERIOD CLASSES

Accountant I
Accountant II
Accountant III
Accounting Analyst
Accounting Manager
Agricultural Weights & Measures Inspector I (5/86)
Agricultural Weights & Measures Inspector II (5/86)
Agricultural Weights & Measures Inspector III (5/86)
Appraiser I (5/24/00)
Assistant Administrative Analyst
Assistant Chief of Fiscal Services-HSA
Assistant Vector Control Manager (7/96)
Associate Administrative Analyst
Attorney I-DA (5/13/89)
Audit/Systems Manager
Auditor I
Auditor II
Auditor III
Auditor IV (5/24/00)
Auditor/Appraiser I (5/24/00)
Budget & Tax Manager
Central Collections Supervisor (5/8/90)
Chief Deputy Auditor-Controller
Chief of Fiscal Services
Child Support Attorney I (6/19/01)
Communications Technician I (1/10/06)
Communications Technician II (9/85)
DA Inspector I (1/18/84)
DA Inspector II (1/18/84)
DA Inspector III (6/19/01)
Department Fiscal Officer (6/84)
Deputy Agricultural Commissioner/Sealer (11/01)
Deputy Probation Officer I
Deputy Probation Officer II
Deputy Sheriff
Deputy Sheriff Trainee (1/10/89)
Director of Child Support (1/10/06)
Director of General Services
Division Director of Child Welfare Services (4/17/07)
Director of Information Services (1/10/06)
Equal Employment Opportunity Officer
Emergency Services Administrator
Group Supervisor I
Group Supervisor II
Human Services Department Director
Latent Print Examiner (11/06/07)

Latent Print Examiner Trainee (11/06/07)
Medical Services Director/Health Officer
Personnel Director
Principal Administrative Analyst
Principal Accountant-Auditor (11/19/09)
Public Works Maintenance Worker I
Redevelopment Agency Administrator
Sanitation Maintenance Worker I
Sheriff corrections Officer (1/10/89; 1/10/06)
Senior Administrative Analyst
Senior Accountant-Auditor (11/19/09)
Senior Software Systems Analyst
Tax Collection Supervisor (5/08/90)
Vector Control Specialist (7/96)
Welfare Fraud Investigator I/II (4/16/09)

Note: All Department Heads included in Civil Service have a one year probation period. Orig:
3/1/77; Updates: 6/7/77; 7/26/77; 9/6/77; 11/3/77; 3/2/79; 6/12/79; 2/12/80; 3/11/80; 10/22/80;
5/22/81; 12/21/81; 1/18/84; 6/12/84; 2/21/85; 9/19/85; 1/10/89; 5/8/90; 6/11/91; 5/2/95; 9/12/95;
4/1/97; Resolution No. 154-2000 5/24/00; Resolution No. 276A-2001 6/19/01; 6/4/02; 1/10/06;
Resolution No. 110-2007 4/17/07, Resolution #307-2007, 11/6/07, 4/16/09

COUNTY OF SANTA CRUZ

Inter-Office Correspondence

DATE: October 5, 2009

TO: County Advisory Bodies

FROM: Chairperson Neal Coonerty *Neal*

RE: 2009 ANNUAL REPORTS

The purpose of this memo is to provide a reminder of the need for County commissions, advisory boards, and technical advisory groups to submit a 2009 annual report to the Board of Supervisors on or before January 31, 2010. These reports, required by County Code Section 2.38.170, provide an opportunity for advisory bodies to highlight their activities and accomplishments each year. A copy of this code section, which appears on the reverse of this page, provides the format for the completion of annual reports.

Please send annual reports directly to the office of the Board of Supervisors, after which the Board Chairperson will prepare a cover letter to accept and file the reports.

If you have any questions, please feel free to contact Terry Dorsey at extension 2200.

NC:pmp

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2.38.170 Reports.

