

CHAMISE CUBBISON  
ACTING AUDITOR-CONTROLLER  
COUNTY OF MENDOCINO



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Date: July 5, 2022

To: Honorable Board of Supervisors

From: Chamise Cubbison, Acting Auditor-Controller

Re: Expedited Consolidation of the offices of the Auditor-Controller and Treasurer Tax-Collector

Due to the recent unanticipated retirements of Treasurer Tax-Collector Schapmire and Acting Treasurer Tax-Collector Forrester, there has developed an urgent need to expedite the consolidation of the offices of the Auditor-Controller and Treasurer Tax-Collector nearly six months earlier than anticipated. There is an immediate need to be able to conduct the financial business of the County. Both Acting Treasurer Tax-Collector Gordon and I have been experiencing trouble transferring authority to conduct the financial affairs of the County with the Acting titles. In order to resolve those issues and be able to move other time sensitive processes forward, the Board needs to take action to make an appointment or move up the consolidation.

As the Acting Auditor-Controller and the Auditor-Controller Treasurer Tax-Collector Elect, I would like to clarify why I am not releasing a plan for the consolidation of the offices of the Auditor-Controller and Treasurer Tax-Collector. I have given the consolidation considerable thought and reached out to other Counties that have gone through consolidation. However, I am not prepared to put forth a plan without having had the opportunity to meet with staff in the Treasurer Tax-Collector's office and to have further discussions with other Counties. In my opinion, it would be premature to presume that I have all the answers.

Both the Auditor-Controller and Treasurer Tax-Collector's offices are short staffed and have critical deadlines fast approaching. The recent departures of Treasurer Tax-Collector and the Acting Treasurer Tax-Collector took place with very little warning and preparation of staff. My immediate concern is to provide support wherever possible and to assure staff that they will not be left adrift. I feel strongly that both offices need the stability of a leader that they see working with them to help shore up the resources of the offices, seeking to learn from others and looking for ways to improve processes without reinventing the wheel, while also being a sounding board and safe place to voice concerns.

To that end, if the Board moves forward with the consolidated position now, I plan to meet with staff to learn about current roles, responsibilities, and workloads, to educate myself on the requirements of the office and to conduct hiring where possible. I will make additional inquiries of other Counties to learn about their processes/procedures and their suggestions on how best to proceed with as little disruption as possible, while continuing to conduct the business of both offices and providing services to the various agencies that hold their funds in the County Treasury and to the public that may be conducting business with the offices involved.

I request the Board's patience, understanding and support during this transition and appreciate the past and continued support of other County departments as we move these offices forward together.