



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: Public Health
Department No.: 041
For Agenda Of: December 11, 2018
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Van Do-Reynoso, MPH, PhD, Director
Director(s) Public Health Department
Contact Info: Nicci Plata, Human Resource Manager, 681-5377
SUBJECT: Interim Health Officer Special Duty Pay

County Counsel Concurrence

As to form: Yes

Other Concurrence: CEO/Human Resources

As to form: Yes

Auditor-Controller Concurrence

As to form: N/A

Recommended Actions:

That the Board of Supervisors consider recommendations regarding Health Officer special duty pay:

- a) Approve and authorize a special duty allowance of 10% for Polly Baldwin, MD, MPH, Interim Health Officer of the Public Health Department, effective October 27, 2018.
- b) Determine that the above actions are organizational and administrative activities of government that are not a project under the California Environmental Quality Act (CEQA) pursuant to section 15378(b)(5) of the CEQA Guidelines.

Summary Text:

Your Board adopted a resolution on June 16, 2015 to establish a special duty allowance of 10% annually for the Health Officer of the Public Health Department, based on the increased complexity and demands of the state mandated functions related to this position (Attachment A). Your Board also appointed Dr. Polly Baldwin, MD, MPH on October 16, 2018 as Interim Health Officer (Health and Safety Code § 101000), while the Department is recruiting for the Health Officer vacancy (Attachment B). This Special Duty pay allows for a mechanism to appropriately compensate Dr. Baldwin for fulfilling the mandated Health Officer functions, in addition to her responsibilities as the Medical Director.

Background:

The Public Health Department is requesting special duty pay for one individual, Dr. Polly Baldwin, for undertaking the responsibilities of County Health Officer, which are above and beyond her duties as the Public Health Department Medical Director. Dr. Baldwin provides clinical leadership for many health

related programs and services that impact the health of the community. The demands on the Health Officer role have increased substantially due to an increasing number of complex health-related issues such as outbreak investigations, and having a dedicated interim Health Officer will ensure the timeliness of our response and decision making on operational issues. Special duty pay is requested to accompany her temporary responsibilities as Interim Health Officer while the department recruits a physician to assume the role of Health Officer as part of his or her regular duties. The Public Health Department anticipates being able to make this appointment within six months. .

Performance Measure:

N/A

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

The estimated cost for the Special Duty Allowance of 10% for the Interim Health Officer is \$3,013.83 per month, or \$18,083.00 for the anticipated six months before the permanent Health Officer position is filled. The cost is budgeted in the department’s FY 18-19 Adopted Budget and will be funded by salary savings from the vacant Health Officer position.

Key Contract Risks:

N/A

Staffing Impacts: N/A

Legal Positions:
0

FTEs:
0

Special Instructions:

Please send a copy of the minute order to phdcu@sbcphd.org and Nicci Plata, HR Manager.

Attachments:

- A. Health Officer Special Duty Pay Resolution dated June 16, 2015
- B. Appointment of Interim Health Officer Polly Baldwin, MD board letter dated October 16, 2018

Authored by:

Van Do-Reynoso, Director, Public Health Department