A. An annual report shall be submitted by each board or commission to the board of supervisors and to the county administrative office on or before January 31st of each year and subsequently filed with the clerk of the board of supervisors. The annual report shall highlight the activities, accomplishments and future goals of the board or commission and shall utilize the following report format:

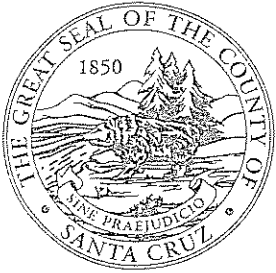
1. Role(s) of the board or commission;
2. Meeting dates, time and location;
3. Board or commission structure;
4. Board or commission staff (designated staff or staff assigned through department);
5. Attendance;
6. Annual goals and accomplishments (reporting year goals and attainment of those goals; summary of reporting year activities including special projects and workshops or seminars that members have attended, if applicable);
7. Future goals; and
8. Recommendations (public and/or private sector actions to advance the goals of the board or commission).

B. A final report, containing a summary of activities and projects undertaken by the committee, any final committee recommendations to the board of supervisors, and any other information requested by the board, shall be submitted by each committee to the board and the county administrative office before expiration of the committee's life, and subsequently filed with the clerk of the board.

C. An annual report shall be submitted by each department advisory group to the agency or department head on or before January 1st of each year of the group's existence. The agency or department head shall transmit the annual report to the board of supervisors and the county administrative office by January 31st of each year, and said report shall be filed with the clerk of the board. The annual report shall highlight the activities, accomplishments and future goals of the group and shall utilize the following report format:

1. Role(s) of the department advisory group;
2. Meeting dates, time and location;
3. Attendance;
4. Annual goals and accomplishments (reporting year goals and attainment of these goals; summary of reporting year activities including special projects and workshops or seminars that members have attended, if applicable); and
5. Future goals.

D. In addition to the annual report, any commission or committee may submit progress reports and recommendations to the board of supervisors and the county administrative office at any time. (Ord. 4573 § 1 (part), 1999; Ord. 3989, 1989; prior code § 3.01.080(h); Ord. 2078, 12/17/74; Ord. 2271, 4/6/76; Ord. 2733, 8/7/79)



County of Santa Cruz

BOARD OF SUPERVISORS

701 OCEAN STREET, SUITE 500, SANTA CRUZ, CA 95060-4069
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JOHN LEOPOLD
FIRST DISTRICT

ELLEN PIRIE
SECOND DISTRICT

NEAL COONERTY
THIRD DISTRICT

TONY CAMPOS
FOURTH DISTRICT

MARK W. STONE
FIFTH DISTRICT

WRITTEN CORRESPONDENCE AGENDA

11-10

October 28, 2009

Nicholas Steinmeier, Executive Director
SEIU Local 521, Santa Cruz
517-B Mission Street
Santa Cruz, CA 95060

Dear Nick:

Thank you for your letter dated October 20, 2009, concerning issues pending before the Civil Service Commission. A copy of your letter has been circulated to each member of the Board.

I have just returned to the office after being out for two weeks and have a backlog of work to get through. However, I wanted to acknowledge receipt of your letter and let you know that I hope to be able to provide a more detailed response to you by mid-November.

Sincerely,

NEAL COONERTY, Chairperson
Board of Supervisors

NC:ted

cc: Clerk of the Board

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IX b.



SERVICE EMPLOYEES
INTERNATIONAL UNION
CTW-CLC

BAKERSFIELD

1001 17th Street
Bakersfield, CA 93301
Phone: 661-321-4160
Fax: 661-325-7814

FRESNO

5228 E. Pine Avenue
Fresno, CA 93727
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891 Marshall Street
Redwood City, CA 94063
Phone: 650-779-9910
Fax: 650-365-7956

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2302 Zanker Road
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SANTA CRUZ

517B Mission Street
Santa Cruz, CA 95060
Phone: 831-824-9255
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Watsonville

Fax: 831-724-9095

SALINAS

334 Monterey Street
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Fax: 831-757-1863

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1811 W. Sunnyside Ave.
Visalia, CA 93277
Phone: 559-635-3720
Fax: 559-733-5006

Hanford

Fax: 559-582-3510

Toll Free:

