



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: County Executive Office
Department No.: 012
For Agenda Of: January 24, 2023
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from: N/A
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Mona Miyasato, County Executive Officer
Director(s)
Contact Info: Nancy Anderson, Assistant County Executive Officer

SUBJECT: County Executive Office Reorganization

County Counsel Concurrence

As to form: Yes

As to form: Human Resources
Yes

Auditor-Controller Concurrence

As to form: Yes

RECOMMENDED ACTION:

It is recommended that the Board of Supervisors:

- a) Approve the proposed staffing reorganization for the County Executive Office that will be incorporated into the FY 2023-24 budget development;
- b) Approve an amendment to the Salary Resolution (Attachment A) to reflect the addition of two Enterprise Leader positions effective February 6, 2023;
- c) Determine that the activity are not a “Project” subject to California Environmental Quality Act (CEQA) review per CEQA Guideline Section 15378(b)(4), the creation of government funding mechanisms 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; and per CEQA Guideline Section 15378(b)(5), since the activity is an organizational or administrative activity of government that will not result in direct or indirect physical changes in the environment.

Summary:

The County Executive Office (CEO) is seeking to reorganize staffing positions to allow for expanded coverage of various divisions, succession planning within the department, and continued focus on Board priorities given impending staff retirements and personnel changes. The proposed changes also help to address KPMG findings related to the CEO management structure. The proposed reorganization includes

adding mid-manager and staff-level positions, elimination of an Assistant County Executive Officer position upon an impending retirement and the reassignment of oversight functions and duties. The cost of the new positions will be absorbed by the department in the current year through salary savings. The ongoing funding will be subsequently added as General Fund Cost in the FY 2023-24 budget development process.

Discussion:

In 2023, the CEO's office will need to adapt to impending executive leadership retirements throughout the County, ensure sufficient coverage and resources to address Board priorities, and enhance succession planning efforts. This reorganization will allow for development of a broader depth of leadership coverage within the County Executive Office to help mitigate the loss of institutional knowledge and continuation of Board strategic initiatives with limited interruption or delay. Additionally, over the past year, the department has led, coordinated and project managed or gained responsibilities for oversight of new critical activities and functions, including:

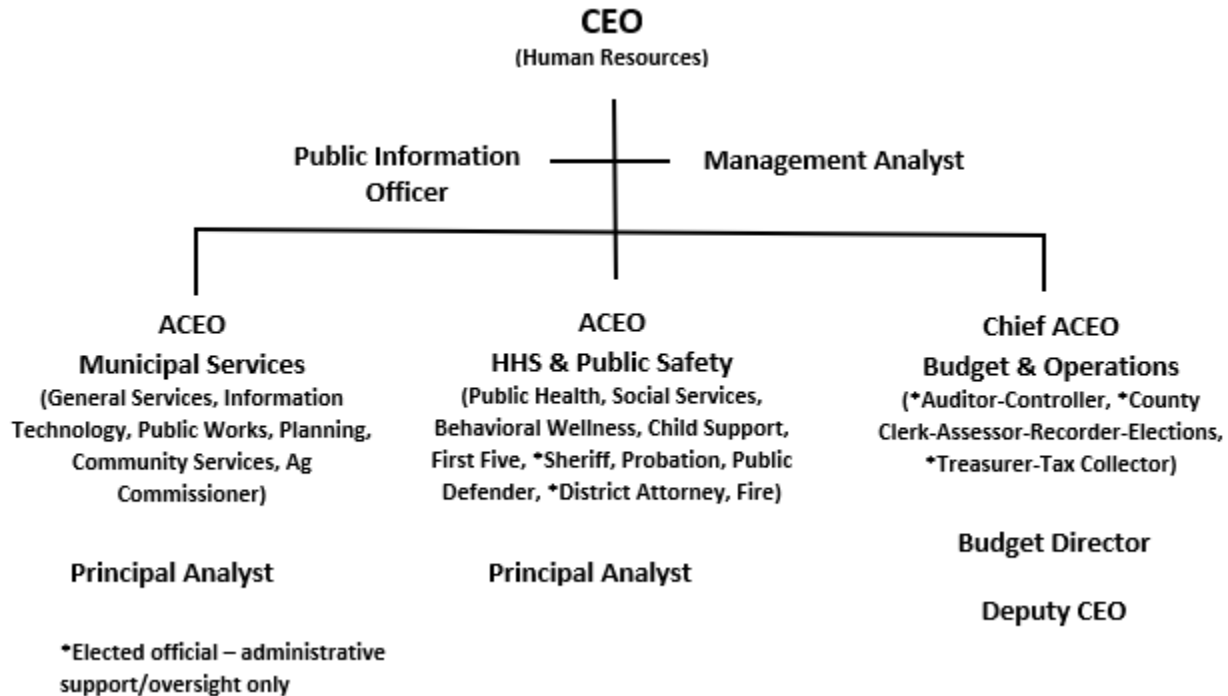
- New Compliance and Accountability role requiring ongoing monitoring and follow-up of countywide audit/review findings and recommendations
- Guiding development of new stand-alone IT Department from General Services
- Recruitment and onboarding of new Department Directors (Public Health, Agricultural Commissioner, General Services, and two others pending)
- Homeless housing and funding coordination and leading specific projects
- Executive sponsorship of Public Safety Radio Network replacement project
- Oversight and sponsorship of the County ERP implementation project
- Administration of ARPA project funding and compliance
- Coordination of the Health and Human Services (HHS) Recovery Plan
- Coordination of CalAim implementation with HHS Departments
- Implementation of countywide diversity, equity, inclusion and accessibility efforts
- New countywide Data Officer function to enhance transparency and accountability

