



MEMORANDUM

TO: CIRM GOVERNING BOARD
FROM: CIRM LEADERSHIP
SUBJECT: REQUEST TO WAIVE 180-DAY WAITING PERIOD TO HIRE A RETIRED ANNUITANT
DATE: OCTOBER 19, 2021

EXECUTIVE SUMMARY

Retired Annuitants (RA) are persons retired from a state agency who are subsequently appointed to perform mission critical work that is temporary in nature. Appointing authorities are authorized to hire RAs to perform duties that have been deemed by the department to be critical to the department's core mission. A retired person shall not be eligible for employment as an RA for a period of 180 calendar days after the date of retirement unless the appointment is necessary to fill a critically needed function.

For the reasons set forth below, the team requests the ICOC approve waiver of the 180-day wait period to employ Ingrid Caras, PhD (Director, Therapeutics) after her retirement to fill critically needed functions.

I. Requirements for Hiring Retired Employees

Retired Annuitants (RA) are persons retired from a state agency who are subsequently appointed to perform mission critical work that is temporary in nature. Appointing authorities are authorized to hire RAs to perform duties that have been deemed by the department to be critical to the department's core mission. A retired person shall not be eligible for employment as an RA for a period of 180 calendar days after the date of retirement unless the appointment is necessary to fill a critically needed function.

Pursuant to California Government Code (GC) sections 7522.56 and 21224, approval must be obtained by the ICOC before employing an RA prior to expiration of the 180-day wait period.

II. Retired Annuitant to be Employed – Justification

CIRM is requesting to hire Ingrid Caras as a RA, within the Therapeutics Development Unit within CIRM, after her retirement from the position of Director Therapeutics prior to the 180-day separation requirement pursuant to GC sections 7522.56 and 21224. The retirement date is October 31, 2021.

This hire will be temporary in nature and will not be appointed to a budgeted position on a permanent basis; instead, the appointment will be in the temporary help blanket. This appointment shall not exceed a maximum of 960 hours in any fiscal year (July-June).

CIRM has an immediate need for a particular skill set that only this RA, Dr. Ingrid Caras, can provide, while the Therapeutics Development staff fully integrates the Translation unit activity into Development and hires new Senior Science Officers to manage current and future grants. Some of these duties include but are not limited to:

- Managing a current portfolio of nine awarded grants, and assist new grantees who Ingrid has been personally responsible for their pending applications
- Smooth transfer of Ingrid's portfolio of grants to other members of the Therapeutics Development Unit.
- Train new Therapeutics Development hires in development grants management
- Provide advisement and recommendations to the Vice President of Therapeutics Development, as well as potentially the CIRM President & CEO and members of the Leadership Team as needed.

The continued targeted management of Dr. Caras' nine active grants with tangible milestone deliverables, the immediate need for training of all Therapeutics Development SOs on TRAN grants to enable the successful integration of the Tran and Clin (CLIN1, CLIN2, CLIN3) effort, as well as training two potential new SSO hires, are three of four key reasons for allowing Dr. Caras to continue working for CIRM for the next four to six months at 20 hours per week.

The fourth key reason is enablement of the Therapeutics Development team to "hunt" an activity that could be at risk of slowing down in her total absence, that includes identification of potential new grantees and working closely with them to apply to CIRM.

Therapeutics Development is in the process of back filling Dr. Caras's position with a cell and gene therapy candidate who will be best trained by Dr. Caras on the unit SOPs, management of the Translation & Clinical Advisory Panels (TAPs & CAPs), as well as all the processes for preparation of post approval grants' milestones, review of quarterly grants reports, hunting, and providing guidance to future grants' applicants.

All the above unit activities are very important for achieving the CIRM mission for accelerating the development of therapies to patients with unmet medical need and for ensuring that the team members can effectively and efficiently perform the functions of their jobs. Hiring of Dr. Caras as a Retired Annuitant on an interim basis, will prevent any disruption in normal Therapeutics Development business that may result in failure of CIRM business operations.

Based on the critical need of Dr. Caras' expertise in the Therapeutics Development Team, and to avoid any disruption in normal business that may result in failure of normal business operations, CIRM is requesting approval from the ICOC Board to grant an exception to the RA 180-day waiting period, as this appointment is necessary to fill a critically needed departmental leadership position during this transition time.

Requested Action: The CIRM team requests approval to appoint Dr. Caras as a Retired Annuitant, effective November 1, 2021, to the position described above.

