



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: Sheriff-Coroner
Department No.: 032
For Agenda Of: August 20, 2024
Placement: Departmental
Estimated Time: 5 minutes
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Sheriff's Office Sheriff Bill Brown (805) 681-4290
Contact Info: Melissa Macias, HR Manager (805) 681-4280
SUBJECT: Approve Extra Help Services and Retirement Waiver for Sheriff's Office

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 former County employee Steven Akiyoshi, Building Maintenance Supervisor, is necessary to temporarily fill a critical need in the Sheriff's Office before 180 days have passed from his date of retirement; and
- b) Approve and authorize the Sheriff's Office to temporarily appoint retired employee, Steven Akiyoshi, as an Extra Help employee to assist with critical ongoing maintenance of Main Jail Facility on a part-time basis not to exceed 960 hours of annual service with an appointment effective date of September 2, 2024; and
- c) Determine that the above actions are not a project 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:

The purpose of this item is to request that your Board certify that there is a critical need to allow the Sheriff's Office to temporarily rehire former Building Maintenance Supervisor Steven Akiyoshi, as an

Extra-Help employee before 180 days have passed from his date of retirement. Mr. Akiyoshi retired effective June 21, 2024, as a Building Maintenance Supervisor. Mr. Akiyoshi notified the Sheriff's Office in May 2024 of his pending retirement, and a requisition was submitted to initiate a recruitment for his replacement. Prior to his retirement, Akiyoshi and the team he supervised were heavily involved in multiple projects within the Main Jail facility. Some of the ongoing projects such as anti-ligature compliance, painting, plumbing, miscellaneous maintenance tasks and ensuring the maintenance of sanitary conditions, all of which are directly and/or indirectly related to the safety and wellbeing of incarcerated individuals in the Main Jail Facility. The Maintenance Supervisor and the team he or she is responsible for complete tasks in a timely manner and are a key component of compliance with the DRC Litigation Implementation Plan. The above-mentioned projects cannot be suspended/terminated until a replacement full time Maintenance Supervisor can be recruited and hired.

Other personnel assigned to the Maintenance team do not have experience supervising professional staff, or experience in coordinating with private vendors. The personnel assigned to this unit are expected to work with and/or supervise inmate crews for extended periods of time and do not have the option to leave the inmate crews unattended and/or without supervision. The Main Jail Facility is an old facility that was built in 1950, and unexpected maintenance problems occur daily. The Building Maintenance Supervisor must have an extensive knowledge of the Main Jail facility and is expected to coordinate with General Services and other local vendors to address issues that are beyond the level of expertise or control.

Lacking qualified non-sworn full-time personnel that could temporarily fulfill the duties of the Building Maintenance Supervisor, the only other option is to reassign an experienced sworn member of our Custody staff to fill the gap caused by the retirement of Akiyoshi. However, the ongoing significant shortage of sworn staff, is already requiring that sworn Custody Division personnel are being required to work numerous mandatory overtime shifts per rotation. Based on our current staffing levels, there's no one who can be reassigned and take over the Building Maintenance Supervisor position without causing additional mandatory overtime and/ or negative operational impacts.

We are in the process of interviewing applicants; however, background checks for newly hired employees take approximately two to three months and additional time to train. We anticipate the extra help appointment being temporary, once an applicant is hired and fully functioning.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

Narrative: It is anticipated that Mr. Akiyoshi will provide maintenance services no more than 960 hours while an applicant is hired and trained. In accordance with California Government Code section 7522.56(d), Mr. Akiyoshi will perform his work at a salary rate that does not exceed the maximum authorized in the County's salary table for Building Maintenance Supervisor. The EXH position cost will

be covered by existing budgeted funds and will not result in an increase to the department's General Fund contribution.

Special Instructions:

Please return one (1) copy of the minute order to the Sheriff's Business Office at finance@sbsheriff.org.

Attachments:

Attachment A: SBCERS Certification – Post-Retirement Employment of SBCERS Retiree

Authored by:

Melissa Macias, HR Manager, Sheriff's Office