



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

**Department Name:** Behavioral Wellness  
**Department No.:** 043  
**For Agenda Of:** February 25, 2020  
**Placement:** Administrative  
**Estimated Time:** N/A  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors  
**FROM:** Department Alice Gleghorn, PhD (Director)  
Director(s) Behavioral Wellness, 805-681-5220  
Contact Info: Michael J. Tate, Human Resources Manager  
**SUBJECT:** Behavioral Wellness Personnel Resolutions FY 2019-2020 - To add one Administrative Professional Position in the Administration Office and Exempt the Admin Professional Position in the Administration Office from the Civil Service System

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**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: N/A

**Other Concurrence** Human Resources

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- A. Adopt the Salary Resolution in Attachment A, effective February 24, 2020, to allocate one (1.0 FTE) Administrative Professional legal position to the Department of Behavioral Wellness (BeWell) by amending the Salary Resolution;
- B. Adopt the At-Will Resolution in Attachment B exempting said Administrative Professional position from the County's civil service system by designating it as at-will; and
- C. Determine that the above actions are government fiscal activities or funding mechanisms which do not involve any commitment to any specific project which may result in potential physical impacts on the environment, and therefore not a project under the California Environmental Quality Act (CEQA) pursuant to Section 15378(b)(4) of the CEQA guidelines.

**Summary Text:**

This item is on the agenda to request that the Board allocate an Administrative Professional position to BeWell in accordance with Section 27-17 of the County Code. Once that position is allocated, the action in Attachment B will exempt it from the County's Civil Service system and assign an "at-will" designation based on the duties performed, in the best interest of the County.

**Background:**

Positions in the Administrative Professional classification provide executives with secretarial and administrative support. These roles require the highest standard of confidentiality, professionalism, institutional savvy, technical acumen, trustworthiness, and individual commitment and compatibility with the department’s director and other executives, coupled with the need for maximum flexibility in hiring and retention in this job classification. Across the County there are currently fourteen (14) Administrative Professionals of which thirteen (13) are designated “at-will” and are exempt from the County’s Civil Service system. Allocating an additional “at-will” Administrative Professional to the Department of Behavioral Wellness will increase both of those numbers by one.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

<b><u>Funding Sources</u></b>	<b><u>FY 19-20 Cost:</u></b>	<b><u>FY 20-21</u></b>	<b><u>FY 21-22</u></b>	<b><u>Total Project Cost FY 19-22</u></b>
General Fund				
State	\$ 20,659	\$ 64,631	\$ 67,423	\$ 152,713
Federal	\$ 20,659	\$ 64,631	\$ 67,423	\$ 152,713
Fees				
Other:				
<b>Total</b>	<b>\$ 41,318</b>	<b>\$129,262</b>	<b>\$134,846</b>	<b>\$ 305,426</b>

Narrative: Funding for this position will be funded by reimbursement through our Medi-Cal Administrative claim and State Realignment appropriations.

**Staffing Impacts:**

**Legal Positions:**

Add 1 new

**FTEs:**

Add 1.0

There is no additional staffing impact created from designating a legal position as at-will.

**Special Instructions:**

Please return one (1) copy of the minute orders as well as one (1) copy of both the fully executed Salary Resolution and At-Will Resolution to [bwellcontractsstaff@co.santa-barbara.ca.us](mailto:bwellcontractsstaff@co.santa-barbara.ca.us), Michael Tate at [mtate@co.santa-barbara.ca.us](mailto:mtate@co.santa-barbara.ca.us) and to Stefan Brewer, Workforce Planning Division, Human Resources Department at [SBrewer@SBcountyhr.org](mailto:SBrewer@SBcountyhr.org).

**Attachments:**

- Attachment A: Salary Resolution
- Attachment B: At-Will Resolution

**Authored by:**

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