1-877-SEIU-521

www.seiu521.org

October 20, 2009

Santa Cruz County Board of Supervisors
c/o Chairperson, Neal Coonerty
701 Ocean Street, 5th Floor
Santa Cruz, CA 95060

Re: Important Issues Pending Before the Civil Service Commission

Dear Supervisors:

It has come to our attention that -- despite the fact that several County staff-related issues as presented by SEIU Local 521 remain unresolved, the CSC-- during their May 2009 meeting, voted to adjourn after only 10 minutes even though there was a quorum present. At the next meeting in July one of our members addressed the CSC to respectfully remind them of the following important issues that have remained before the Commission for some time now:

1) The reliance of the CSC upon the Personnel Department for its administration even though the CSC is mandated to oversee the Personnel Department's ongoing implementation of the County's Civil Service Code -- not be directed by Personnel. This is just one area where the County has opened itself to conflict of interest issues. Also please see a summary of the 2008 Grand Jury recommendations attached.

2) Another potential area for the arising of conflict of interest issues is Article XV of the Code which is apparently worded so inadequately as to allow the former Personnel Director -- who has the last word on all County hirings -- to hire her husband albeit indirectly to what turned out to be another high-paying County position. Had this article been properly worded to include the appearance of impropriety -- as we recently suggested to the CSC -- the County could have been spared the difficulty when this issue arose in the public eye and both County employees had to vacate their positions.

3) Yet another County conflict-of-interest issue arises with the County's Whistleblower program where the County itself is overseeing the program which was designed to root out potential wrongdoing within the County. Shouldn't a body independent of the County be overseeing and implementing such a program? SEIU understands that in a letter to the CSC that the BOS put on hold for a year any needed improvements to the Whistleblower program, thereby rendering it essentially inactive until such an independent body is appointed. In the meantime, how are conflict of interest issues within the County to be resolved?

4) The reclassification system is yet another unresolved issue that has been presented to the CSC upon which they have not acted. Recently a member

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argued very convincingly before the CSC that her position and that of 10 of her co-workers should be reclassified because of the wide gap between their qualifications and those of the remaining people in their class -- at least to create levels within this currently one-level position. Rather than acting independently on this issue, the CSC merely followed what the Personnel Department told them to do and did nothing on this particular issue and have done nothing to independently go about improving the County reclassification system in general.

5) The CSC has also not worked to address the issue presented to it that there is a fear among county employees that if one protests an action by Personnel or one's department head or even one's supervisor, one will forfeit opportunities to be considered for promotions or vacancies. Is the promotion of fear in the workplace the best environment for County staff to provide the high quality of services which they are asked to provide? At the very least, the CSC needs to issue a statement that decries this kind of environment and works toward a means to monitor and to make sure that it has no place in County government. Ideally and eventually there needs to be an independent person that works for the CSC and runs the whistleblower program with input from labor organizations on the hiring of this independent civil service administrator.

Despite this address by one of our members to the Civil Service Commission in July with a respectful request to the Commission they not adjourn early when they have a quorum, but work on at least one of these important issues at each of their meetings. none of these issues appeared on the agenda for the next CSC meeting in August.

Anticipating this, one of our members addressed the Commission in August with a request that the CSC consider stronger wording for Article XV of the County's civil service code (as mentioned above) to ensure that the County will never again be subject to conflict of interest accusations with regard to preferential hirings. By October 15th the CSC will have had two months to consider this issue. Will the CSC finally act on one of the important issues that have been presented to them or will it again be omitted from their October 15th Commission agenda without comment?

While SEIU understands the need for the Board to put on hold the implementation of the 2008 Grand Jury's recommendations as expressed in their letter to the CSC, we do not conclude that this means that this or any other important civil service issue should not be discussed at each Commission meeting toward reaching effective and acceptable resolutions. Isn't that the purpose of the CSC and isn't that the intention of the BOS when they appoint their individual district commissioner to the CSC -- namely, to discuss valid civil service issues toward improving the working environment for all County employees -- management and staff alike -- toward providing the of highest quality services to the public they serve?

