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Honorable Board of Supervisors  
County of Mendocino

RE: Extra Help Need

Dear Board Members:

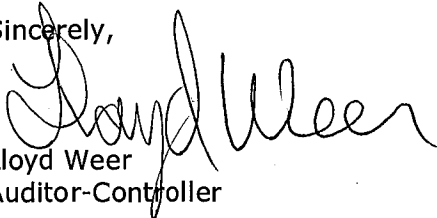
Our long-time Payroll Manager, Chris Oldham, is retiring on March 25. Chris will be needed to come back and work after her retirement to help train her successor on the complexities of processing the bi-weekly payroll for the entire County.

We had hoped to hire a new accountant and allow two pay periods (one full month at a minimum) to allow for training before Chris leaves. However, the time element for the Staffing Request, recruitment, and interviews will probably only allow us one pay period of training.

In addition, the payroll division encounters different circumstances each pay period. There are fiscal year end and calendar year end responsibilities. One pay period of training for two employees is not sufficient in that time frame for such an integral and very important financial responsibility.

Therefore, we request that your Board find that Chris' appointment as extra help is necessary to fulfill critically needed duties before 180 days have passed since her retirement.

Sincerely,

  
Lloyd Weer  
Auditor-Controller