



**Contract Number**

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**SAP Number**

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## Department of Public Health

<b>Department Contract Representative</b>	<u>Tarah Serrato</u>
<b>Telephone Number</b>	<u>909-832-0807</u>
<b>Contractor</b>	<u>Glen Thomazin D.O.</u>
<b>Contractor Representative</b>	<u>Glen Thomazin D.O.</u>
<b>Telephone Number</b>	_____
<b>Contract Term</b>	<u>May 31, 2025 through December 12, 2025</u>
<b>Original Contract Amount</b>	<u>\$170.00 per hour</u>
<b>Amendment Amount</b>	<u>\$0</u>
<b>Total Contract Amount</b>	<u>Estimated \$40,000</u>
<b>Cost Center</b>	<u>9300051000</u>
<b>Grant Number (if applicable)</b>	<u>N/A</u>

**IT IS HEREBY AGREED AS FOLLOWS:**

THIS CONTRACT is entered into in the State of California by and between San Bernardino County, hereinafter called the County, and Glen Thomazin D.O., hereinafter called Contractor.

**WHEREAS**, County desires to obtain the services of the Contractor under the terms and conditions set forth in this Contract; and

**WHEREAS**, Contractor has the skills and knowledge necessary to provide Strategic Advisor services for the County; and

**WHEREAS**, Contractor has the skills, knowledge, and experience and professional credentials necessary to provide services for the County.

**NOW, THEREFORE**, in consideration of mutual covenants and conditions, the parties agree as follows:

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## **I. DUTIES AND RESPONSIBILITIES OF CONTRACTOR**

Contractor shall be employed as a Strategic Advisor with the Department of Public Health (DPH). Contractor shall work cooperatively with the staff of DPH under the direction of the Director of DPH (or designee) and the Clinic Operations Division Chief, performing a broad range of duties, including but not limited to, the following:

- A. Provide strategic support in overall strategy and execution to DPH and the Health Officer for San Bernardino County.
- B. Streamline patient care and documentation strategies by conducting assessments and analysis of healthcare operations and the financial performance that flow from the operation in relation billing for clinical teams.
- C. Leading of day-to-day engagement functioning and strategy development including develop customized strategies, action plans, and performance improvement initiatives aligned with organizational goals and industry standards.
- D. Provide expertise, insights, and recommendations to optimize processes, enhance efficiency, reduce costs, and improve patient experience by communicating and providing progress reports.
- E. Facilitate adherence to project scope, quality of deliverables, and overall cohesion of project resources.
- F. Measure performance metrics and assist Department of Public Health Leadership to adjust solutions as needed to achieve desired outcomes by ensuring appropriate data capture to monitor and evaluate the effectiveness of implemented solutions.
- G. Review reports and analysis from the department's data and revenue teams and provide recommendations on improvement and streamlined strategies.
- H. Enhance the accuracy and efficiency of registration and patient intake by simplifying process and removing congestion. This includes quality assurance for evaluation of outpatient clinic efficiency and flow, beginning with pre-registrations, vital collection and screening, rooming to evaluation and treatment and clinic discharge with appropriate referrals and post visit summaries provided to the patients of Department of Public Health. Report out of findings (verbal or written), including consolidation of observations, recommendations, and/or related information. Feedback and delivery of impressions, recommendations, and/or results of tests of change/time studies, observations, and/or program evaluation.
- I. Assist with productivity assessments and provide improvement recommendations.
- J. Maximize efficiency by leveraging automation coupled with best practice billing workflows, accelerating cash and remaining compliant with regulatory requirements. Conduct assessments and analyses of healthcare operations and the financial performance that flows from the operation in relation to billing for clinical items.
- K. Assist with payment and managed care claiming processes.
- L. Act as a Subject Matter Expert with the team implementing DPH's Electronic Health Record transition.
- M. Implement standardized best-practice workflow across locations to create alignment among staff and encourage outcomes. Assist Department of Public Health leadership to facilitate change management initiatives, training programs, and organizational development efforts to foster a culture of continuous improvement and innovation.

- N. Collaborate with Department of Public Health to drive consensus, alignment, and sustainable change within the organization.

