



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Submitted on:
(COB Stamp)

Department Name: Behavioral Wellness
Department No.: 043
Agenda Date: April 8, 2025
Placement: Departmental Agenda
Estimated Time: 5 Minutes
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Director(s): Antonette Navarro, LMFT, Director,
Department of Behavioral Wellness, 805-681-5220
Contact Info: Chris Ribeiro, Chief Financial & Administrative Officer,
Department of Behavioral Wellness, 805-681-5220
SUBJECT: Robert Rankin Retirement Waiver and Contractor on Payroll (COP) Services Agreement for FY 2024-26

County Counsel Concurrence

As to form: Yes

Other Concurrence: Santa Barbara County
Employees' Retirement System (SBCERS)

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Other Concurrence: Risk Management
As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) In accordance with California Government Code Section 7522.56(f)(1), certify that the appointment of retired County employee **Robert Rankin** is essential to fill a critical need position in the Information Technology Team of the Department of Behavioral Wellness before 180 days have passed from his date of retirement;
- b) Approve and authorize the Chair to execute an Agreement for Services of Contractor on Payroll with **Robert Rankin** to provide information technology services not to exceed 666 hours in a fiscal year for the period of April 14, 2025, through April 13, 2026, for a total maximum contract amount not to exceed **\$49,950**, inclusive of \$14,984 for FY 2024-25 and \$34,966 for FY 2025-26;
- c) Delegate to the Director of the Department of Behavioral Wellness or designee the authority to suspend, delay, or interrupt the services under the Agreement for convenience as provided in Exhibit A-2 of the Agreement; all without altering the maximum contract amount and without requiring the Board of Supervisors approval of an amendment of the Agreement, subject to the Board of Supervisors ability to rescind this delegated authority at any time; and
- d) Determine that the above-recommended actions are not a project that is subject to environmental review under the California Environmental Quality Act (CEQA), pursuant to CEQA Guidelines section 15378(b)(4) and (b)(5), finding that the actions are governmental

funding mechanisms and/or administrative or fiscal activities that will not result in direct or indirect physical changes in the environment.

Summary Text:

The above-referenced item is on the agenda for the Board of Supervisors to approve the appointment of retired Santa Barbara County employee Robert Rankin as a Contractor on Payroll for the Department of Behavioral Wellness to fulfill a critical Information Technology need before 180 days have passed from his date of retirement, for the period of April 14, 2025 to April 13, 2026, with a total maximum contract amount not to exceed **\$49,950**, inclusive of \$14,984 for FY 2024-25, and \$34,966 for FY 2025-26.

Background:

Robert Rankin served the Santa Barbara County Department of Behavioral Wellness (BWell) for over twenty-two (22) years as an Electronic Data Processing (EDP) Systems and Program Analyst Senior.

Mr. Rankin has advanced skills and is specially equipped with Structured Query Language (SQL) and is the creator of the BWell Human Resources (HR) database, which will be a key asset in providing necessary ongoing support to the HR database program.

Mr. Rankin's historical understanding of BWell's Electronic Health Records (EHR) systems will be invaluable in assisting BWell with future data transfer to BWell's soon-to-be-selected Health Information Exchange (HIE) partner. BWell is targeting to have an HIE partner selected within sixty (60) days. His familiarity with BWell's current and archived databases will be essential to the success of the HIE implementation.

Additionally, Mr. Rankin's in-depth knowledge of the Behavioral Health claims process with the Department of Health Care Services (DHCS) is crucial, and BWell will utilize Mr. Rankin's skill set to provide critical training sessions for staff. Mr. Rankin will cross-train newly hired staff by sharing his expertise in database management and system workflows through hands-on training sessions, documentation, and real-case scenarios. He'll provide step-by-step guidance on database structures, query optimization, and best practices, ensuring new staff understand both the technical and operational aspects. Regular shadowing opportunities and interactive exercises will reinforce learning, while ongoing mentorship will support continuous skill development. Tailored trainings will be coordinated and recorded for new and future staff benefits.

On January 17, 2025, Mr. Rankin retired from the County and his position, and BWell is currently recruiting for the EDP Systems and Programming Analyst (SPA) I/II position. Upon his return as a Contractor on Payroll (COP), Mr. Rankin will utilize his unique skill set and high level of proficiency and expertise to provide essential support in areas such as database maintenance, report automation, dynamic run-time link programming, and staff training.

Fiscal and Facilities Impacts:

Funding will come from cost reimbursement of indirect costs billed to State and Federal sources.

Fiscal Analysis:

Funding Source	FY 2024-25	FY 2025-26	Total
State	\$ 7,492	\$ 17,483	\$ 24,975
Federal	\$ 7,492	\$ 17,483	\$ 24,975
Total	\$ 14,984	\$ 34,966	\$ 49,950

Special Instructions:

Please email one (1) complete, executed copy of the contract and one (1) Minute Order to Svetlana Arriaga at sarriaga@sbcbswell.org, Brandie Cass, Payroll Division Chief at auditorgrouppayrollstaff@co.santa-barbara.ca.us, to HRClass&Comp@countyofsb.org and to bswellcontractsstaff@sbcbswell.org.

Attachments:

Attachment A – Robert Rankin FY 24-26 Contractor on Payroll Agreement

Attachment B – Robert Rankin Certification Post Retirement Employment of SBCERS Retiree

Authored by:

Svetlana Arriaga
Contracts Analyst
sarriaga@sbcbswell.org