



**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:** May 4, 2021  
**Placement:** Departmental  
**Estimated Time:** 5 minutes  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors  
**FROM:** Department Alice Gleghorn, Ph.D., Director of Behavioral Wellness  
Director(s) (805) 681-5220  
Contact Info: Rey Guillen, Human Resource Manager, (805) 681-5220  
**SUBJECT: Approve Retirement Waiver and Extra Help Services for the Behavioral Wellness Department**

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**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: N/A

**SBCERS Concurrence:**

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 **Kaylyn Thomas, Patients' Rights Advocate**, is necessary to fill a critically needed position in the Compliance Division of the Behavioral Wellness Department before 180 days have passed from her date of retirement;
- B. Approve and authorize the Behavioral Wellness Department to appoint retired employee, Kaylyn Thomas, as an Extra Help employee to provide patient support and advocacy services on a part time basis not to exceed 960 hours of annual service with an appointment effective date of May 3, 2021; and
- C. Determine that the above actions are organizational or administrative activities of the government that will not result in direct or indirect physical changes in the environment and are therefore not a project under the California Environmental Quality Act (CEQA) pursuant to section 15378(b)(5) of the CEQA Guidelines.

**Summary Text:**

The above-referenced item is on the agenda to request the Board of Supervisors (Board) to certify that the appointment of retired County employee, Kaylyn Thomas, Patients' Rights Advocate, is necessary to fill a critically needed position before 180 days have passed from her date of retirement. Ms. Thomas has been a Patients' Rights Advocate for the Behavioral Wellness Department (BWell) for many years and is the sole individual in the Compliance Division who has the expertise, knowledge, and qualifications to fill this position. She retired from her position on May 1, 2021. BWell anticipates that Ms. Thomas will be needed as an Extra Help employee for approximately six months to one year until a replacement may be identified and trained.

**Background:**

The Mental Health Patient Advocate (MHPA) was established in 1990 under the Mental Health Act. The MHPA is legislated to help people who have been admitted under the Lanterman-Petris-Short Act, are receiving voluntary or involuntary mental health services, have been detained in hospital under admission or renewal certificates, or are under community treatment orders (CTO), and those acting on their behalf, to understand and exercise their rights under Welfare and Institutions Code, section 5325.1. The facilities range from State Hospital, Acute Psychiatric Hospital, Psychiatric Unit of a General Acute Care Hospital, Skilled Nursing, Special Treatment Program, Licensed Group Home, Adult Residential, Social Rehabilitation, Licensed Family Home, Adult Day Care, Psychiatric Health, Mental Health Rehabilitation Center, Community Treatment, and 23-Hour Treatment Facilities.

Kaylyn Thomas was a Patients' Rights Advocate for BWell for many years and is the sole individual in the Compliance Division who has the expertise, knowledge, and qualifications to fill this position. She retired from her position on May 1, 2021. During her tenure, Ms. Thomas provided ongoing assistance to anyone concerned about the legal rights of consumers, family members, and members of the community. As a Patients' Rights Advocate, she responded to questions, provided advice, and represented consumers in grievances, appeals, and State Fair Hearings. Any lapse in the duties of this position being performed could severely impact patients' rights.

Due to emergency circumstances, there was very little warning that Ms. Thomas would be retiring. The department is working to quickly develop a plan to preserve these required services, but it is exceedingly difficult to find a full-time permanent replacement with the knowledge base Ms. Thomas has. She is willing to return part-time, but can not work a full-time schedule. The department is actively recruiting to find a suitable replacement, but the position requires a very specialized skill set making it difficult to fill. Having Ms. Thomas available to train the new hire will be essential.

We anticipate that Ms. Thomas will be needed in this role for approximately six months to one year until a replacement is identified and trained.

**Fiscal Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

<b><u>Funding Sources</u></b>	<b><u>Annual Cost:</u></b>	<b><u>Annualized On-going Cost:</u></b>	<b><u>Total One-Time Project Cost</u></b>
General Fund			
State	\$ 73,410.50		
Federal	\$ 73,410.50		
Fees			
Other:			
Total	\$ 146,821.00	\$ -	\$ -

Narrative: It is anticipated that Ms. Thomas will provide patient support and advocacy services up to 960 hours at \$42.40 per hour, which does not exceed the maximum authorized in County's salary tables for Patients' Rights Advocate, in accordance with Government Code, section 7522.56, subdivision (d). This position will be funded partially by Administrative Cost Reimbursement (Federal) and Realignment Funds (State). Patient Rights Advocate, will be retire leaving a vacant 1.0 FTE (\$146, 821) funded position. Salary savings from the vacant civil service position will cover the funding for the Extra Help position.

**Staffing Impacts:**

None

**Staffing Impacts:****Legal Positions:**

0

**FTEs:**

0

**Special Instructions:**

Please send an electronic copy of the minute order to Denise Morales at [dmorales@sbcbswell.org](mailto:dmorales@sbcbswell.org).

**Attachments:** N/A

**Authored by:**

D. Morales/C.S.