



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: August 24, 2021
Placement: Administrative
Estimated Time: Not Applicable
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Maria Elena De Guevara, Human Resources Director
Director(s)
Contact Info: Erin Jeffery, Employment & Workforce Planning Division Chief,
805-568-2808
SUBJECT: County Executive Officer – Re-appointment and Employment Contract

County Counsel Concurrence

As to form: Yes

Other Concurrence: N/A

As to form: Select_Concurrence

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

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

- a) Approve the re-appointment of Mona Miyasato to the position of County Executive Officer effective August 25, 2021;
- b) Approve and authorize the Chair to execute the “Agreement For Services As County Executive Officer,” which sets forth the terms and conditions of Mona Miyasato’s employment as County Executive Officer, included the new four-year term from August 25, 2021 to August 25, 2025, but which otherwise cancels, nullifies, and supersedes the prior Agreement for Services As County Executive Officer with a term ending on September 25, 2021; and
- c) 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:

County Code Section 2-70 provides the position and office of the County Executive Officer (CEO). 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

to another four-year term that became effective on September 25, 2017. The attached employment contract: 1) is for another four-year term; 2) provides an annual salary of \$309,193; 3) would become effective on August 25, 2021; and 4) at that time would supersede and replace the prior employment contract that was made and entered into on September 19, 2017.

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 shall serve at the pleasure of the Board. The Board of Supervisors completed its most recent evaluation of CEO Miyasato's performance on June 15, 2021. The salary for this new contract reflects a 7.4% increase based on a review of the market and CEO Miyasato's performance over the past four-years, 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 Thomas Fire and Montecito Debris Flow and recovery, responding to the COVID-19 pandemic response and recovery, and implementing other special projects and assignments. CEO Miyasato's first contract in 2013 included less compensation and benefits than the prior CEO; since then, she has received annual performance-based increases similar to that of all County managers.

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 is within the FY 2021-2022 departmental budgeted compensation.

Key Contract Risks:

The recommended four-year contract is very low-risk.

Staffing Impacts:

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

Special Instructions:

Please send an original executed agreement to County Human Resources, Attn: Maria Elena De Guevara

Attachments:

Recommended "Agreement for Services as County Executive Officer"

Authored by:

cc:

Mona Miyasato, County Executive Officer
Rachel Van Mullem, County Counsel
Betsy Schaffer, Auditor-Controller