

**JEFFERY S. BURGH**  
**AUDITOR-CONTROLLER**

COUNTY OF VENTURA  
800 SOUTH VICTORIA AVE.  
VENTURA, CA 93009-1540



**ASSISTANT**  
**AUDITOR-CONTROLLER**  
MICHELLE YAMAGUCHI

**CHIEF DEPUTIES**  
BARBARA BEATTY  
JASON McGUIRE  
KATHLEEN O'KEEFE  
RICHARD WHOBREY

November 7, 2023

Board of Supervisors  
County of Ventura  
800 South Victoria  
Avenue Ventura,  
California 93009

**Subject:** Ratify the Appointment of Joanne McDonald as an Extra-Help Employee to Fill a Critically Needed Position Related to the Ventura County Financial Management System ("VCFMS") Upgrade Project, Retroactive to September 12, 2023; Certify the Nature of Ms. McDonald's Employment and Appointment in Accordance with Government Code Section 7522.56, Subdivision (f)(1)

**Recommendations:**

It is recommended that your Board:

1. Certify the nature of employment of Joanne McDonald as a retired annuitant assisting the County and Auditor-Controller's Office and find that her employment is necessary to fill a critically needed position before 180 days have passed since her retirement from the County of Ventura in accordance with Government Code section 7522.56 subdivision (f)(1) for the reasons set forth in this letter; and
2. Ratify the appointment of Joanne McDonald as a retired annuitant, extra-help employee assisting the County and Auditor-Controller's Office to manage the VCFMS Upgrade Project in the Auditor-Controller's Office, retroactive to September 12, 2023.

**Fiscal Impact:**

Mandatory:	No
Source of Funding:	Existing Fiscal Year Auditor-Controller's Office Budget
Funding Match Required:	No
Impact on Other Departments:	None

**Discussion:**

This item originally went to your Board on September 12, 2023, and was inadvertently placed on the consent calendar. As required by Government Code section 7522.56, subdivision (f)(1) this item must be approved in a public meeting and may not be placed on a consent calendar. Therefore, we are requesting that the appointment of Ms. McDonald as a retired annuitant, extra-help employee, be ratified and approved in today's public hearing, retroactive to September 12, 2023.

CGI Advantage is an enterprise-wide application used by the County for Accounting, Financial Reporting, Procurement, and Business Intelligence Reporting. The CGI Advantage application was last upgraded to Version 3.10 which went live in July 2015. On July 11, 2023 your Board approved the \$5,690,200 upgrade to CGI Advantage 4.0, the VCFMS Upgrade Project, anticipated to go live August of 2024. Today I am asking your Board to approve the appointment of Joanne McDonald as an extra-help employee to manage the VCFMS Upgrade Project for the Auditor-Controller's Office, retroactive to September 12, 2023.

Ms. McDonald, who formally retired as Assistant Auditor-Controller on May 31, 2023, has been an integral part of upgrade efforts to date and her continued involvement will help insure a successful implementation. Ms. McDonald brings a wealth of background knowledge, experience, and credibility to this upgrade project based on her over 20 years of work in this office.

Pursuant to Government Code section 7522.56, County retirees are required to have a separation from service ("sit out period") of 180 days between retiring and returning to work for the County, at which time they may work no more than 960 hours per fiscal year. However, Government Code section 7522.56, subdivision (f)(1), allows a retiree to be employed before 180 days have passed if the County certifies the nature of the employment and that "the employment is necessary to fill a critically needed position." Further, under section 7522.56, subdivision (f)(1), the appointment must be approved by the governing body at a public meeting as part of the regular meeting agenda. Given Ms. McDonald's extensive and unique experience and background, and the crucial timing and opportunities on the VCFMS Upgrade Project currently before us, I believe it is critical that we bring Ms. McDonald back to assist the County and my office on this project for a period of time and I am grateful for her willingness to do so.

The funds for Ms. McDonald's employment are available within the Auditor Controller's Office's existing year's office budget. As an extra help employee Ms. McDonald will be paid at the rate of her previous hourly base rate and will not receive any additional benefits or incentives.

I am, therefore, requesting my colleagues on the Board to approve the subject recommendations in this letter allowing Ms. McDonald to be appointed an Extra-Help employee, retroactive to September 12, 2023.

This letter has been reviewed by the County Executive Office and County Counsel.

If you have any questions regarding this letter, I may be contacted at (805) 654-3151.

Thank you,

A handwritten signature in black ink, appearing to read 'Jeff Burgh', with a large, stylized flourish extending to the right.

Jeff Burgh  
County Auditor-Controller