



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 (Lisa Northrup)

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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 Lisa Northrup 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 Lisa Northrup 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 LPS Conservatorship Investigator/Case Manager Lisa Northrup as an extra help employee before 180 days have passed from her retirement. Ms. Northrup retired March 31, 2023. One of Ms. Northrup's primary assignments was to investigate the need and appropriateness of LPS conservatorships of individuals with mental illness. The Treasurer/Tax Collector/Public Guardian was aware that Ms. Northrup was planning to retire, however there is an

ongoing increase of LPS conservatorship referrals from Superior Court. A new person was hired, and is in the process of training, but that will take time. Our office also had another person retire the same day as Ms. Northrup. As a very leanly staffed program, there is little bandwidth to pick up all the work. We would like Ms. Northrup's assistance in meeting our program's legal requirements while new staff is being trained.

If approved, Ms. Northrup will assist the Treasurer/Tax Collector/Public Guardian by primarily assisting with LPS conservatorship investigations and other duties as assigned in accordance with Ms. Northrup's considerable 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. Northrup has over 26 years' experience completing LPS conservatorship investigations. These conservatorships serve County residents with severe mental illness. In addition to investigative and other skills, LPS conservatorship investigations require specialized interviewing skills, and knowledge of complex laws unique to the job. With legal mandates, Superior Court orders, and the need to appropriately serve our clients, Ms. Northrup's extra help appointment will ensure our office can meet those obligations. The Treasurer/Tax Collector/Public Guardian anticipates that Ms. Northrup 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. Northrup will provide services up to 960 hours. In accordance with Government Code Section 7522.56(d), Ms. Northrup 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