



## Legislation Details (With Text)

**File #:** 2019-0203  
**Type:** Regular Calendar Item **Status:** Passed  
**File created:** 2/15/2019 **In control:** Human Resources  
**On agenda:** 3/12/2019 **Final action:** 3/12/2019  
**Title:** Department Head Personal Service Agreements  
**Sponsors:** Human Resources, County Administrator  
**Indexes:**  
**Attachments:** 1. Summary Report.pdf, 2. Attach A.pdf, 3. Attach B.pdf, 4. Attach C.pdf, 5. Attach D.pdf

Date	Ver.	Action By	Action	Result
3/12/2019	1	Board of Supervisors	Approved as recommended	Pass

**To:** Sonoma County Board of Supervisors  
**Department or Agency Name(s):** County Administrator Human Resources  
**Staff Name and Phone Number:** Sheryl Bratton, 565-3578 Christina Cramer, 565-2988  
**Vote Requirement:** Majority  
**Supervisory District(s):** Countywide

**Title:**  
Department Head Personal Service Agreements

### Recommended Actions:

- Authorize the Chair of the Board to execute the second amendment to the Personal Services Agreement with Kathleen Pozzi as Public Defender, extending the term from May 15, 2019 to May 14, 2022, at the existing annual salary of \$211,509, maintaining other benefits and compensation as prescribed in Salary Resolution 95-0925.
- Authorize the Chair of the Board to execute the first amendment to the Personal Services Agreement with David Koch as Chief Probation Officer, extending the term from April 30, 2019 through April 29, 2022, at the existing annual salary of \$175,214, maintaining other benefits and compensation as prescribed in the Salary Resolution 95-0925.
- Authorize the Chair of the Board to execute a Personal Services Agreement with Karlene Navarro as Director of the Independent Office of Law Enforcement Review and Outreach, effective March 12, 2019 through March 11, 2022, at the "C" step of the salary range, with an annual salary of \$141,736, and other benefits and compensation as prescribed in the Salary Resolution 95-0925.
- Authorize the Chair of the Board to execute the first amendment to the Personal Services Agreement with Barbie Robinson as Director of Health Services, extending the term to February 7, 2024, at the existing annual salary of \$209,422, maintaining other benefits and compensation as prescribed in the Salary Resolution 95-0925.

## **Executive Summary:**

The salary and fringe benefits provided to County department and agency heads must be considered by the Board of Supervisors at a regularly scheduled Board meeting, and an oral summary of the recommended action to be taken on the salary and benefits must be presented at the meeting where the final Board action is taken. (California Government code §54953, 54956)

- A. Kathleen Pozzi was initially appointed as Public Defender on May 14, 2013 for a three-year term, and your Board subsequently authorized the first amendment, extending the term of her agreement from May 23, 2016 through March 14, 2019. The recommended action extends the term of the current agreement for an additional three years through May 14, 2022.
- B. David Koch was initially appointed as Chief Probation Officer for a three-year term from April 30, 2016 through April 29, 2019. The recommended action extends the term of the current agreement for an additional three years through April 29, 2022.
- C. After a successful nationwide recruitment and extensive selection process, it is recommended the Board appoint Karlene Navarro as the new Director of the Independent Office of Law Enforcement Review and Outreach, and authorize the Chair of the Board to execute the Personal Services Agreement effective March 12, 2019 for a three-year term through March 11, 2022. The Director reports to the Board of Supervisors and the agreement places Ms. Navarro at the "C" step of the salary range for the job classification. In addition to the annual salary, other benefits and compensation are provided as prescribed by the Salary Resolution.
- D. Barbie Robinson was initially appointed as Director of Health Services on February 7, 2017 for a three-year term, and the recommended actions further extends the term of her agreement through February 7, 2024.

## **Discussion:**

### **Public Defender:**

The Public Defender reports to the Board of Supervisors and is responsible for providing legal counsel and representation of individuals accused of violations of the criminal code, involuntary commitment proceedings, and other related duties as required under Government code section 27906. Ms. Pozzi was initially appointed as Interim Public Defender on March 21, 2012. Following a nationwide recruitment, Ms. Pozzi was appointed to the position on May 14, 2013 for an initial three-year term from May 14, 2013 through May 23, 2016, and on January 12, 2016, your Board extended the term of the agreement through May 14, 2019. The second amendment of the Personal Services Agreement extends the term of employment for another three years, from May 15, 2019 through May 14, 2022, and maintains Ms. Pozzi's current salary at the "I" Step of the salary range, which is \$ 211,509 annually. Other benefits and compensation are included as prescribed in the County's Salary Resolution 95-0925.

