



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

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**TO:** Board of Supervisors

**FROM:** Department Mouhanad Hammami, Director  
Director(s) Public Health Department, (805) 681-5102  
Contact Info: Rynn Schumacher, Assistant Deputy Director  
Community Health Division, (805) 681-5435

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

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**County Counsel Concurrence**

As to form: Yes

Other Concurrence: SBCERS

As to form: Yes

**Auditor-Controller Concurrence**

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, Manuel Crisostomo, is necessary to fill a critical need in the Public Health Department before 180 days have passed from his date of retirement; and
- b) Approve and authorize the Public Health Department Director to appoint retired employee Manuel Crisostomo as an Extra Help employee to assist with technical assistance for the incoming Public Health Lab Supervisor 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 Public Health Lab Supervisor as an Extra-Help employee before 180 days have passed from his date of retirement. Mr. Crisostomo retired on March 31, 2023 with over 24 years of service. Mr. Crisostomo’s primary assignment included managing the operation of the Public Health (PH) Lab, orientation and training of new microbiologists, and ensuring compliance with regulatory authorities. Due to current vacancies and recent acquisition of key pieces of equipment in the lab, Mr. Crisostomo will provide technical assistance through the transition of the newly hired lab supervisor, validation and setup of new equipment, and preparation for the upcoming Clinical Laboratory Improvement Amendments (CLIA) regulatory inspection.

**Background:**

Due to recent staff departures the PH Lab is understaffed. There is an immediate need to maintain the operations of the PH Lab with skilled professionals that have the experience of sustaining laboratory operations. Retired PH Lab Supervisor, Manuel “Manny” Crisostomo, will be providing technical assistance to train and orient the incoming Public Health Lab Supervisor, continue the hiring of vacancies like the Public Health Microbiologists, provide testing back-up, transition administrative duties to current staff, assist with CLIA inspection preparation, and finalize validation and set up of new equipment.

**Performance Measure:**

**Contract Renewals and Performance Outcomes:**

**Fiscal and Facilities Impacts:**

Budgeted: Select\_Budgeted

**Fiscal Analysis:**

<b><u>Funding Sources</u></b>	<b><u>Current FY Cost:</u></b>	<b><u>Annualized On-going Cost:</u></b>	<b><u>Total One-Time Project Cost</u></b>
General Fund			
State			
Federal			
Fees			
Other: Salary Savings	\$ 26,780.00	\$ 22,660.00	\$ 49,440.00
<b>Total</b>	<b>\$ 26,780.00</b>	<b>\$ 22,660.00</b>	<b>\$ 49,440.00</b>

**Narrative:**

It is anticipated that Mr. Crisostomo will provide Extra Help services for approximately 960 hours at the 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 \$49,440.00. The anticipated cost for FY 2022-2023 is estimated at \$26,780 and will be covered with salary savings from the vacant position, and the cost for FY 2023-24 is estimated at \$22,660 (for a total of \$49,440) and will also be funded by salary savings. The FY 2023-24 Recommended budget had the Public Health Laboratory Supervisor position budgeted at a higher step and salary, than the EXH position will actually cost. This will result in the salary savings to fund the EXH position.

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

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**Key Contract Risks:**

N/A

**Staffing Impacts:**

**Legal Positions:**

**FTEs:**

**Special Instructions:**

N/A

**Attachments:**

N/A

**Authored by:**

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