



**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

Submitted on:
(COB Stamp)

Department Name: County Executive Office
Department No.: 012
Agenda Date: March 3, 2026
Placement: Departmental Agenda
Estimated Time: 5 MINUTES
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Director(s): Mona Miyasato, County Executive Officer
Contact: Brittany Odermann, Deputy County Executive Officer
SUBJECT: Approve Extra Help Service and Retirement Waiver for the County Executive Office

DocuSigned by:
Mona Miyasato
41846F5C725B460...

County Counsel Concurrence

As to form: Yes

Other Concurrence: SBCERS

As to form: Yes

Auditor-Controller Concurrence

As to form: N/A

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, Tanja Heitman, is necessary to fill a critical need in the County Executive office before 180 days have passed from her date of retirement;
- b) Approve and authorize the County Executive Office to appoint retired employee, Tanja Heitman, as an Extra-Help employee to provide assistance with specialized policy and administrative services on a part-time limited duration basis, not to exceed 960 hours of annual service, with a start date of March 30, 2026; and
- c) Determine that the above actions are organizational and administrative activities of government that are not a project under 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 your Board certify that there is a critical need to allow the County Executive Office to hire Assistant County Executive Officer Tanja Heitman as an Extra-Help employee before 180 days have passed from her date of retirement. Ms. Heitman will retire on

March 27, 2026 and will retire at “normal retirement age” in accordance with the Santa Barbara County Employees’ Retirement System policy related to Regulations for IRS Code section 401(a). This action will ensure that Ms. Heitman can continue in her role, seamlessly without an interruption in service.

The critical need for Ms. Heitman’s services relates to her work with the Health and Human Services and Public Safety projects associated with both the North Branch Jail expansion and CalAIM Justice involved programs. Ms. Heitman’s extensive and specific experience with these complex projects makes her uniquely suited for this work given existing timelines.

Discussion:

Ms. Heitman has 35+ years of public sector experience in managing Public Safety, Criminal Justice, and Health and Human Services initiatives. She has played an integral role in enhancing interdepartmental coordination, with a focus on promoting data sharing and facilitating linkages between Santa Barbara County’s health and human services and public safety departments to improve service access and delivery, including for our most vulnerable community members. Ms. Heitman has leveraged her public safety expertise to guide implementation of significant collaborative initiatives that intersect the justice system and safety net services, such as the CalAIM Justice Initiative, CARE Act, and diversion efforts.

The County Executive Office is responsible for developing the County budget and planning for the cost and implementation of Board policy directives. The current County Executive Officer announced her retirement from the County to be effective in early July 2026. Given the CEO transition, recruitment for the new Criminal Justice and Health and Human Services ACEO position would not have been appropriate at an earlier stage as the new CEO should be involved in the selection process for this key position. Ms. Heitman’s extra-help appointment will ensure continued work on important efforts during the onboarding period of the new County Executive Officer. The permanent Criminal Justice and Health and Human Services ACEO position will remain vacant in the interim. The Department anticipates that Ms. Heitman will be needed in this role for a limited duration, depending on when the projects are completed, but for no more than 960 hours per fiscal year.

Fiscal and Facilities Impacts:

It is anticipated that Ms. Heitman will provide policy and administrative services up to 960 hours at an hourly rate of \$140.17, in accordance with California Government Code Section 7522.56(d), Ms. Heitman will perform this work at a salary rate that does not exceed the maximum authorized in the County’s salary tables for a position with comparable duties at the Assistant CEO level. This extra-help position does not result in an increase in funding to the department as it will be covered through salary savings from the Assistant County Executive Officer vacancy created by Ms. Heitman’s retirement. This rate is lower than existing rates for similarly situated consultants in this field.

Fiscal Analysis:

Funding Source	FY [2025-26]	FY [2026-27]	Total
General Fund	\$78,500	\$135,000	\$213,500

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Special Instructions:

Please send a copy of the minute order to Dawn Holden - Business Manager, County Executive Office
(dholden@countyofsb.org)

Attachments:

Attachment A – Certification of Post-Retirement Employment

Contact Information:

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Deputy County Executive Officer
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