



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:** County Executive Office  
**Department No.:** 012  
**For Agenda Of:** March 19, 2019  
**Placement:** Departmental  
**Estimated Time:** 5 minutes  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors

**FROM:** Department Director(s) Contact Info: Mona Miyasato, County Executive Officer  
Terri Nisich, Assistant County Executive Officer

**SUBJECT:** Approve Extra Help Services and Retirement Waiver for the Chief Deputy Clerk of the Board Position

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**County Counsel Concurrence**

As to form: Yes

Other Concurrence: Select\_Other

As to form: Select\_Concurrence

**Auditor-Controller Concurrence**

As to form: N/A

**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 Michael Allen is necessary to fill a critical need in the Clerk of the Board Division of the County Executive Office before 180 days have passed from his date of retirement; and,
- b) Approve and authorize the County Executive Office to appoint retired employee Michael Allen, effective March 25, 2019, as an Extra Help employee to provide administrative support on a part-time basis not to exceed 960 hours of annual service; and,
- c) Determine that the above actions are not a project 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:**

Michael Allen will retire as the Chief Deputy Clerk of the Board on March 22, 2019 after 31 years of service with the County. As the Chief Deputy Clerk of the Board, Mr. Allen had primary responsibility for the oversight of the Clerk of the Board Division of the County Executive Office. A recruitment is underway to fill the Chief Deputy Clerk of the Board position. Until such time the position is filled, there are several critical need duties within the division, which require continued attention including record retention and management, as well as assessment appeals tracking and hearings. It is anticipated that Mr. Allen will provide part time services for approximately three to six months. However, this period will be reevaluated if necessary. His appointment and compensation will conform to all requirements of Government Code Section 7522.56. In addition to Mr. Allen's retirement, Mr. Russ Barker, Deputy Clerk of the Board, will also retire from the County after 32 years and Robert Cohen, who served the County for 31 years, most recently assisting the Clerk's Division in a part time capacity, will be departing.

**Fiscal and Facilities Impacts:**

Budgeted: Yes, salary savings from other vacancies will be used to offset the costs of hiring Mr. Allen as extra-help.

**Authored by:**

Terri Nisich, Assistant CEO