### **Chief Probation Officer:**

The Chief Probation Officer is responsible for the operations and management of the adult and juvenile probation supervision in the community and residential settings, and oversees the Juvenile Justice Center. This position is unique from other County department heads, as while the Presiding Judge of the Juvenile Court makes the appointment, the Chief Probation Officer is a County employee, and the Board of Supervisors is responsible to authorize the Personal Services Agreement. David Koch was initially appointed for the term

April 30, 2016 through April 29, 2019. The amended Personal Services Agreement which has been executed by the presiding judge, the Honorable Gary Nadler, extends the term of employment for another three years, from April 30, 2019 through April 29, 2022, and maintains Mr. Koch's current salary at the "I" step of the salary range, which is \$175,214 annually. Other benefits and compensation are included as prescribed in the County's Salary Resolution 95-0925.

#### **Director of the Independent Office of Law Enforcement Review and Outreach:**

In August 2015, the Board of Supervisors established the Independent Office of Law Enforcement Review and Outreach, created a new position of Director of IOLERO, and appointed Jerry Threet as the first Director on March 15, 2016. Upon the announcement of his retirement, a nationwide recruitment was conducted resulting in eight applicants, and two of the most qualified candidates were invited to interviews. The interview panel was comprised of a diverse group consisting of subject matter experts in the area of law enforcement review, members of the Community Advisory Council, other local community members, County department heads, and the Sonoma County Board of Supervisors. After this extensive interview process, the Board of Supervisors selected Karlene Navarro to be the next IOLERO Director.

Ms. Navarro received her law degree from the University Of San Francisco School Of Law. Her career has consisted of six years as Public Defender, being an adjunct law teacher, and most recently in private defense practice including participating in the Sonoma County Conflict Panel. Ms. Navarro resides in Sonoma County, is multi-cultural and bi-lingual and has been active in the community.

The Personal Services Agreement with Karlene Navarro is effective March 12, 2019 through March 11, 2022, and places her at the "C" step of the salary range, with an annual salary of \$141,736, and other benefits and compensation as prescribed in the Salary Resolution 95-0925. If the Board approves today's action, Ms. Navarro will start immediately.

#### **Director of Health Services:**

Barbie Robinson was appointed as Interim Director of Health Services in September 2016, and was appointed as Director on February 7, 2017. Ms. Robinson was initially hired with the County of Sonoma as the Assistant Health Services Director on February 10, 2016. The Director of Health Services oversees the County's public health and behavioral health services. The amended Personal Services Agreement extends the term of employment through February 7, 2024, and maintains Ms. Robinson's current salary at the "I" step of the salary range, which is \$209,422 annually. Other benefits and compensation are included as prescribed in the County's Salary Resolution 95-0925.

#### **Prior Board Actions:**

Kathleen Pozzi

- March 20, 2012: Board appointed Kathleen Pozzi as Interim Public Defender.

- May 14, 2013: Authorized Chair of Board to execute initial Personal Services Agreement.
- January 12, 2016: Authorized Chair of Board to execute first amendment extending term through May 14, 2019.

David Koch

- April 26, 2016: Authorized Chair of Board to execute initial Personal Services Agreement

Barbie Robinson

- February 7, 2017 Board appointed Barbie Robinson as Director of Health Services

## FISCAL SUMMARY

Expenditures	FY 18-19 Adopted	FY19-20 Projected	FY 20-21 Projected
Budgeted Expenses			
Additional Appropriation Requested			
<b>Total Expenditures</b>			
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>			

## Narrative Explanation of Fiscal Impacts:

Ongoing annualized salary and benefit costs associated with existing positions are already incorporated into each respective department's budget. These actions do not increase any budget appropriations.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A - I Step)	Additions (number)	Deletions (number)

## Narrative Explanation of Staffing Impacts (If Required):

N/A

## Attachments:

A. Second Amendment of the Personal Services Agreement, Public Defender

- B. First Amendment of the Personal Services Agreement, Chief Probation Officer
- C. Personal Services Agreement, Independent Office of Law Enforcement Review and Outreach
- D. First Amendment of the Personal Services Agreement, Director of Health Services

**Related Items “On File” with the Clerk of the Board:**

None