



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: First 5 Santa Barbara
County Children and
Families Commission
Department No.: 994
For Agenda Of: May 2, 2023
Placement: Departmental
Estimated Time: 5 min
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Wendy Sims-Moten, Executive Director
Director(s) First 5 Santa Barbara County Children and Families Commission,
805-884-8085
Contact Info: Michelle Robertson, Assistant Director
First 5 Santa Barbara County Children and Families Commission
805-335-4990

SUBJECT: Approve Extra Help Service and Retirement Waiver for the First 5 Santa
Barbara Children and Families Commission

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 consider the following:

- a) In accordance with California Government Code Section 7522.56(f)(1), certify that the appointment of retired County employee, Suzanne Hayes, is necessary to fill a critical need in the First 5 Department before 180 days have passed from her date of retirement; and
- b) Approve and authorize the First 5 Director to appoint retired employee Suzanne Hayes as an Extra Help employee to assist with technical assistance and support for the incoming First 5 Fiscal Analyst - Accountant III not to exceed 100 hours of annual service with an effective start date of May 2, 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:

Ms. Hayes retired on March 31, 2023 with over 11 years of service. Ms. Hayes primary assignment included managing the daily fiscal operations, ensuring compliance with state regulatory offices and the primary coordination of two key functions within First 5, the budget and audit process prep. Ms. Hayes will provide key technical assistance and guidance during the transition to ensure continuity of fiscal operations

Background:

Due to recruitment process and delays we were unable to hire and train before Ms. Hayes retirement. Due to the complex and challenging nature of First 5 funding it is critical that staff be properly trained and supported to ensure continuity of fiscal operations, timely responses to state controllers offices, reporting and ongoing analysis of funding. There is an immediate need to maintain the fiscal operations of First 5. This position critical to good stewardship of public dollars, strong internal controls to F5 receiving its revenues in a timely manner and preventing a negative impact to its grantees resulting from processing and expenditure reimbursement delays. Ms. Hayes will be providing technical assistance to train and orient the incoming Fiscal Analyst

Performance Measure: N/A

Contract Renewals and Performance Outcomes: N/A

Fiscal and Facilities Impacts: N/A

Budgeted: Yes

Fiscal Analysis: ?

<u>Funding Sources</u>	<u>22-23 FY Cost:</u>	<u>FY 23-24 Cost:</u>	<u>Total One-Time Project Cost</u>
General Fund			
State			
Federal			
Fees			
Other: Salary Savings	\$ 1,500.00	\$ 3,500.00	\$ 5,000.00
Total	\$ 1,500.00	\$ 3,500.00	\$ 5,000.00

Narrative:

It is anticipated that Ms. Hayes will provide Extra Help services as needed for approximately 100 hours at the 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 \$5,000.00. The anticipated cost for FY 2022-2023 is estimated at \$1,500 and will be covered with salary savings, and the cost for FY 2023-24 is estimated at \$3,500 (for a total of \$5,000) and will also be funded by salary savings.

Key Contract Risks:

N/A

Staffing Impacts: N/A

Legal Positions:

FTEs:

Special Instructions:

Please email Minute Order to the First 5 Commission – Attention: Sara Gonzalez.

Attachments:

Authored by:

Wendy Sims-Moten, Executive Director

CC: