



**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: Human Resources
Department No.: 064
For Agenda Of: November 5, 2024
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Director(s) Kristine Schmidt, Human Resources Director
805-568-2800
Contact Info: Yvonne Torres, Assistant Human Resources Director
805-568-3075

SUBJECT: County Executive Officer – Re-appointment and Employment Contract

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors consider recommendations regarding the re-appointment and employment for the County Executive Officer, as follows:

- a) Reaffirm the appointment of Mona Miyasato to the position of County Executive Officer effective November 11, 2024; and
- b) Approve and authorize the Chair to execute the “Agreement for Services as County Executive Officer,” (Attachment A) which sets forth the terms and conditions of Mona Miyasato’s employment as County Executive Officer, which otherwise cancels, nullifies, and supersedes the prior Agreement for Services As County Executive Officer entered into on August 24, 2021; and
- c) Adopt an amendment to the Salary Resolution (Attachment B), effective November 11, 2024, which incorporates an 8% adjustment to the County Executive Officer salary broadband consistent with the “Agreement for Services as County Executive Officer”; 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:

The employment contract with Mona Miyasato as County Executive Office ends August 25, 2025. The recommended actions will allow for continuation beyond this date by removing the agreement’s fixed term and making adjustments that reflect market compensation and her tenure in the position. In December, Miyasato will have served as County Executive Officer for 11 years, making her among the longest-tenured county executives in the state.

Discussion

The Board of Supervisors first appointed Mona Miyasato as CEO on October 8, 2013 for a four-year term that became effective on December 9, 2013. The Board re-appointed CEO Miyasato on September 19, 2017 and again on August 25, 2021. The current agreement ends on August 25, 2025.

Changes to salaries and benefits are recommended in consideration of a labor market total compensation comparison for similar positions in other counties, which showed the County's compensation was significantly behind the labor market median for county executive officers, and in consideration of CEO Miyasato's considerable comparative tenure in her position. The new contract reflects an 8% salary increase (to \$393,418) and an increased contribution to a 401(a) deferred compensation (from \$5,000 to \$25,000 per year). It also converts an existing \$40,000 education balance to a one-time lump sum contribution to the 401(a) deferred compensation plan.

The agreement does not provide a fixed term, but provides for a minimum 90 days of notice prior to termination by either party (a change from 60 days). The agreement also reduces severance pay from six months to three months and includes other language changes not affecting salaries and benefits in order to modernize the contract.

Background:

County Code Section 2-70 describes that the County Executive Officer is appointed by the Board of Supervisors on the basis of knowledge and skills in public administration and finance, knowledge of organizational principles and relationships, demonstrated executive leadership and management skills, and ability to motivate people to work together cooperatively. This position is exempt from the civil service and the person appointed serves at the pleasure of the Board.

The Board has annually recognized Miyasato's performance over the years for such accomplishments as achieving financial health with a fully-funded strategic reserve and AAA bond rating; leading the organization through proclaimed disasters and emergency activations; initiating modernization efforts including creation of a new information technology services department and tech innovation fund; addressing maintenance needs and launching key capital projects; implementing *Renew*, an organizational initiative to improve departmental performance and efficiency; and creating a collaborative and resilient, forward-looking organizational culture of One County, One Future.

Performance Measure:

N/A

Contract Renewals and Performance Outcomes:

N/A

Fiscal and Facilities Impacts:

Budgeted: Yes, funding for the increased cost of the new contract will be absorbed within the department's FY 2024-2025 budget.

Key Contract Risks:

The recommended contract is low-risk

Staffing Impacts:

There are no staffing impacts. The recommended contract supersedes and replaces a prior contract for the CEO position provided by in County Code Section 2-70.

Special Instructions:

Please send one (1) copy of the fully executed agreement to County Human Resources, Attn: Kristy Schmidt and email one (1) copy of the minute order and fully executed Salary Resolution to Stefan Brewer, Senior Workforce Planning Analyst, Human Resources Department at sbrewer@countyofsb.org and HRBLCoordinator@countyofsb.org

Attachments:

Attachment A – Agreement for Services as County Executive Officer

Attachment B – Amendment to the Salary Resolution

Authored by:

E. Jeffery – Fiscal & Workforce Planning Division Chief

cc:

Mona Miyasato – County Executive Officer

Rachel Van Mullem – County Counsel

Betsy Schaffer – Auditor-Controller