



**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
Agenda Date: September 9, 2025
Placement: Administrative Agenda
Estimated Time: N/A
Continued Item: No
If Yes, date from: <Insert Date>
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Director(s): Kristine Schmidt, Human Resources Director
Contact: Yvonne Torres, Assistant Human Resources Director
SUBJECT: Amendment to Employment Contract for CEO Mona Miyasato

DocuSigned by:
Yvonne Torres
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Assistant HR Director

County Counsel Concurrence

As to form: Yes

Other Concurrence:

As to form: No

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve and authorize the Chair to execute a First Amendment to the Agreement for Services as County Executive Officer which amends the current agreement by providing additional management leave effective September 9, 2025, and clarifying language regarding education and professional development; and
- b) 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 First Amendment to the Agreement for Services with County Executive Officer Mona Miyasato is before your Board to provide additional management leave that will expire at the end of FY 2025-26 and cannot be cashed out, carried over, or banked. It also clarifies language regarding professional development activities. There are no other revisions to the agreement or additional costs directly associated with these changes. In December, Mona Miyasato will have served as County Executive Officer for 12 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, August 25, 2021, and again on November 11, 2024. The Board reviewed Miyasato's performance on August 26, 2025. Given fiscal constraints in the coming years, Miyasato has requested that in lieu of a performance-based salary increase, additional management leave time be provided. This management leave time will expire at the end of the fiscal year and cannot be carried forward, cashed out or banked. In addition to this change, a revision clarifies education and professional development activity that may be reimbursed. No other changes are proposed.

Background:

County Code Section 2-70 describes that the County Executive Officer is appointed by the Board of Supervisors based on 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 acknowledges and recognizes Miyasato's outstanding performance for FY 2024–25. Under her leadership, the County Executive Office has delivered notable accomplishments, including supporting key initiatives that have strengthened operations, advanced strategic goals, and fostered continued collaboration across departments. Miyasato has supported initiatives to safely reduce the incarcerated population resulting in lower penalties from Department of State Hospitals; initiating Cal-AIM healthcare reform; coordinating the Northern Branch Jail expansion analysis and alternatives; enhancing public information through the Our County, Our Heroes and 175th anniversary video series; developing fiscal outlook scenarios and 5-year forecasts to ensure a stable financial future; developing a successful Transient Occupancy Tax measure that is generating additional \$3 million annually to the General Fund; right-sizing the cannabis business license program and cannabis tax revenue expenditures; coordinating the Capital Improvement Program process; supporting the collaborative efforts with San Luis Obispo County, City of Santa Maria and other partners to clean up homeless encampments in the Santa Maria River; streamlining Board agenda material and increasing risk management trainings throughout the County.

Fiscal and Facilities Impacts:

Budgeted: Yes. There are no costs directly associated with these changes.

Key Contract Risks:

The recommended contract is low risk.

Special Instructions:

Please send one (1) copy of the fully executed agreement to County Human Resources, Attn: Kristine Schmidt.

Attachments:

Attachment A – First Amendment to the Agreement for Services as County Executive Officer

Attachment B – Agreement for Services as County Executive Officer, November 11, 2024

Contact Information:

Erin Jeffery

Fiscal & Workforce Planning Division Chief

emjeffery@countyofsb.org

CC:

Mona Miyasato – County Executive Officer

Rachel Van Mullem – County Counsel

Betsy Schaffer – Auditor-Controller