



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:** Human Resources  
**Department No.:** 064  
**For Agenda Of:** 9/1/2020  
**Placement:** Administrative  
**Estimated Time:** N/A  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors

**FROM:** Department Maria Elena De Guevara, Human Resources Director, 805-568-2800  
Director(s) 2800  
Contact Info: Erin Jeffery, Employment & Workforce Planning Manager, 805-568-2808

**SUBJECT:** Performance Based Salary Adjustment for the County Executive Officer

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**County Counsel Concurrence**

As to form:

Other Concurrence: N/A

As to form:

**Auditor-Controller Concurrence**

As to form:

**Recommended Actions:**

That the Board of Supervisors:

- a) Approve a 2.5% performance based salary adjustment effective September 7, 2020 as allowed under Section 4 of the Agreement for Services as County Executive Officer (CEO) approved by the Board of Supervisors on September 19, 2017;
- b) Determine that the above action is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378(b)(4), because it consists of government funding mechanisms and/or other government fiscal activities, which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment.

**Summary Text:**

Upon adopting these recommendations the Board of Supervisors will approve a performance based annual salary increase of 2.5% effective September 7, 2020 (start of pay period 20-2020) based on the CEO's performance in the past year. This will result in an annual salary increase of \$7,021, for a total salary of approximately \$287,832.

**Background:**

County Code Section 2-70 states that the CEO 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. The position is exempt from the civil service and the person appointed shall serve at the pleasure of the board.

In December 2013, the Board of Supervisors appointed CEO Miyasato. On September 19, 2017 the Board of Supervisors renewed the Agreement for Services with CEO Miyasato from September 25, 2017 through September 25, 2021. Section 4, Compensation, allows that further salary adjustments shall be made by the Board of Supervisors based upon the performance of the CEO. Section 8, Performance Evaluations, requires that the Board of Supervisors shall complete a written evaluation of the CEO's performance on at least an annual basis.

**Discussion**

On August 18, 2020 the Board of Supervisors reviewed the performance of the CEO for the past year and determined that the CEO is eligible for a performance-based salary adjustment. A 2.5% increase is consistent with the Board's actions on October 9, 2018 concerning the Classification and Salary Plan for Unrepresented Executive and Management Employees, which authorized increases based on a pool of 2.5% for unrepresented executives and managers in Fiscal Year 2020-2021. This performance based salary increase recognizes CEO Miyasato's performance over the past year including her leadership in overseeing County operations and programs, developing and managing the County's budget, continuing Renew 22 initiatives to improve service and efficiency, responding to the COVID-19 pandemic response and recovery, and implementing other special projects and assignments.

Similar to all unrepresented executives and managers in legacy retirement plans, CEO Miyasato will continue to increase her contribution towards pension by 0.83% in FY 2020-2021. This is the final of three consecutive years of increased pension pick up for unrepresented executives and managers for a total ongoing increase of 2.49%.

**Performance Measure:**

N/A

**Contract Renewals and Performance Outcomes:**

N/A

**Fiscal and Facilities Impacts:**

Budgeted: Yes.

**Fiscal Analysis:**

| <b><u>Funding Sources</u></b> | <b><u>Current FY Cost:</u></b> | <b><u>Annualized<br/>On-going Cost:</u></b> | <b><u>Total One-Time<br/>Project Cost</u></b> |
|-------------------------------|--------------------------------|---|---|
| General Fund                  | \$ 8,037                       | \$ 9,951                                    |   |
| State                         |                                |   |   |
| Federal                       |                                |   |   |
| Fees                          |                                |   |   |
| Other:                        |                                |   |   |
| <b>Total</b>                  | <b>\$ 8,037</b>                | <b>\$ 9,951</b>                             | <b>\$ -</b>                                   |

Narrative: The total fully loaded cost of implementing the recommended action in Fiscal Year 2020-2021 is approximately \$8,037, with an ongoing cost of approximately \$9,951.

**Key Contract Risks:**

N/A

**Staffing Impacts:**

N/A

**Special Instructions:**

Please provide a copy of the signed minute order to County Human Resources, County Counsel, Auditor-Controller and the County Executive Officer.

**Attachments:**

Attachment A – Agreement for Services as County Executive Officer approved on September 19, 2017

**Authored by:**

Erin Jeffery, Human Resources, 805-568-2808

**cc:**

Mona Miyasato – County Executive Officer

Michael Ghizzoni – County Counsel

Betsy Schaffer – Auditor Controller