## **II. CONDITIONS OF EMPLOYMENT**

- A. Contractor shall engage in appropriate service-level practice to ensure regulatory requirements, in accordance with local, state, and federal laws.
- B. Contractor must possess and maintain a valid physician license in the State of California.
- C. The Director of DPH or designee will determine the number of hours and schedule per week that the Contractor will render services to DPH. As agreed upon by both parties, a pilot site to start quality assurance and strategic advisor activities will start at one of the Health Centers of either Hesperia, San Bernardino, or Ontario. However, over the course of the contract, all Health Centers will be assessed.
- D. This Contract does not preclude the Contractor from treating private patients outside of the County premises, without using any County resources, and outside of the employment contract work hours provided by this Contract, provided the Contractor does not allow the treatment of private patients to interfere with the orderly and prompt performance of the duties required by this Contract and provided such acts do not violate Section III. of this Contract or any law or regulation. While performing services to County under this Contract, Contractor shall not refer any County patients for Contractor to treat as private patients.
- E. Contractor will take and stay current on all required County provided training, including, but not limited to, any training on Personal Identifiable Information (PII) and the Health Insurance Portability and Accountability Act and shall successfully pass any exam as may be required. Failure to take training or pass the exam could result in Contractor not being scheduled to perform work under this Contract.

## **III. CONFLICT OF INTEREST**

As a condition of employment, Contractor does hereby agree to follow and uphold the Conflict-of-Interest policy of the County's Personal Rules as follows:

No official or employee shall engage in any business or transaction or shall have a financial or other personal interest or association, direct or indirect, which is in conflict with the proper discharge of official duties or would tend to impair independence of judgment or action in the performance of official duties. Personal, as distinguished from financial interest, includes an interest arising from blood or marriage relationships, or close business, personal or political associations. This section shall not serve to prohibit independent acts or other forms of enterprise during those hours not covered by active County employment, providing such acts do not constitute a conflict of interest as defined herein. Contractor is also subject to the provision of California Government Code sections 1090, 1126, 87100, and any other conflict of interest code applicable to County employment.

## **IV. CODE OF CONDUCT**

As a condition of employment, Contractor does hereby agree to follow County and DPH policies, procedures, and standard practices, as well as adhere to work rules and performance standards established for their position by the appointing authority, and as established in the San Bernardino County Personnel Rules.

## **V. TERM**

This Contract shall be from May 31, 2025 through December 12, 2025. Notwithstanding the foregoing, either party may terminate this Contract at any time, without cause, with a fourteen (14) day prior written notice to the other party. This Contract may be terminated for just cause immediately by the County. Contractor shall serve at the pleasure of the appointing authority, who shall have the full authority and discretion to exercise County rights under this paragraph.

## VI. COMPENSATION OF THE CONTRACTOR

Upon the effective date of this Contract, Contractor shall be considered a Contract employee in the County's Unclassified Service. Contractor shall receive only the benefits and compensation specifically set forth in this Contract. This Contract provides for the full compensation to Contractor for the services required hereunder. This Contract supersedes any prior employment Contract of Contractor.

### A. SALARY RATE

Contractor shall be compensated at the rate of \$170.00 per hour, not to exceed 235 hours for the contract period.

Contractor does not gain probationary or regular status during the term of this Contract.

### B. OVERTIME

CONTRACTOR is in a position not covered by the Fair Labor Standards Act (FLSA) and is not eligible to receive overtime compensation under the FLSA.

### C. PAYMENT

Contractor shall be paid biweekly for hours actually worked according to the procedures established by County's Auditor/Controller.

### D. LEAVE PROVISIONS

Contractor shall receive, or be subject to, the Leave Provisions outlined in the County Standard Operating Procedure regarding the California Healthy Families Act of 2014 (AB 1522).

Refer to Paragraph I in this Section for processing of the aforementioned leave upon termination of this Contract.

### E. MEDICAL AND DENTAL

Contractor is enrolled in another comparable employer sponsored coverage and chooses to "opt-out" or "waive" from the County offered health plans with no compensation for the "opt-out" or "waiver".

### F. EXPENSE REIMBURSEMENT

Contractor shall be eligible for expense reimbursement in the same manner as employees in the Professional Unit.

### G. RETIREMENT PLAN

Contractor shall participate in the County's PST Deferred Compensation Retirement Plan.

### H. LEGALLY REQUIRED BENEFITS

Contractor shall receive all benefits as required by law when eligible (e.g., FMLA, ACA, Military Leave, Time Off for Voting, and Medicare). Where the County provides a greater benefit than is required by law, Contractor shall only receive the minimum benefit in accordance with the law, unless the greater benefit is specifically provided for in another provision of this Contract.

