



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: September 10, 2024
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Kristine Schmidt, Human Resources Director, 805-568-2800
Director(s)
Contact Info: Yvonne Torres, Assistant Human Resources Director,
805-568-3075

SUBJECT: Performance-Based Salary Adjustment for the County Executive Officer

County Counsel Concurrence

As to form: Yes

Other Concurrence: N/A

As to form: N/A

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve a 2.5% performance-based salary adjustment effective September 16, 2024 as allowed under Section 4 of the Agreement for Services as County Executive Officer (CEO) approved by the Board of Supervisors on August 24, 2021; and
- b) Determine that the above action is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378(b)(4), because it consists of government funding mechanisms and/or other government fiscal activities, which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment.

Summary Text:

By adopting these recommendations, the Board of Supervisors will approve a performance-based annual salary increase of 2.5% effective September 16, 2024 (start of pay period 21-2024) based on the CEO's performance in the past year. This will result in an annual salary increase of approximately \$8,885, for a total salary of approximately \$364,276.

Background:

County Code Section 2-70 states that the CEO 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. The position is exempt from the civil service and the person appointed shall serve at the pleasure of the board.

In December 2013, the Board of Supervisors appointed CEO Miyasato. On September 19, 2017 the Board of Supervisors renewed the Agreement for Services with CEO Miyasato from September 25, 2017 through September 25, 2021; this agreement was renewed again from August 25, 2021 through August 25, 2025.

Discussion:

Section 4, Compensation, of CEO Miyasato's Agreement for Services set forth how salary adjustments shall be made by the Board of Supervisors based upon the performance of the CEO. Section 8, Performance Evaluations, requires that the Board of Supervisors shall complete a written evaluation of the CEO's performance on at least an annual basis. On July 9, 2024, the Board of Supervisors reviewed the performance of the CEO for the past year and determined that the CEO is eligible for a performance-based salary adjustment. This performance-based salary increase recognizes CEO Miyasato's performance for accomplishments over the past year, including leadership in overseeing County operations and programs, including developing and managing the County's FY 2024-25 budget which included no service level reductions and planning for future possible deficits; better integration of criminal justice efforts and health and human services efforts, particularly regarding mental and physical health needs of those in the jail, and continuing to lead major efforts toward greater diversion, transparency, jail medical improvements and compliance with the DRC settlement; strengthening the safety net through coordination of Cal-AIM efforts, data integration, and ARPA compliance; increasing homeless transitional housing units through the Hope Village and La Posada projects; and assisting with the workforce and affordable housing study of county-owned sites; issuing \$98.1 million in certificates of participation for key capital projects, including the Mail Jail renovation; leading the Workday ERP system implementation; completing recruitments for, and onboarding, four department directors (HR, Public Works, Child Support, and Community Services); activating the EOC for winter 2024 disasters (storms) and fires (Lake fire); and development of tax increase options (sales, cannabis, and transient occupancy tax).

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
General Fund	\$ 9,900	\$ 12,800	
State			
Federal			
Fees			
Other:			
Total	\$ 9,900	\$ 12,800	\$ -

Narrative: The total fully loaded cost of implementing the recommended action for the remainder of Fiscal Year 2024-2025 is approximately \$9,900, with an ongoing cost of approximately \$12,800.

Special Instructions:

Please provide a copy of the signed minute order to County Human Resources, Auditor-Controller and the County Executive Officer.

Attachments:

Attachment A – Agreement for Services as County Executive Officer approved on August 24, 2021

Authored by:

S. Brewer, Senior Workforce Planning Analyst

cc:

Mona Miyasato – County Executive Officer

Rachel Van Mullem – County Counsel

Betsy Schaffer – Auditor Controller