



**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: 8/16/2022
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

DocuSigned by:
Yvonne Torres for
6C3DC86C9D61437

FROM: Department Maria Elena De Guevara, Human Resources Director
Director(s) 805-568-2800
Contact Info: Erin Jeffery, Employment & Workforce Planning Division Chief
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:

Recommended Actions:

That the Board of Supervisors:

- a) Approve a 2.5% performance-based salary adjustment effective August 22, 2022 as allowed under Section 4 of the Agreement for Services as County Executive Officer (CEO) approved by the Board of Supervisors on August 24, 2021;
- b) Determine that the above action is 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 August 22, 2022 (start of pay period 19-202022) based on the CEO's performance in the past year. This will result in an annual salary increase of approximately \$7,924, for a total salary of approximately \$324,847.

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.

In December 2013, the Board of Supervisors appointed CEO Miyasato. On September 19, 2017 the Board of Supervisors renewed the Agreement for Services with CEO Miyasato from September 25, 2017 through September 25, 2021; this agreement was renewed again from August 25, 2021 through August 25, 2025.

Discussion

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 12, 2022 the Board of Supervisors reviewed the performance of the CEO for the past year and determined that the CEO is eligible for a performance-based salary adjustment. This performance-based salary increase recognizes CEO Miyasato's performance over the past year including her leadership in overseeing County operations and programs, developing and managing the County's budget, transitioning Renew 22 initiatives to ongoing organizational change, leading the COVID-19 pandemic response and recovery efforts, and implementing other special projects and assignments. Sections 2 and 5. Employment Status and Benefits, provide that the CEO receive all management benefits provided to Department Heads. In July 2022, Appointed Department Directors and managers received a 2.5% general wage increase to assist with cost-of-living, which has already been provided to the CEO pursuant to the Agreement for Services

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 Project Cost</u>
General Fund	\$ 9,524	\$ 11,255	
State			
Federal			
Fees			
Other:			
Total	\$ 9,524	\$ 11,255	\$ -

Narrative: The total fully loaded cost of implementing the recommended action for the remainder of in Fiscal Year 2022-2023 is approximately \$9,524, with an ongoing cost of approximately \$11,255.

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 August 24, 2021

Authored by:

E. Jeffery

cc:

Mona Miyasato – County Executive Officer

Rachel Van Mullem – County Counsel

Betsy Schaffer – Auditor Controller