



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: Public Health
Department No.: 041
For Agenda Of: April 4, 2023
Placement: Departmental
Estimated Time: Five Minutes
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Mouhanad Hammami, Director
Director(s) Public Health Department, (805) 681-5102
Contact Info: Darrin Eisenbarth, Deputy Director, (805) 681-5173

SUBJECT: Approve Extra Help Service and Retirement Waiver for the Public Health Department

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Other Concurrence: SBCERS

As to form: Yes

Recommended Actions:

That the Board of Supervisors consider the following:

- a) In accordance with California Government Code Section 7522.56(f)(1), certify that the appointment of retired County employee Suzanne Jacobson is necessary to fill a critical need in the Public Health Department before 180 days have passed from her date of retirement; and
- b) Approve and authorize the Public Health Department Director to appoint retired employee Suzanne Jacobson as an Extra Help employee to assist with financial accounting services, training, and specialized projects not to exceed 960 hours of annual service with an effective start date of April 4, 2023; and
- c) Determine that 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 because the actions are organizational or administrative activities of government that will not result in direct or indirect physical changes in the environment.

Summary Text:

This item is on the agenda to request that your Board certify that there is a critical need to allow the Public Health Department (PHD) to hire retired Deputy Director and Chief Financial Officer (CFO) as an Extra-Help employee before 180 days have passed from her date of retirement. Ms. Jacobson retired on March

31, 2023 with 30 years of service. Ms. Jacobson’s primary assignment was ensuring timely financial accounting processes and assistance with ongoing implementation of the new Workday system. Due to current vacancies and difficulties filling public health fiscal positions, Ms. Jacobson will continue her duties as Deputy/CFO providing executive support while also ensuring a smooth transition to an interim and/or a permanent successor.

If approved, Ms. Jacobson will assist the PHD with financial accounting services, training, and specialized projects in particular, with filling a key position necessary to meet grant mandates and assist with position transition.

Background:

Ensuring the financial viability of the PHD demands that the fiscal program has adequate and trained staff in order to provide required cost reporting, grant invoicing, and other billing and analysis in a timely manner. Due to the retirement of the long-term Deputy/CFO and recruitment challenges, the program is encountering critical challenges in staffing. The Deputy/CFO is a mandated position under PHD’s federal Health Resources and Services Administration grants. Further, as a result of new funding streams and programmatic changes initiated by the California Department of Public Health for specific programs, there are many new processes and workflows that have changed for which newer staff requires additional support and coaching from seasoned staff. It is expected that with the return of the retired Deputy/CFO, she can provide support, orientation, and some mentoring of existing and new staff, facilitating a smooth leadership transition while providing for new program initiatives and projects.

Performance Measure:

Contract Renewals and Performance Outcomes:

Fiscal and Facilities Impacts:

Budgeted: Yes

<u>Funding Sources</u>	<u>FY 2022-2023 Cost:</u>	<u>FY 2023-2024 Cost:</u>	<u>Total One-Time Project Cost</u>
General Fund			
State: Realignment		\$ 40,572.00	\$ 40,572.00
Federal			
Fees			
Other: Salary Savings	\$ 47,748.00		\$ 47,748.00
Total	\$ 47,748.00	\$ 40,572.00	\$ 88,320.00

It is anticipated that Ms. Jacobson will provide Extra Help services for approximately 960 hours at her extra help salary rate which does not exceed the maximum authorized in the County’s salary tables in accordance with the California Government Code section 7522.56(d), estimated not to exceed \$88,320.00. The anticipated cost for FY 2022-2023 is estimated at \$47,748 and will be covered with salary savings from the vacant position and the cost for FY 2023-24 is estimated at \$40,572 (for a total of \$88,320) will be funded through 1991 Health Realignment.

Key Contract Risks:

N/A

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Staffing Impacts:

Legal Positions:

0

FTEs:

0

Special Instructions:

N/A

Attachments:

N/A

Authored by:

Darrin Eisenbarth, Deputy Director