The issue of the volunteer status of the Commissioners along with the issue that the Commission has a small budget have come up from time-to-time at the Commission meetings. It has also been noted that three of the five Commissioners are not retired and that even the retirees themselves continue to lead active lives. With these facts there has arisen the implication that the Commission does not have much time to deal with these issues that have been brought up by both SEIU and the Grand Jury. Until the BOS is able to appoint an independent administrator to the Commission and is able to increase the Commission's budget accordingly, we would ask the BOS to meet with your individual Commissioners on a regular basis to determine if they are able to effectively discuss and resolve civil service issues on a regular basis. If not, we would request that people with that capability be appointed in their place.

SEIU Local 521 appreciates your careful consideration of these important ongoing civil service issues.

Respectfully yours,

A handwritten signature in black ink, appearing to read 'Nicholas Steinmeier', with a long horizontal line extending to the right.

Nicholas Steinmeier, Executive Director
SEIU Local 521, Santa Cruz
517-B Mission Street
Santa Cruz, CA 95060

NS:Kns SEIU521/CTW-CLC

The problems:

1. Favoritism in hiring, avoidance of merit-based hiring by using provisional appointments & corruption of the testing process. Provisional appointments should be for a proven specific urgent need & would have to be approved by the CSC.
2. CSC is to *oversee* the personnel dept's administration of the civil service system, yet the commission's staff are supervised by the Personnel Director. The Commission should supervise their staff directly. There seems to be a need for a person independent of the Personnel Dept that works for the Commission. See #5 for further thoughts on this.
3. County's nepotism policy only addresses supervision (i.e. you can't supervise your husband) but does not address hiring (you CAN hire your husband, as long as someone else supervises him!). Policy should be changed to address circumstances where there is influence over the hiring process (ie mgmt members of the personnel dept)
4. The CSC only meets quarterly mainly functions as a review board for disciplinary actions; it does not in general oversee the civil service system even though it is supposed to. The CSC should meet monthly on a regular basis to carry out all of its responsibilities
5. There is a culture of fear among county employees that if you protest an action by Personnel or your department head or even your supervisor, you will forfeit opportunities to be considered for promotions or vacancies. There needs to be an independent person that works for the CSC and runs the whistleblower program with input from labor organizations on the hiring. This person can field & investigate complaints on issues listed in issues 2, 5 & 6.
6. The whistleblower program doesn't work. It doesn't protect the ID of people who complain and no one follows up on complaints, they're just handed over to the department head where the complaint came from.
7. The reclassification system is broken; the job specs are too old. -- Remove issue for now and deal during bargaining?

Grand Jury Complaint: How would you like to see this matter resolved?

1. The Grand Jury should audit the hiring practices of the County Personnel Department presented in this complaint, make recommendations for management improvement including ordinance changes and, where the potential exists for grounds for an indictable offense, refer any abuses to the appropriate authority. We believe a full audit is necessary in order to restore confidence in the transparency and impartiality of the County's employment practices.

2. Strengthen Civil Service Commission oversight: The problems raised in this complaint point to a breakdown of oversight of the administration of county personnel practices by the Civil Service Commission. The Commission is staffed by the personnel director, the primary management authority it is supposed to oversee. As a volunteer Commission it is currently a passive oversight body, waiting for issues to be brought before it. It only has quarterly meetings to oversee a personnel system of nearly 4000 employees, and is also tasked with hearing disciplinary appeals. We believe the measure below will give the Commission the tools it needs to develop the ability to inquire into the operation of the civil service merit system to ensure compliance:

A. The Commission should have an arms-length relationship with the managers it monitors, which could be addressed by having it's own independent staff to be hired and fired directly by the Commission. Such a model currently exists within this county in the Santa Cruz Unified School District.

B. The Commission should meet monthly and be given additional resources, perhaps some compensation similar to the Planning Commission. As a comparison, the School District's Commission meets monthly to oversee a civil service system involving 300 employees.

C. The terms of Commissioners should be shorter to lessen the burden on the volunteers who agree to take on this difficult job of public service.

