



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: July 16, 2019
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Director(s) Contact Info: Maria Elena De Guevara, Director of Human Resources, (805) 568-2816
Erin Jeffery, Employment & Workforce Planning Manager, (805) 568-2808

SUBJECT: Performance Based Salary Adjustment for the County Executive Officer

County Counsel Concurrence

As to form: Yes

Other Concurrence: N/A

As to form: Select_Concurrence

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve a 2.5% performance-based salary adjustment effective July 15, 2019 as allowed under Section 4 of the Agreement for Services as County Executive Officer (CEO) approved by the Board of Supervisors on September 19, 2017;
- b) Approve a one-time lump sum Retention Incentive Payment in the amount of \$2,500, consistent with the policy set forth in Section M of the Management Classification and Salary Plan for Unrepresented Executives and Managers; and
- c) Determine that the above actions are 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:

Upon adopting these recommendations the Board of Supervisors will approve a performance-based annual salary increase of 2.5% effective July 15, 2019 (start of pay period 16-2019). This will result in a total salary of approximately \$280,810. The Board is also asked to approve a one-time Retention

Incentive payment of 1.5% of base pay not to exceed \$2,500 which is provided to all management and executive employees who have completed five (5) years of consecutive service, as included in Section M of the Management Classification and Salary Plan for Unrepresented Executives and Managers, adopted October 9, 2018.

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.

On September 19, 2017 the Board of Supervisors renewed the Agreement for Services with the current CEO, Mona Miyasato, from September 25, 2017 through September 25, 2021. Section 4, COMPENSATION, allows that further 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 2, 2019 the Board of Supervisors reviewed the performance of the CEO and determined that the CEO is eligible for a performance-based salary adjustment. A 2.5% increase is consistent with the Board's actions on October 9, 2018 concerning the Classification and Salary Plan for Unrepresented Executive and Management Employees, which authorized increases based on a pool of 2.5% for unrepresented executives and managers in Fiscal Year 2019-2020. Similar to all unrepresented executives and managers in legacy retirement plans, CEO Miyasato will continue to increase her contribution towards pension by 0.83% in FY 2019-2020. By FY 2020-2021, the additional pension pick up for unrepresented executives and managers will total 2.49%.

Section 5, BENEFITS, requires that CEO Miyasato receive all the management benefits set forth for Department Heads in Resolution No. 11-380 adopted by the Board on November 15, 2011 and as amended from time to time. The County currently provides one-time retention incentive payments to managers and executives who have completed five, ten, or fifteen years of consecutive service pursuant to Section M of the Management Classification and Salary Plan, adopted by the Board on October 9, 2018. CEO Miyasato completed five years of service in December 2018 and is eligible for a one-time payment of \$2,500.

Performance Measure:

N/A

Contract Renewals and Performance Outcomes:

N/A

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 Cost FY 19-20</u>
General Fund		\$ 10,387	\$ 2,500
State			
Federal			
Fees			
Other:			
Total	\$ -	\$ 10,387	\$ 2,500

Narrative: The fully-loaded cost of approving the recommended action in FY 2019-2020 is approximately \$10,387, plus \$2,500 for the one-time retention pay.

Key Contract Risks:

N/A

Staffing Impacts:

N/A

Special Instructions:

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

Attachments:

Attachment A – Agreement for Services as County Executive Officer approved on September 19, 2017.

Authored by:

Erin Jeffery, Human Resources, (805) 568-2808

cc:

Michael Ghizzoni – County Counsel

Betsy Schaffer – Auditor Controller

Mona Miyasato – County Executive Officer