


**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners

FROM: Philip Morley, County Administrator 

DATE: June 2, 2014

RE: Appointment of Chief Deputy Treasurer Janet Holbrook as Acting County Treasurer

STATEMENT OF ISSUE: County Treasurer Judi Morris is retiring on June 30, 2014. The County Commissioners are asked to appoint Chief Deputy Treasurer Janet Holbrook as Acting County Treasurer to serve starting July 1 until a new County Treasurer is appointed or elected.

ANALYSIS: After 17 ½ years ably serving the citizens of Jefferson County as County Treasurer, Judi Morris has notified the County Commissioners she will retire, on June 30, 2014, leaving the Treasurer's seat vacant, effective July 1. Consistent with Article II Section 15 of the Washington State Constitution, the Jefferson County Republican Party Central Committee nominated three individuals for the County Commissioners to choose from to appoint a Treasurer to fill out the rest of Judi Morris' current term. All three nominees subsequently declined to be considered for appointment. The Republican Party Central Committee notified the County Commissioners it will make no further nominations.

RCW 36.16.115 authorizes the County Commissioners to appoint an existing employee from the Treasurer's Office as an Acting County Treasurer to perform all necessary duties to continue normal office operations when the Treasurer's position is vacant. Under that statute, the Acting County Treasurer would serve until a successor is either appointed or elected.

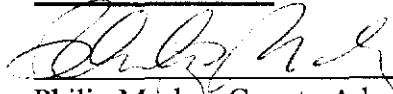
Chief Deputy Treasurer Janet Holbrook has worked in the Treasurer's Office for 32 years, including the most recent 20 years as Chief Deputy Treasurer, who is second only to the elected Treasurer. Ms. Holbrook has extensive knowledge and experience in the operations of the Treasurer's Office. She already fills in for Treasurer Morris whenever Ms. Morris is away from the office for conferences or personal time off. Treasurer Morris supports Ms. Holbrook's appointment as Acting Treasurer.

If appointed Acting Treasurer by the County Commissioners, Ms. Holbrook would continue in her current regular staff position, but also be designated as Acting Treasurer to discharge the authorities and obligations of that office for the remainder of Judi Morris' current term. The added designation as Acting Treasurer would begin July 1 of this year, and continue through the certification of the General Election results, presently scheduled for November 25. The newly elected Treasurer would assume office the very next day.

FISCAL IMPACT: While Acting Treasurer, Ms. Holbrook will receive the Treasurer's monthly salary rate. Upon Ms. Morris' departure, and before a newly elected Treasurer assumes office, the Treasurer's Office will have one less FTE, saving approximately \$28,000 in wages during that time, and also saving monthly benefit costs.

RECOMMENDATION: Pass a motion to appoint Chief Deputy Treasurer Janet Holbrook as Acting County Treasurer effective July 1 until a new County Treasurer is elected upon certification of the 2014 General Election results.

REVIEWED BY:


Philip Morley, County Administrator

5/29/14
Date