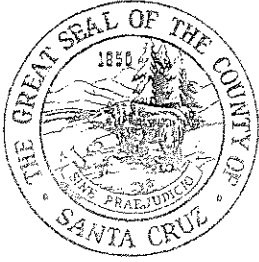
D. Employees should have some form of meaningful representation on the Commission to increase its credibility and its ability to

communicate with county workers.

3. Establish an independent ombudsman system with authority to investigate complaints. County employees are not protected in coming forward to report abuses, and the whistleblower program is an inadequate avenue for reporting unethical/illegal activity. Alternatively, the Civil Service Commission, if it were to succeed in becoming independent, could establish procedures similar to those in other jurisdictions such as the County of San Francisco. In that system, an investigation is triggered upon receipt of inquiries related to the integrity of the merit system, and may be submitted by applicants, employees or members of the public, by email or in person, and may be submitted anonymously.

→ Specifics of the San Francisco process are included with the packet.

4. End secrecy and favoritism in transfers to fill vacancies in government. Positions available should be posted, and qualified volunteers should be given the opportunity for the transfer. Lacking volunteers, the least senior employee in the relevant job class should be subject to the transfer, to give employees protection from arbitrary reassignments which can involve a significant increase in the time and cost of commuting.




COUNTY OF SANTA CRUZ

PERSONNEL DEPARTMENT

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MICHAEL J. MCDUGALL, PERSONNEL DIRECTOR
AJITA PATEL, DEPUTY DIRECTOR

MEMORANDUM

TO: Chairperson Neal Coonerty

FROM: Michael J. McDougall, Personnel Director 

RE: SEIU Letter to Board of Supervisors

DATE: November 6, 2009

On October 20, 2009, SEIU Director Nicholas Steinmeier sent the Board of Supervisors a letter raising concerns regarding the Civil Service Commission, the County's Whistleblower program, and other personnel related issues, all of which SEIU has raised several times in various venues. Below, for your review, is the Personnel Department's perspective on the issues raised by Mr. Steinmeier's letter.

1) **Conflicts of Interest:** Mr. Steinmeier contends "the County has opened itself to various conflict of interest issues." The issues he presents are:

- a. The Civil Service Commission's "reliance" on the Personnel Department for administrative support.

Mr. Steinmeier contends that there is a conflict of interest because the Commission "is mandated to oversee Personnel's ongoing implementation of the County's Civil Service Code [sic]".

We disagree that there is a conflict. Neither the County Code nor the Civil Service Rules (Personnel Regulations and References, Section 130) provides that the Commission "oversees" or has any authority over the Personnel Department.

County Code Section 2.46.080 provides that the Commission "shall oversee the recruiting, examining, selection, position classification and disciplinary systems of the classified service." Section 2.46.060(4)(G) directs "the personnel director to serve as secretary to the civil service commission, and shall provide sufficient staff support for the commission to perform its duties." There is no basis for the claim that provision of administrative staff creates a conflict between these entities.

Pursuant to County Code section 2.16.020 the Personnel Director is appointed by and reports to the CAO. Because the Commission and the Personnel Department operate independently, the current structure does not create any conflict of interest.

- b) The County's nepotism policy presents "another potential area for . . . conflict of interest issues."

In support of this assertion, Mr. Steinmeier falsely claims, as he has several times previously, that the County's former Personnel Director hired her husband to a "high-paying County position" and that as a result she and her husband "had to vacate their positions." Likewise, Mr. Steinmeier's claim that the former Personnel Director has "the last word on all County hirings" is also false. Each department head is the appointing authority for hires made in his or her department.

The former Personnel Director was not personally involved directly or indirectly in any hiring decisions relating to her husband's employment with the County. In fact, a different department head in compliance with all County rules hired him. In its 2007-2008 final report, the County Grand Jury determined that the County's nepotism policy was not violated. The Civil Service Commission reviewed the matter and concurred. The former Personnel Director and her husband were in excellent standing as County employees when they relocated for family reasons, and they were not forced out of their positions.

- c) The County's Whistleblower program presents a conflict of interest.

