



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:** Treasurer-Tax Collector  
**Department No.:** 065  
**For Agenda Of:** April 4, 2023  
**Placement:** Departmental  
**Estimated Time:** Five Minutes  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors  
**FROM:** Department Harry E. Hagen, CPA, CPFA, CPFO, CFIP, CGIP, ACPFIM  
Director: Treasurer-Tax Collector/Public Administrator/Public Guardian  
Contact Info: Arlene Diaz, Public Services Division Chief (805) 568-2795  
**SUBJECT:** Approve Extra Help Service and Retirement Waiver for the Treasurer/Tax Collector/Public Guardian (Tara Uhrig)

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**County Counsel Concurrence**

As to form: Yes

Other Concurrence: **SBCERS**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: N/A

**Recommended Actions:**

- a) In accordance with California Government Code Section 7522.56(f)(1), certify that the appointment of retired County employee Tara Uhrig is necessary to fill a critical need in the Treasurer/Tax Collector/Public Guardian before 180 days have passed from the date of her retirement;
- b) Approve and authorize the Treasurer/Tax Collector/Public Guardian to appoint retired employee Tara Uhrig as an extra help employee to provide assistance with specialized conservatorship services on a part time basis, not to exceed 960 hours of annual service, with an effective start date of April 3, 2023; and
- c) Determine 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.

**Summary Text:**

The purpose of this item is to request that your Board certify that there is a critical need to allow the Treasurer/Tax Collector/Public Guardian to hire retired Probate Case Manager Tara Uhrig as an extra help employee before 180 days have passed from her retirement. Ms. Uhrig retired March 31, 2023. One of Ms. Uhrig's primary assignments was case managing Public Guardian conservatees. These are individuals with dementia and brain injuries, placed under Probate conservatorship by the Superior Court. The Treasurer/Tax Collector/Public Guardian was aware that Ms. Uhrig was planning to retire,

however, our office also had another person retire the same day as Ms. Uhrig. As a leanly staffed program, there is little bandwidth to pick up all the work. We would like Ms. Uhrig's assistance in meeting our program's legal requirements.

If approved, Ms. Uhrig will support the Treasurer/Tax Collector/Public Guardian by primarily assisting with Probate conservatorship case management and other duties as assigned in accordance with Ms. Uhrig's Public Guardian program experience.

**Background:**

The Santa Barbara County Public Guardian provides Probate and LPS conservatorship investigation and case management services to Santa Barbara residents in need of those services. These include some of the County's most vulnerable adults who live with mental illness, dementia, and other brain disorders.

Ms. Uhrig has over eight years' experience efficiently and compassionately case managing Probate conservatees. Probate conservatees usually have no family and/or have been the victim of elder abuse. Due to the lack of appropriate, affordable placement options, these Santa Barbara County residents are regularly placed outside of Santa Barbara County. Probate case managers stay in regular contact with our conservatees, their facilities and care staff, as they manage all aspects of an individual's life, from consenting to a flu shot to authorizing major surgery, as well as securing benefits and managing budgets. Case managers make hard decisions that balance the individual's wishes with their need to be safe and receive appropriate care. Ms. Uhrig was the one of the one and a half staff tasked with these duties.

With legal mandates, Superior Court orders, and the need to appropriately serve our clients, Ms. Uhrig's extra help appointment will ensure our office can meet our legal obligations. The Treasurer/Tax Collector/Public Guardian anticipates that Ms. Uhrig will need to be in this role approximately six months to a year, for no more than 960 hours per fiscal year.

**Fiscal and Facilities Impacts:**

It is anticipated that Ms. Uhrig will provide services up to 960 hours. In accordance with Government Code Section 7522.56(d), Ms. Uhrig will work at a salary rate that does not exceed the maximum authorized in the County's salary table for a Public Admin/Conservator II. This extra help position will be covered by existing budgeted funds.

**Authored by:** Arlene Diaz, Public Services Division Chief