



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: April 7, 2020
Placement: Departmental
Estimated Tme: 5 minutes
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Van Do-Reynoso, Director, MPH, PhD
Director: Public Health Department
Contact Info: Suzanne Jacobson, CPA
(805) 681-5183
SUBJECT: Waiver of retirement exclusion for Katherine Macy for the Santa Barbara County Public Health Department Fiscal Services Program

County Counsel Concurrence

As to form: Yes

CEO, Human Resources:

Approved: Yes

Auditor-Controller Concurrence

As to form: N/A

Recommended Actions:

That the Board of Supervisors considers the following:

- a) In accordance with California Government Code Section 7522.56(f)(1), certify that the appointment of retired County employee, Katherine Macy, Cost Analyst II, is necessary to fill a critical need in the Fiscal Division of the Public Health Department (PHD), before 180 days have passed from the date of retirement; and
- b) Approve and authorize the Public Health Department to hire retired Cost Analyst II, Katherine Macy, as an Extra Help employee to provide Fiscal Support; and
- c) 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:

This item is on the agenda to request your Board to certify that there is a critical need to allow retired Cost Analyst II, Kay Macy, be hired as an Extra Help employee to assist with Fiscal Support and cost analysis coverage until her replacement is identified. Katherine Macy retired on March 27, 2020 from her position as a Cost Analyst II at our Santa Barbara County Public Health Department Fiscal Division. She retired with over 25 years of service.

Background:

The Public Health Department operates with a strong Fiscal Division in order to not only properly account for, but provide detailed cost analysis and grant invoicing for, its myriad of programs driven by fees and grant revenues. In order to keep internal overhead costs to a minimum, the program operates with a paucity of senior Cost Analysts and Accounting staff.

Since Ms. Macy announced her retirement, the Fiscal Program has initiated the process of cross-training of staff so work isn't interrupted and deadlines missed through succession planning and is in the process of hiring a replacement. Unfortunately, the necessary response to COVID-19 and the redirection of vital Fiscal staffing resources to the Public Health Department Operation Center (DOC), the shift to telecommuting for some staff with school age children, and the focus on recovery of pandemic-related emergency costs have disrupted this effort. Therefore, it would be critical to Public Health Fiscal operations to temporarily allow Ms. Macy to return to work in an extra help capacity while we seek to fill the position with a permanent replacement. Ms. Macy has developed strong knowledge and skills in specialized areas, such as our Federal Health Resources and Administration grants, invoicing, and cost-reporting. She is also expert at using Excel and FIN to assist with cost tracking for emergency cost recovery efforts.

Fiscal and Facilities Impacts

Budgeted: Yes

Fiscal Analysis:

General Fund			
State			
Federal			
Fees Patient Service fees	\$	14,000.00	\$ 14,000.00
Other: 1991 Realignment	\$	14,000.00	\$ 14,000.00
Total	\$	28,000.00	\$ - \$ 28,000.00

The cost for an Extra Help Cost Analyst, II at a 1.00 FTE for approximately 520 hours is estimated at \$28,000.00. Salary savings from the vacant position will be used for the cost of the extra help and is funded through a combination of 1991 Health Realignment and Health Center program patient service fees.

Key Contract Risks:

N/A

Staffing Impacts:

Legal Positions: **FTEs:**
 0 0

Special Instructions:

Please send an electronic copy of the minute order to: phdcu@sbcphd.org

Attachments:

N/A

Waiver of Retirement Exclusion for Katherine Macy

Agenda Date: April 7, 2020

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Authored by:

Suzanne Jacobson, CPA – Deputy Director