



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:   | County Counsel        |
| Department No.:    | 013                   |
| Agenda Date:       | November 18, 2025     |
| Placement:         | Administrative Agenda |
| Estimated Time:    |                       |
| Continued Item:    | No                    |
| If Yes, date from: |                       |
| Vote Required:     | Majority              |

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**TO:** Board of Supervisors

**FROM:** Department Director(s): Rachel Van Mullem, County Counsel  
Contact: Adriana de Bruin, Business Manager

**SUBJECT:** Two Agreements for Professional Services with Norman A. Traub & Associates and Kramer Workplace Investigations

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**County Counsel Concurrence**

As to form: Yes

**Other Concurrence:** Risk Management

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- a) Approve and authorize the Chair to execute agreements with two (2) firms specializing in workplace investigations for contract periods November 18, 2025 to November 17, 2026, for \$20,000 per agreement, with the following firms: Norman A. Traub & Associates, and Kramer Workplace Investigations.
- b) Determine that the above action is not a project under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Sections 15378(b)(5), because they consist of administrative activities of government that will not result in direct or indirect physical changes in the environment.

**Summary Text:**

The Board of Supervisors, under the provisions of Section 31000 of the California Government Code, is empowered to contract for special legal services. Due to the specialized nature of the investigations required, County Counsel recommends the assistance of the firms: Norman A. Traub & Associates, and Kramer Workplace Investigations, both with extensive experience and expertise

in this specialized area of practice. The Agreement for Services for each firm will be from November 18, 2025 to November 17, 2026, with a not-to-exceed amount of \$20,000 each.

**Discussion:**

County Counsel conducted research and requested recommendations from other counties for attorney investigation firms. After review of several firms, County Counsel selected Norman A. Traub & Associates, and Kramer Workplace Investigations based upon their many years of experience, competitive public agency rates, responsiveness, and experience with high-profile and complex investigations, including high-ranking officials, and the Public Safety Officer and Firefighter Procedural Bills of Rights.

**Background:**

Employers are responsible for promptly and appropriately investigating matters that come up in the workplace, and for employers to take any legally defensible, corrective action in response to workplace conduct, the investigation and report are essential to support the action.

The County's Equal Employment Office typically handles workplace investigations, however there are certain circumstances that warrant the use of attorney investigators including: the complexity of the case, the need to have privileged work product, high risk of litigation, and when conflicts exist. Outside attorney investigators are expected to be credible, thorough, impartial, and act as neutral fact finders.

**Fiscal and Facilities Impacts:**

Budgeted: yes

This contract will be used by multiple departments. Costs are initially paid by County Counsel and then the involved department provides reimbursement for services rendered.

**Staffing Impacts:**

None

**Special Instructions:**

Please send a copy of the Minute Order and signed contract to Adriana de Bruin, in County Counsel.

**Attachments:**

**Attachment A** – Agreement for Professional Legal Services with Kramer Workplace Investigations

**Attachment B** – Agreement for Professional Legal Services with Norman A. Traub & Associates

**Contact Information:**

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Business Manager  
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Cc: Kristine Schmidt, Human Resources Department Director