The reorganization will also help mitigate issues identified by KPMG as part of the department's operational review. The new mid-level management positions will take on responsibility or direct oversight of functions and tasks currently being performed by the County Executive Officer and Assistant County Executive Officers (ACEOs). This change will allow executive staff to have more focused attention on countywide strategic initiatives and efforts, improved oversight of, follow through and coordination among departments.

ACEOs will focus primarily on department functions and coordination of Board priority initiatives involving multiple departments; the Chief ACEO will take full oversight of CEO division operations and budget functions. The new structure includes:

- An ACEO and Principal Analyst for Municipal Services Departments
- An ACEO and Principal Analyst for Health and Human Service and Public Safety Departments
- A Chief ACEO for Budget and CEO Operations with the addition of a Budget Director and Deputy CEO

The organization chart below reflects the proposed executive structure with the assignment changes. The respective departments assigned to each executive are listed in parenthesis below the position.



The following changes are needed to proceed with the reorganization that will help provide adequate coverage of the current workload considering impending retirements and realignment of duties. The department would absorb the net costs of the changes for FY 2022-23:

- Conversion of one vacant funded Assistant CEO position (Public Safety ACEO) upon an impending retirement to a Budget Director (Assistant Department Leader) position to provide dedicated oversight of the Budget and Research Division and achieve ongoing budgetary savings to offset a portion of the other three positions being requested.
- Addition of one Principal Analyst (Enterprise Leader) position to assist the Assistant CEO overseeing the Municipal Services departments.
- Funding of one vacant unfunded Deputy CEO (Assistant Department Leader) position to help oversee several of the department’s internal divisions.
- Addition of one Management Analyst (Enterprise Leader) position to assist with strategic planning and initiatives.

Budgeted: The department will absorb the current year costs of the positions using budgeted appropriations. If approved, the positions and ongoing funding will be incorporated into the FY 2023-24 budget.

Fiscal Impacts:

The total net cost of the reorganization is estimated at \$600,000. The department is able to fully absorb the costs in the current fiscal year through existing appropriations in the budget through salary savings

including savings from one vacant funded Assistant CEO position. Future year costs are partially offset through the cost allocation plan.

Special Instructions:

Please send one copy of the minute order and one copy of the fully-executed resolution to Nancy Anderson, ACEO at nanderson@countyofsb.org.

Attachments:

Attachment A – Salary Resolution

Authored by:

N. Anderson, ACEO