The Whistleblower program also has been the frequent target of Mr. Steinmeier and SEIU. They argue that a body that is independent of the County should operate the program. However, while he raises the issue, Mr. Steinmeier's letter does not describe any conflicts of interest that have resulted from the County's administration of the program.

- 2) **Independent Administrators.** Mr. Steinmeier's letter argues that the Commission and the Whistleblower program should be staffed by an independent administrator selected with union input.

Mr. Steinmeier contends that the current Commission and Whistleblower program structure creates a system in which employees fear they will lose future employment opportunities if they protest actions by their supervisor, department head or Personnel. He suggests that an "independent civil service administrator" be hired, presumably to run these programs. However, Mr. Stienmeier provided no evidence that there is any basis for this concern.

The County has already studied the feasibility of an independent administrator. At the request of the Civil Service Commission, the County recently surveyed eight comparable counties regarding the staffing of their Civil Service Commissions. Six of those eight counties – Contra Costa, Solano, Marin, Sonoma, San Mateo and

Santa Clara – have a Civil Service Commission or an equivalent body (Merit Board or Personnel Board). Five of the six counties staff those commissions/boards with Human Resources or Personnel employees. The Clerk of the Board of Supervisors staffs one County Personnel Board. None of these six counties staff their Civil Service Commissions, Merit Board or Personnel Board with independent administrators. Based on this survey, the County rejected this idea.

3) **The Civil Service Commission is Unresponsive:** Mr. Steinmeier complains that the Civil Service Commission has done little or nothing to address concerns that SEIU and its members have brought to its attention.

a) The Whistleblower program.

The letter complains that the “BOS put on hold for a year any needed improvements to the Whistleblower program.” In 2008, the Commission responded to SEIU’s concerns and formed an ad hoc committee to study the Whistleblower program. On January 26, 2009, the Commission reported the committee’s findings to your Board. The Commission asked the Board to “revisit the Grand Jury’s recommendation to establish a body independent of county government to serve as the first point of contact for whistleblower complaints.” In a letter to the Commission dated January 30, 2009, you stated that the Board felt it would be appropriate to wait for a year to see if the changes made to the Whistleblower program in September 2008 had resolved identified problems. Your letter invited the Commission to update the Board in a year regarding the effectiveness of those changes. Accordingly, the Commission has taken no further action on this matter.

In the meantime, the Whistleblower program continues to operate as designed and is not “essentially inactive,” as Mr. Steinmeier states.

b) “The reclassification system is yet another unresolved issue” on which the Commission has “not acted.”

To support this statement, Mr. Steinmeier cites an argument presented to the Commission by an SEIU member who claimed that the County improperly classified two different types of positions with different duties as the same job class - Disposal Site Maintenance Worker – with the same pay. (The member is not identified by name in Mr. Steinmeier’s letter, but her name appears in Civil Service Commission minutes and a written complaint and other documents she submitted to the County.) What Mr. Steinmeier did not mention is that the study that resulted in the classification to which the member objected was reviewed and approved by SEIU. In the nine years since this classification study SEIU has never objected to it.

Mr. Steinmeier’s letter also omits that the member’s complaint about the study was directed not only against the County but also against SEIU. She accused SEIU of being “part and parcel to creating this disparity within this Job Class.” On May 21, 2009, the member provided the Commission with a copy of a May 14, 2009 letter

that she wrote to SEIU, in which she complained that SEIU had "taken advantage of our good faith and confidence" and placed equal blame on SEIU and the County for creating the job description in question. On July 16, 2009, the member further complained about SEIU's lack of responsiveness in a letter to the Commission

- c) The Commission ought to "work on" civil service issues raised by SEIU at its meetings.

Mr. Steinmeier contends that the Commission is not fulfilling its obligations to "act" on the "important issues" that SEIU has presented to it. He suggests that this reflects a lack of the commissioners' commitment or ability. However, the record shows that the Commission, the County Grand Jury and the Board of Supervisors have extensively addressed each of the issues he and SEIU have raised. Mr. Steinmeier's letter appears to be triggered by his disagreement with the outcome of those discussions rather than any failure on the part of the Commission to address the issues.

cc: Susan Mauriello, County Administrative Officer