



County of Calaveras
County Administrative Office
Craig Pedro • Interim County Executive Officer
891 Mountain Ranch Road • San Andreas, CA 95249
209.754.6025

February 22, 2023

PRESS RELEASE

The County of Calaveras is pleased to announce that Teresa Hitchcock has agreed to become its new County Executive Officer (CEO) effective March 25, 2023.



Ms. Hitchcock holds a Bachelor of Arts degree majoring in Political Science and Economics from California State University Bakersfield and has 22 years of public sector experience with the County of Kern. During her career in Kern County, she has served in various roles: 1) Departmental Analyst II for the County's Employers' Training Resource; 2) Analysis and Marketing Manager for the County Airports Department; 3) Administrative Analyst III/Deputy County Administrative Officer (CAO); and 4) over the past 9 years as Assistant CAO in charge of the Workforce and Economic Development Division of the CAO's Office.

Ms. Hitchcock's superiors, co-workers and references all noted her integrity, intelligence, creativity, good listening skills, calm demeanor, and ability to bring people together to achieve shared goals. Further, all agreed that she is ready to serve as a CEO and expect her to be a great leader for Calaveras County.

Attached is the staff report which calls for the Board of Supervisors to approve an Employment Agreement with Ms. Hitchcock on February 28, 2023. Please join us in welcoming Ms. Hitchcock into the community with great anticipation of a long and successful career here.

Craig Pedro
Interim County Executive Officer



CALAVERAS COUNTY BOARD OF SUPERVISORS AGENDA SUBMITTAL

Short Name/Subject Appointment and Approval of Employment Agreement for CEO	Board Meeting Date February 28, 2023	Agenda Number
Dept: Administrative Office Div: Human Resources Contact: Judy Hawkins Preparer: Judy Hawkins Phone: 209-754-6772	Supervisory District Number	Regular Agenda
Published Notice Required? No Public Hearing Required? No		Estimated Time: 20 Minutes
Type of Document? Resolution PowerPoint Presentation Included? No		

RECOMMENDATION:

Adopt a Resolution Appointing Teresa Hitchcock as the County Executive Officer and Authorize the Board Chair to sign the Employment Agreement.

DISCUSSION/SUMMARY:

The County's formal search for a new County Executive Officer (CEO) began on December 13, 2022. The deadline for submission of applications was January 13, 2023. Panel interviews with the top five candidates occurred on January 23. Board interviews with the two finalists occurred on February 10. At the conclusion of these activities, staff was given direction to extend a conditioned offer of employment to Teresa Hitchcock subject to passing background checks and negotiating an employment agreement acceptable to both parties.

Educational Background

Ms. Hitchcock holds a Bachelor of Arts degree majoring in Political Science and Economics from California State University Bakersfield.

Work Background

Ms. Hitchcock has 22 years of public sector experience with the County of Kern. During her career in Kern County, she has served in various roles: 1) Departmental Analyst II for the County's Employers' Training Resource; 2) Analysis and Marketing Manager for the County Airports Department; 3) Administrative Analyst III/Deputy County Administrative Officer (CAO); and 4) over the past 9 years as Assistant CAO in charge of the Workforce and Economic Development Division of the CAO's Office.

During backgrounds, Ms. Hitchcock's superiors, co-workers and others noted her integrity, intelligence, creativity, good listening skills, calm demeanor, and ability to bring people together to achieve shared goals. Further, all agreed that she is ready to serve as a CEO and expect her to be a great leader for Calaveras County.

Below are excerpts from Ms. Hitchcock's application that provide some insight into her vision and qualifications for the position of CEO:

"I believe that there are tremendous opportunities for counties to restructure and re-evaluate service delivery models. I have dedicated my career as a government employee to finding solutions, working across County agencies to identify how resources can be shared to continue services and to creating new programs that benefit county residents."

"I am confident that my 22 years with the County of Kern provides me with the skills and experience needed to develop strategies to implement and achieve the strategic goals of the Calaveras County Board of Supervisors."

Proposed Compensation Package

The proposed compensation package for Ms. Hitchcock consists of the following major elements:

- Base salary: \$212,040
- Credit for 22 years with Kern County will be applied to the following Calaveras benefits:
 - Longevity Pay
 - Annual leave accrual rate
- Bank of 80 hours of vacation time
- Moving allowance - \$10,000 lump sum payment

Proposed Initial Appointment Term

- Employment to start Saturday, March 25 with first day in the office on Monday, March 27
- Term:
 - 5 years (reinforces desire by both parties for a long-term relationship)
- Termination:
 - CEO initiated – 30-day advance notice
 - Board initiated (w/o cause) - takes effect immediately with 90-day severance pay

Employment Agreement

Attached is the CEO Employment Agreement with Ms. Hitchcock that reflects the term and compensation package outlined above.

FINANCING:

The position of CEO already exists with sufficient budgeted funds to cover the compensation package outlined above.

ALTERNATIVES:

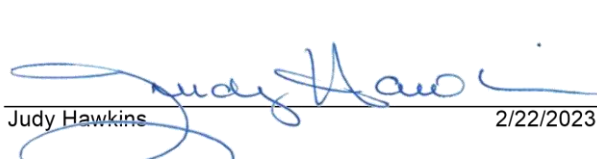
The Board of Supervisors may choose to appoint Teresa Hitchcock as CEO and approve the attached CEO Employment Agreement or not and pursue other candidates.

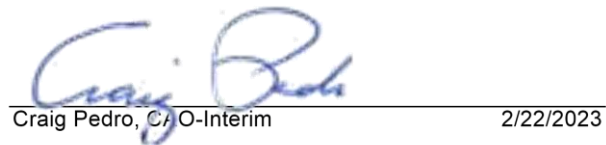
As the Board considers these options, it might also consider the following statements from two of Ms. Hitchcock's background interviews:

Kern County CAO: *"Hiring Teresa may be the best decision they (the Board) ever made".*

Kern County CFO: *"If you don't hire her, you will have missed a great opportunity".*

APPROVED BY:


Judy Hawkins 2/22/2023


Craig Pedro, CAO-Interim 2/22/2023


Sarah Edwards, County Counsel 2/22/2023

BOARD OF SUPERVISORS, COUNTY OF CALAVERAS
STATE OF CALIFORNIA
February 28, 2023

Resolution
No. (ID # 7172)

**A RESOLUTION APPOINTING AND ESTABLISHING
COMPENSATION OF COUNTY EXECUTIVE OFFICER.**

WHEREAS, the Board of Supervisors seeks to appoint a County Executive Officer (CEO); and

WHEREAS, the Board wishes to enter into an Employment Agreement for County Executive Officer services; and

WHEREAS, the Board of Supervisors proposes a \$101.94 per hour wage; and

WHEREAS, the Board of Supervisors proposes a credit of seniority of 22 years; and

WHEREAS, the Board of Supervisors proposes crediting 80 hours of vacation leave upon start date; and

WHEREAS, the Board of Supervisors proposes a vacation accrual at the rate of 160 hours annually; and

WHEREAS, the Board proposes a moving allowance of ten thousand dollars, lump sum payment.

NOW, THEREFORE BE IT RESOLVED that the Board of Supervisors, County of Calaveras, hereby appoints Teresa Hitchcock as County Executive Officer and approves the above-mentioned salary and benefits pursuant to the Board's offer of employment.

NOW, THEREFORE BE IT FURTHER RESOLVED that the Board of Supervisors, County of Calaveras, hereby approves and authorizes the Chair to sign the Employment Agreement for County Executive Officer Services.