



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:** August 22, 2023  
**Placement:** Departmental  
**Estimated Time:** Five Minutes  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

---

**TO:** Board of Supervisors

**FROM:** Department Mouhanad Hammami, Director  
Director(s) Public Health Department, (805) 681-5102  
Contact Info: Paola Hurtado, Assistant Deputy Director, (805) 681-5423

**SUBJECT:** Approve Extra Help Service and Retirement Waiver for the Public Health 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 Susan Pappas is necessary to fill a critical need in the Public Health Department before 180 days have passed from her date of retirement; and
- b) Approve and authorize the Public Health Department Director to appoint retired employee Susan Pappas as an Extra Help employee to assist with Women's Health OB services not to exceed 480 hours of annual service with an effective start date of August 21, 2023; 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 because the actions are organizational or administrative activities of government that will not result in direct or indirect physical changes in the environment.

**Summary Text:**

This item is on the agenda to request that your Board certify that there is a critical need to allow the Public Health Department (PHD) to hire retired Staff Nurse Susan Pappas as an Extra-Help employee before 180 days have passed from her date of retirement. Ms. Pappas retired on June 30, 2023, with seven (7) years of service. Ms. Pappas's primary assignment has been assisting with Women's Health OB services,

including care management, leading GYN clinics, handling triage calls, monitoring provider inboxes for patient follow-up, and reviewing medication refills. Due to current vacancies and difficulties filling Staff Nurse regular ordinance positions, Ms. Pappas will continue her duties as Staff Nurse while we recruit a suitable replacement to avoid a lapse in patient care delivery.

**Background:**

Ensuring the Santa Barbara Health Care Center provides timely and safe patient care requires being appropriately staffed to fulfill the various tasks associated with excellent care delivery while meeting quality performance measures. Nursing and support staff shortages lead to employee stress and impact clinic workflows. Having a long-term staff nurse return as Extra Help will ensure safe patient service continuity and will also help mitigate staff burnout.

**Performance Measure: N/A**

**Contract Renewals and Performance Outcomes: N/A**

**Fiscal and Facilities Impacts:**

Budgeted: Yes

It is anticipated that Ms. Susan Pappas will provide Extra Help services for approximately 480 hours at her extra help salary rate which does not exceed the maximum authorized in the County’s salary tables in accordance with the California Government Code Section 7522.56(d), estimated not to exceed \$51.726 per hour. The anticipated cost for FY 2023-2024 is estimated at \$24,828 and will be covered with salary savings from the vacant position.

**Key Contract Risks:**

N/A

**Staffing Impacts:**

**Legal Positions:**

0

**FTEs:**

0

**Special Instructions:**

Please send an electronic copy of the minute order to [PHDGROUPEContractsUnit@sbcphd.org](mailto:PHDGROUPEContractsUnit@sbcphd.org)

**Attachments:**

N/A

**Authored by:**

Paola Hurtado, Assistant Deputy Director