



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

BOARD OF SUPERVISORS AGENDA LETTER

Department Name:

Human Resources

Department Number:

064

Agenda Date:

June 23, 2026

Placement:

Departmental Agenda

Estimated Time:

5 minutes

Continued Item:

No

If Yes, date from:

Vote Required:

Majority

TO: Board of Supervisors

FROM: Department Director: Kristine Schmidt, Human Resources Director

DocuSigned by:
Kristine Schmidt
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CONTACT: Erin Jeffery, Fiscal & Workforce Planning Division Chief

SUBJECT: County Executive Officer - Approve Extra Help Service and Retirement Waiver and Second Amendment to "Agreement for Services as County Executive Officer"

Concurrences:

County Counsel Concurrence:

As to form: Yes

Auditor-Controller Concurrence:

As to form: Yes

Other Concurrence: N/A

As to form: Choose an item.

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, Mona Miyasato, is necessary to fill a critical need in the County Executive Office before 180 days have passed from her date of retirement;
- b) Approve and authorize the County Executive Office to appoint a retired employee, Mona Miyasato, as an Extra-Help employee to serve as County Executive Officer on a limited duration basis, not to exceed 960 hours of service per fiscal year, effective July 6, 2026 and concluding on August 19, 2026 before the new County Executive Officer's appointment starts on August 20, 2026;
- c) Approve and authorize the Chair to execute a second amendment to "Agreement for Services as County Executive Officer," (Attachment B); and
- d) Determine that the above actions are not projects under the California Environmental Quality Act (CEQA), pursuant to CEQA Guidelines Sections 15378(b)(4) and 15378(b)(5) because they consist of government administrative or fiscal activities that will not result in direct or indirect physical changes in the environment.

Summary Text:

Approval of the recommendations will take necessary actions to allow Mona Miyasato continue temporarily in her role without interruption as a retired annuitant until the new County Executive Officer commences her appointment on August 20, 2026 and will amend the current agreement with Ms. Miyasato to clarify that unexpended portion of the existing educational and professional development allowance for Fiscal Year 2025-26 and 2026-27 is payable to her upon separation from regular employment.

Discussion:

CEO Miyasato announced her retirement in January 2026 and the County conducted an extensive recruitment to select the new CEO. The new CEO's appointment and contract were approved by the Board on June 9, 2026, to be effective August 20, 2026. To prevent disruption to County operations, staff recommends approval of the recommended actions to authorize CEO Miyasato to continue to perform all duties of the CEO in accordance with County Code.

The purpose of this item is to request that the Board certify there is a critical need to allow the County Executive Office to hire County Executive Officer (CEO) Mona Miyasato as an Extra Help employee before 180 days have passed from her date of retirement. CEO Miyasato will retire above "normal retirement age" in accordance with the Santa Barbara County Employees' Retirement System policy related to Regulations for IRS Code Section 401(a). Approval of the recommended actions allows CEO Miyasato to continue to provide services as CEO performing all duties of CEO as outlined in County Code, Chapter 2, Article X – County Executive Officer, to ensure that CEO Miyasato can continue in her role without interruption until the new County Executive Officer commences her appointment on August 20, 2026.

This request will also amend the agreement currently in effect with Ms. Miyasato to clarify that unexpended portions of her educational and professional development benefit for Fiscal Years 2025-26 and 2026-27 are payable upon separation. This is consistent with previous actions that provided consideration for this unexpended benefit after expiration of the employment agreement.

Fiscal Analysis:

It is anticipated that under normal operations CEO Miyasato will provide policy and administrative services up to a maximum 300 hours at an hourly rate of \$199.694. In accordance with California

Government Code Section 7522.56(d), this rate does exceed the maximum adopted salary for the CEO, divided by 173.333 to equal an hourly rate. Ms. Miyasato will not receive fringe benefits as a retired annuitant. Cost associated with this extra help position will be absorbed in the department's FY 2026-27 budget.

It is anticipated that the unexpended portions of her educational and professional development benefit for Fiscal Years 2025-26 and 2026-27 will constitute a one-time non-pensionable lump sum payment upon her separation in July not to exceed \$10,900.

Special Instructions:

Please send a copy of the minute order, fully executed agreement and amendment to the Salary Resolution to Kristine Schmidt, Human Resources Director (kschmidt@countyofsb.org) and HRBLCoordinator@countyofsb.org and a copy of the minute order to Dawn Holden – Business Manager, County Executive Office (dholden@countyofsb.org)

Attachments:

Attachment A – Certification of Post-Retirement Employment

Attachment B – Second Amendment to Agreement for Services as County Executive Officer

Attachment C – Agreement for Services as County Executive Officer and First Amendment

Contact Information:

Erin Jeffery

Fiscal & Workforce Planning Division Chief

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