



BOARD OF SUPERVISORS
AGENDA LETTER

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Agenda Number:

Submitted on:
(COB Stamp)

Department Name: Child Support Services
Department No.: 045
Agenda Date: March 10, 2026
Placement: Departmental Agenda
Estimated Time: 5 MINUTES
Continued Item: No
If Yes, date from: N/A
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Director: Mette Richardson, Director, Child Support Services *Mette Richardson*
Contact: Victoria Parks Tuttle, Assistant Director
SUBJECT: Extra-Help Services and Retirement Waiver for the Child Support Services
Department

County Counsel Concurrence

As to form: Yes

Other Concurrence: SBCERS

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

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 Anne Ortiz is necessary to fill a critical need in the Child Support Services (CSS) Department before 180 days have passed from her date of retirement;
- b) Approve and authorize the CSS Director to appoint retired employee Anne Ortiz as an Extra-Help employee to assist in necessary financial special projects on a part-time basis, not to exceed 960 hours of annual service, with an effective start date of March 2, 2026; 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:

The purpose of this item is to request that your Board certify that there is a critical need to allow the Child Support Services (CSS) Department Director to hire retired Department Business Specialist II Anne Ortiz as an Extra-Help employee before 180 days have passed from her date of retirement. Ms. Ortiz would be hired to assist with preparing and filing the Department's monthly expenditure claims with the State, which will help to ensure compliance and accuracy in our financial reporting. She will

also assist with other complex filings, audits and reports and, once the recruitment is complete, will provide assistance and training on such processes to her successor.

Discussion:

The Department submits monthly expenditure claims to the State of California through a complicated proprietary database. It is crucial that these claims be submitted timely and accurately and Ms. Ortiz has extensive experience submitting these claims. Other than the CSS Director, there are currently no other fiscal staff with an in-depth understanding of the claims process. Her expertise and knowledge are unparalleled, and she will be invaluable in assisting with her successor's onboarding process.

Background:

Ms. Ortiz has been a valuable member of the CSS Department since starting her County employment in 1993. She has worked in various roles, including as an Account Clerk II and III, and as a Child Support Officer/Senior/Supervisor before assuming her final position of Department Business Specialist II. Prior to her retirement on February 28, 2026, in addition to her other responsibilities, she supervised the CSS Financial Office Professional staff (4 FTEs).

As the Department has no other positions within or similar to Ms. Ortiz's job classification or with the requisite knowledge, skills and abilities, we have been actively recruiting for a successor since 2024, with limited success. The Department, in collaboration with County HR, revamped the recruitment multiple times and is now in the final stages of the recruitment process. The Department anticipates that an extensive, months-long training of the successful candidate will be necessary due to the number and complexity of the child support program's fiscal processes and requirements.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

It is anticipated that Ms. Ortiz will provide support and training for up to 960 hours annually. In accordance with California Government Code §7522.56(d), Ms. Ortiz will perform this work at a salary rate that does not exceed the maximum authorized in the County's salary table for a Department Business Specialist II. This cost will be covered by existing budgeted funds and will not result in an increased cost to the General Fund.

Staffing Impacts:

There are no staffing impacts.

Special Instructions:

Please return a Minute Order to Lucia Reyes, Child Support Manager, at lbreyes@countyofsb.org.

Attachments:

Attachment A – SBCERS Post-Retirement Employment Certification – Ortiz, Anne (Redacted)

Contact Information:

Victoria Parks Tuttle
Assistant Director
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