



SACHI A. HAMAI
Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

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"To Enrich Lives Through Effective And Caring Service"

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November 09, 2016

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

18 November 9, 2016

LORI GLASGOW
EXECUTIVE OFFICER

Dear Supervisors:

**APPOINTMENT, SALARY, AND RELOCATION REIMBURSEMENT
FOR PROBATION OFFICER (UC) AND CHIEF DEPUTY PROBATION OFFICER (UC)
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

SUBJECT

Recommendation to appoint, set the salary, and approve relocation expenses for Terri McDonald to serve as the Probation Officer (UC), and approve the salary and relocation expenses for Sheila Mitchell to serve as the Chief Deputy Probation Officer (UC) for the County of Los Angeles. In addition, approve Terri McDonald, a currently retired Los Angeles County Employees Retirement Association (LACERA) member, to return to work, thereby suspending her retirement benefits and return her to full-time employment with the County of Los Angeles.

IT IS RECOMMENDED THAT THE BOARD:

1. Appoint Terri McDonald to the position of Probation Officer (UC) at an annual salary of \$316,342, effective January 1, 2017. Ms. McDonald, a currently retired employee, would be re-employed January 1, 2017, subject to the approval of LACERA's Board of Retirement.
2. Approve the salary for Sheila Mitchell in the amount of \$250,000 for the position of Chief Deputy Probation Officer (UC), effective January 14, 2017.
3. Approve reimbursement of up to \$25,000 for reasonable actual costs of relocating the family and personal residence and reimbursement for temporary housing costs for each Ms. McDonald and Ms. Mitchell.

4. Instruct the Director of Personnel to execute an at-will employment contract for Ms. McDonald which is approved as to form by County Counsel.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended actions is to appoint a Probation Officer (UC) for the County of Los Angeles; to set the salary for Terri McDonald to function as the Probation Officer (UC) and to approve the salary for Sheila Mitchell to function as the Chief Deputy Probation Officer (UC) over Juvenile Services; and to authorize the payment of reasonable actual costs related to moving the family and personal residence of both Ms. McDonald and Ms. Mitchell to the Los Angeles County area and temporary housing rental costs. Consistent with the Board's Policy adopted July 6, 1993, which allows the re-employment of retired County employees on an indefinite basis, this action will also allow re-employment of Terri McDonald to County service as the Probation Officer (UC).

Terri McDonald

Ms. McDonald has 28 years of public safety experience at both the State and local levels of government. Currently, she provides executive level consulting services that focus on complex criminal justice initiatives with emphasis on correctional challenges. Ms. McDonald's prior experience includes working for the Los Angeles County Sheriff Department as Assistant Sheriff over the Custody Division with responsibility for overseeing all Custody operations including leading the implementation of the recommendations from the Citizens' Commission on Jail Violence. Prior to her experience with the County, Ms. McDonald spent 25 years with the California Department of Corrections and Rehabilitation rising to the level of Undersecretary of Operations. Ms. McDonald is a member of the American Correctional Association and the North American Association of Wardens and Superintendents. Ms. McDonald graduated with honors from the University of San Francisco with a Bachelor of Arts degree in Public Administration with an emphasis in Leadership in Law Enforcement.

Given Ms. McDonald's extensive experience, it is recommended that the Board appoint Ms. McDonald as Probation Officer (UC), effective January 1, 2017, with an annual salary of \$316,342, and authorize the payment of actual relocation expenses related to moving the family and personal residence of Ms. McDonald to the Los Angeles County area and temporary housing costs. Upon her return to County employment, Ms. McDonald's retirement allowance will be canceled until termination of her re-employment.

Sheila Mitchell

Ms. Mitchell has over 34 years of management experience with the last 17 years being in State and local government. Currently, Ms. Mitchell is the Chief Operating Officer for Unity Care, which is a community-based, non-profit youth and family development agency that focuses on developing educational and social programs to enrich the lives of at-risk youth. From 2004 to 2013, Ms. Mitchell worked for the County of Santa Clara Probation Department as the Chief Probation Officer (UC); from 2002 to 2004, she was the Assistant Chief Probation Officer (UC) for the Alameda County Probation Department; and from 1999 to 2002, Ms. Mitchell served as a Deputy Commissioner for the State of Georgia Department of Juvenile Justice.

Given Ms. Mitchell's extensive experience, it is recommended that the Board approve the annual salary of \$250,000 for Ms. Mitchell as Chief Deputy Probation Officer (UC) over Juvenile Services, effective January 14, 2017, authorize the payment of actual relocation expenses related to moving the family and personal residence of Ms. Mitchell to the Los Angeles County area and temporary housing costs.

Implementation of Strategic Plan Goals

Approval of these recommendations will further the County of Los Angeles' Strategic Plan Goal of Operational Effectiveness/Fiscal Sustainability to maximize the effectiveness of processes, structure, operations, and strong fiscal management to support timely delivery of customer-oriented and efficient public services.

FISCAL IMPACT/FINANCING

The cost of the recommended annual salary will be absorbed within the Probation Department's current budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The recommended salary will provide appropriate compensation to Ms. McDonald to perform the duties of the Probation Officer (UC) and Ms. Mitchell to perform the duties of Chief Deputy Probation Officer (UC).

LACERA is governed by the County Employees Retirement Law of 1937. This action is in compliance with the Government Code Sections 31680.04 and 31680.5, pertaining to retired members returning to active membership.

Prior to 1991, retired County employees were prohibited from returning to County employment, except temporarily and under limited circumstances. Government Code Section 31680.4 now permits retirees to return to work on a permanent basis. The Board's adoption of the policy on July 6, 1993, made this Government Code provision operative in Los Angeles County.

The Board letter has been reviewed and approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

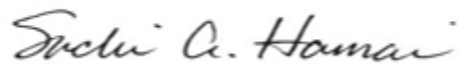
Implementation of these recommendations will provide leadership for the Probation Department.

The Honorable Board of Supervisors

11/9/2016

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Respectfully submitted,

A handwritten signature in cursive script that reads "Sachi A. Hamai".

SACHI A. HAMAI

Chief Executive Officer

SAH:JJ:SK:MTK

NV:SO:AP:mst

c: Executive Office, Board of Supervisors
Auditor-Controller
County Counsel
Human Resources
Probation