



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:** November 15, 2016  
**Placement:** Administrative  
**Estimated Time:**  
**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) Department of Behavioral Wellness, 805-681-5220  
Contact Info: Kathy Acosta-Smith, HR Manager  
Department of Behavioral Wellness, 805-681-4011

**SUBJECT:** Behavioral Wellness – W. Brown Creative Partners FY 16-17 Contract

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**County Counsel Concurrence**

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- A. Approve, ratify and authorize the Chair to execute an Agreement for Services of Independent Contractor with **W. Brown Creative Partners** (not a local vendor), for the provision of executive recruiter services, for a maximum contract amount not to exceed \$15,000 for the period October 11, 2016 through June 30, 2017; and
- B. 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 a potentially significant physical impact on the environment, and are therefore not a project under the California Environmental Quality Act (CEQA) pursuant to section 15378(b)(4) of the CEQA guidelines.

**Summary Text:**

Behavioral Wellness has contracted with W. Brown Creative Partners for executive recruiter services since 2014. Approval of the recommended actions will allow continued provision, and an expansion, of executive recruiter services to Behavioral Wellness.

**Background:** Behavioral Wellness Human Resources Department does not currently have the necessary time and resources to dedicate its efforts to finding highly qualified candidates to fill executive positions within the department. Because of this, the department has utilized recruitment services to fill multiple senior management positions.

W. Brown Creative Partners has provided executive recruiter services to the Department of Behavioral Wellness since 2014. In 2014, W. Brown Creative Partners recruited multiple applicants for the Behavioral Wellness Director position and the department successfully filled the vacancy with one of those applicants. In 2016, W. Brown Creative Partners again recruited multiple applicants to fill two Behavioral Wellness positions—a Fiscal Manager and a Contracts Manager—and was instrumental in helping the department find two qualified candidates for these positions in a quick and efficient manner.

W. Brown Creative Partners was selected based on its rates, its consistently high standard of service and its ability to provide services that meet and exceed the expectations of the Department of Behavioral Wellness.

Contracting for these services provides for a larger pool of candidates to fill executive positions for the Department.

The County of Santa Barbara currently has contracts totaling \$97,600 (\$40,000 of this amount is a Purchase Order with Behavioral Wellness which was exhausted in September 2016) with W. Brown Creative Partners. With the addition of the recommended actions, the total amount of all the contracts combined would exceed the \$100,000 limit for approval by the Purchasing Division. Hence, although this individual contract has a maximum contract amount of \$15,000, Board approval is required.

**Performance Measure:**

For FYs 14-15 and 16-17, W. Brown Creative Partners has successfully filled 3 executive positions for Behavioral Wellness and the level of services provided was of a consistently high quality and met the contract requirements.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

<b><u>Funding Sources</u></b>	<b><u>FY 16-17:</u></b>	<b><u>FY 17-18:</u></b>	<b><u>FY 18-19:</u></b>
General Fund			
State	\$ 15,000.00		
Federal			
Fees			
Other:			
Total	\$ 15,000.00	\$ -	\$ -

Narrative:

The above referenced contract is funded by State funds. The funding sources are included in the FY 2016-2017 Budget.

**Key Contract Risks:**

With the Department of Behavioral Wellness's Human Resources having the responsibility of recruiting for all positions within the Department, it is unable to focus on and specialize in one specific level of recruitment. By employing the help of an outside recruiter that specializes in recruiting for executive positions, that recruiter is able to conduct extensive advertising, research, and interviews of highly qualified candidates which then will ensure that those hired into executive positions are highly skilled and qualified for the position.

**Special Instructions:**

Please return one (1) Minute Order and one (1) copy of the executed contracts to:  
[admhscontractsstaff@co.santa-barbara.ca.us](mailto:admhscontractsstaff@co.santa-barbara.ca.us).

**Attachments:**

Attachment A – W. Brown Creative Partners FY 16-17 Board Contract

**Authored by:**

Q.Lopez, C. Foschaar