

# South Bay Cities Council of Governments

June 30, 2016

TO: SBCCOG Board of Directors

FROM: Jacki Bacharach, SBCCOG Executive Director

RE: Temporary Assistance for Human Resources and Accounting Services

## **Adherence to the Strategic Plan**

*Goal D: Organizational Stability.* Be a high performing organization with a clear path to long-term financial health, staffing continuity and sustained board commitment.

## **Background**

With Administrative Officer Suzanne Charles leaving the SBCCOG as of June 24, 2016, recruiting has actively started for a replacement. A number of resumes have been received and interviews are being conducted.

It is clear that there will be several weeks before a replacement will be able to start. Therefore, under my authority as Executive Director, I entered into an agreement with Suzanne Charles to provide the SBCCOG with assistance after hours for the two months to allow for a transition period and training as needed by Ms. Charles of her replacement. The agreement will be for not to exceed \$2400 for the period of July 1 to August 31, 2016.

## **RECOMMENDATION:**

Receive and file