



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: CEO  
Department No.:  
For Agenda Of: January 10, 2017  
Placement: Administrative  
Estimated Time:  
Continued Item: No  
If Yes, date from:  
Vote Required: Majority

---

**TO:** Board of Supervisors

**FROM:** Department Director(s) Contact Info: Mona Miyasato, County Executive Officer, 568-3404   
Lori Gentles, Human Resources Director, 568-2816

**SUBJECT:** Approve CEO's Appointment of Interim Public Health Director and Interim Child Support Services Director

---

**County Counsel Concurrence**

As to form: Yes

Other Concurrence: N/A

As to form: N/A

**Auditor-Controller Concurrence**

As to form: N/A

**Recommended Actions:**

That the Board of Supervisors:

- a) Approve CEO's appointment of Carrie Topliffe as the Interim Public Health Director until such a time a new Public Health Director is appointed and duties are transitioned; and
- b) Approve CEO's appointment of Joni Maiden to Interim Director of Child Support Services until such a time as the current Director of Child Support Services returns to permanent role; and
- c) Determine that these actions are exempt from the California Environmental Quality Act (CEQA) review as it is not a project pursuant to CEQA Guidelines section 15378 (b) (2).

**Summary Text:**

The County is in the process of selecting a Public Health Director to replace Dr. Takashi Wada, who resigned earlier this month. To ensure continuity of service and smooth transition of duties, the recommended actions will allow Ms. Topliffe to lead the Public Health department in an interim capacity. Ms. Topliffe is an experienced County department director having served as the Director of Child Support Services since 2006. She also leads the inter-agency policy council of the County's health and human service departments and is familiar with the operations and issues of the Public Health department.

Ms. Maiden is currently the Deputy Director of Child Support Services and will act as the interim director in that department during Ms. Topliffe's interim assignment. Savings generated by the vacancies will cover the costs of these interim assignments.

**Background:**

An interim appointment was extended to Ms. Topliffe and Ms. Maiden by CEO Mona Miyasato effective January 2, 2017, pending the Board of Supervisor's approval on January 10, 2017. As interim director, Ms. Topliffe will oversee department operations. The Public Health Director is not required to hold a medical degree. Dr. Charity Dean will remain the County's Health Officer, as previously appointed by the Board of Supervisors. Dr. Polly Baldwin is the County's Medical Director and Dr. Douglas Metz is Deputy Director for primary care and family health; both will continue to oversee clinical operations and health care administrators.

The County will initiate the recruitment process for the Public Health Director in January 2017. Requests for executive recruiting consultant services were solicited in mid-December, and it is anticipated that a recruiter will be selected in early January.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

There is no statutory requirement for the Director of Public Health to be a physician or to hold a license as a clinician. As a result, the position can be filled at a lower salary. It is anticipated that the Public Health Department will experience minor salary during the recruitment period due to accrued vacation payout based on the FY 2016-17 adopted budget. Estimated salary savings for Child Support Services is approximately \$3,000 per month for the recruitment period.

**Authored by:** Melissa Grisales 568-2819