



**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 Counsel  
**Department No.:** 013  
**For Agenda Of:** May 15, 2018  
**Placement:** Departmental  
**Estimated Time:** 5 minutes  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors  
**FROM:** County Counsel Michael C. Ghizzoni (805) 568-2950  
Contact Info: Martin G. McKenzie, Chief of Litigation (805) 568-2950  
**SUBJECT:** Approve Extra Help Services and Retirement Waiver for Office of County Counsel

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**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: N/A

**CEO, Human Resources:**

Approved: Yes

**Recommended Actions:**

- a) In accordance with California Government Code Section 7522.56(f)(1), certify that the appointment of retired County employee Karen Libby is necessary to fill a critical need in the Office of County Counsel before 180 days have passed from her date of retirement;
- b) Approve and authorize the Office of County Counsel to appoint retired employee Karen Libby as an Extra Help employee to provide administrative support on a part time basis not to exceed 960 hours of annual service; and
- c) Determine that the above action is not a project under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Sections 15378(b)(4) and 15378(b)(5) because it consists of government administrative or fiscal activities that will not result in direct or indirect physical changes in the environment.

**Summary Text:**

Karen Libby retired as the Business Manager for the Office of County Counsel on March 25<sup>th</sup>, 2018, after approximately thirty years of service there. As Business Manager, Ms. Libby had primary responsibility for the Office's financial and personnel functions, provided administrative support for various legally-mandated services, and was a large part of the Office's required "internal controls." To assist with a smooth transition of operations, the Office of County Counsel requires Ms. Libby's continued services, on a part-time basis, for a period of approximately three months. Her appointment and compensation will conform to all requirements of Government Code Section 7522.56.

**Performance Measure:** N/A

**Contract Renewals and Performance Outcomes:** N/A

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Key Contract Risks:**

Not applicable—Ms. Libby’s services will be as an Extra Help employee, not as a contractor.

**Staffing Impacts:** None.

**Special Instructions:** Please forward a signed copy to Martin McKenzie in County Counsel.

**Attachments:** None.

**Authored by:** Martin McKenzie, County Counsel Chief of Litigation

**cc:**