



# County of Los Angeles CHIEF EXECUTIVE OFFICE

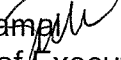
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SACHI A. HAMAI  
Interim Chief Executive Officer

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December 30, 2014

To: Supervisor Michael D. Antonovich, Mayor  
Supervisor Hilda L. Solis  
Supervisor Mark Ridley-Thomas  
Supervisor Sheila Kuehl  
Supervisor Don Knabe

From: Sachi A. Hamai   
Interim Chief Executive Officer

## **PROBATION DEPARTMENT REQUEST FOR SALARY PLACEMENT AND REIMBURSEMENT OF RELOCATION EXPENSES FOR MS. KAREN FLETCHER UPON APPOINTMENT TO THE POSITION OF CHIEF DEPUTY PROBATION OFFICER (UNCLASSIFIED)**

The Probation Department, with the support of the Interim Chief Executive Officer (CEO), requests approval to appoint Ms. Karen Fletcher to the position of Chief Deputy Probation Officer (UC), Item No. 8632, at an annual base salary of \$197,000 with a reimbursement of up to \$10,000 for reasonable actual costs of relocating her family and personal residence to the Los Angeles County area and temporary housing rental costs. Reimbursement will not include travel expenses for commuting purposes. The base salary placement for Ms. Fletcher onto Management Appraisal and Performance Plan (MAPP) Tier I Salary Range R18 (the Board approved range for this position) will place Ms. Fletcher below the control point of the range. This salary is recommended based on Ms. Fletcher's extensive experience in the field of community corrections and the role and responsibilities she will perform as Chief Deputy for the Probation Department.

As Chief Deputy Probation Officer (UC), Ms. Fletcher will report directly to the Chief Probation Officer, Jerry Powers, and will be responsible for overseeing the day-to-day operations of the following areas: Quality Assurance Services; Department of Justice concerns; Education Reform; and Juvenile Institutions, which includes three juvenile halls, 13 camps, and the Dorothy Kirby Center. These functions comprise

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approximately \$375 million (43%) and 3,008 positions (45%) of the Department's overall budget allocation.

Ms. Fletcher is a senior manager with more than 25 years of progressively responsible experience in the field of community corrections. From November 2013, to June 2014, Ms. Fletcher was the Acting Chief Probation Officer of Santa Clara County with responsibility for overseeing a \$141 million operating budget and 900 positions. Since 2005, Ms. Fletcher has held the title of Deputy Chief Probation Officer with responsibility for overseeing Adult Services, Juvenile Services, and Juvenile Institutions.

Ms. Fletcher earned a Bachelor of Arts degree in Speech Pathology and Audiology and a Master of Arts degree in Speech Communication Studies from California State University, San Jose. Furthermore, Ms. Fletcher has received additional education from the Leadership and Transformation Program provided by Stanford University's Center for Professional Development and the Senior Executives in State and Local Government Program provided by Harvard University's Kennedy School of Government.

In accordance with current practices on managerial appointments, unless otherwise instructed by the Board by January 14, 2015, the CEO will advise the Probation Department that authorization has been granted to approve:

- Ms. Fletcher's annual base salary of \$197,000, and
- **Relocation Expenses.** Ms. Fletcher shall be reimbursed for the reasonable, actual cost of relocating her family and personal residence, and for temporary rental housing costs and other expenses to secure a residence. Ms. Fletcher shall also be reimbursed for necessary travel expenses, one-way to the Los Angeles area, not to exceed the limits on travel expenses specified in Section 5.40.060 of the County Code. The total of all reimbursed costs incurred shall not exceed \$10,000. All relocation cost reimbursement, on an item-by-item basis, is subject to approval by the Director of Personnel upon timely submission of adequate documentation (as determined by the Director of Personnel) to substantiate the expense. Documentation to substantiate the expenses must be submitted to the Director of Personnel within 30 days of the date upon which Ms. Fletcher incurs the applicable expense. Notwithstanding the foregoing, all expenses must be incurred by, and all substantiation documentation must be submitted by, no later than July 15, 2015. Expenses incurred or substantiated after July 15, 2015, will NOT be reimbursed. Upon timely receipt of documents substantiating the incurred covered expenses, reimbursement will be made by no

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later than August 15, 2015. The County will report and withhold applicable taxes from such reimbursements as it determines is necessary to comply with applicable tax laws.

If you have any questions regarding this matter, please contact Maryanne Keehn at (213) 974-0470.

SAH:BC:JA:MTK  
NV:SO:AP:rld

c: Executive Office, Board of Supervisors  
County Counsel  
Department of Human Resources  
Probation

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