### I. BENEFITS UPON TERMINATION OF CONTRACT

Contractor Separated from County Service

Upon separation from County employment, Contractor shall forfeit unused sick leave accrued under the CA Healthy Families Act.

## **VII. GENERAL PROVISIONS RELATING TO CONTRACTOR**

### **A. TOUR OF DUTY**

Contractor's standard tour of duty (regularly scheduled workweek) shall be established by the Director, or his/her designee. The Director, or his/her designee, may modify or change the number of hours in a standard day, tour of duty or shift to meet the needs of the service. Contractor shall be required to work during such hours as necessary to carry out the duties of his position, as designated by the Director, and such hours may be varied so long as the work requirements and efficient operations of the County are assured. Generally, Contractor will work a part time schedule, not to exceed 235 hours for the term of the contract .

### **B. CLASSIFICATION**

Contractor will not attain regular status in this position, and as an unclassified Contract employee, will not be provided those rights under the San Bernardino County Personal Rules afforded only to employees who have attained regular status. This Contract does not expand or alter any jurisdiction established by the Personnel Rules or any MOU. Contractor shall adhere to the County's and DPH's standards of employee conduct, including all applicable rules, policies, and regulations. Violation of applicable standards may result in Contract termination or lesser penalties.

### **C. WORKERS' COMPENSATION AND LIABILITY COVERAGES**

Contractor shall be covered by the County's Workers' Compensation insurance coverage during the hours actually worked under this Contract. Contractor shall be covered by the County's General Liability. Insurance only while performing services under this Contract.

### **D. USE OF PRIVATE VEHICLE**

If the services to be provided under this Contract require Contractor to drive a vehicle, Contractor must possess a valid California Driver's License at all times during the performance of duties under this Contract.

Contractor agrees to allow the County to obtain a Department of Motor Vehicles report of Contractor's driving record.

In order for Contractor to be able to use a private vehicle during the performance of duties under this Contract, Contractor shall maintain at Contractor's sole cost vehicle liability insurance at least equal to the minimum requirements of the California Vehicle Code.

Failure to comply with the requirements of this paragraph shall be deemed cause for termination of this Contract, pursuant to Section V above.

### **E. EVIDENCE OF ELIGIBILITY TO WORK**

Contractor shall submit evidence of eligibility to work in the United States and verification of identity within three (3) working days of the effective date of this Contract. Contractor shall submit to and successfully complete a preemployment background check, including a medical examination through the County's Center for Employee Health and Wellness. This provision is satisfied if Contractor is a current/contract employee who previously met the requirement of this provision.

### **F. DIRECT DEPOSIT**

Contractor must make arrangements for the direct deposit of paychecks into the financial institution of their choice via electronic fund transfer. Inability or failure by Contractor to make such arrangements will result in the County paying Contractor via pay card.

**G. CONFIDENTIALITY AND COMPLIANCE**

Contractor agrees to keep confidential all County data, including, but not limited to, patient/consumer data, design concepts, algorithms, programs, formats, documentation, vendor proprietary information and all other original materials produced, created by or provided for the County. In addition, upon termination of this Contract, Contractor agrees to return all confidential materials to the Director or his/her designee. As provided in Section IV of this Contract, Contractor agrees to follow all County and appointing authority policies, procedures, and standard practices, as well as the Code of Conduct. Contractor shall comply with all applicable laws, rules, regulations, court orders and governmental agency orders.

**H. MISCELLANEOUS**

Government Code section 53243.2 requires the following provision be included in this Contract: If this Contract is terminated, any cash settlement related to the termination that Contractor may receive from the County shall be fully reimbursed to the County if Contractor is convicted of a crime involving an abuse of his or her office or position, as defined in Section 53243.4.

**VIII. CONCLUSION**

- A. This Contract consisting of eight (8) pages, is the full and complete document describing services regarding the Contractor's rights and obligations of the parties, including all covenants, conditions, and benefits.
- B. This Contract may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same Contract. The parties shall be entitled to sign and transmit an electronic signature of this Contract (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Contract upon request.

SAN BERNARDINO COUNTY

GLEN THOMAZIN D.O.

*(Print or type name of corporation, company, contractor, etc.)*



\_\_\_\_\_  
Dawn Rowe, Chair, Board of Supervisors

By

\_\_\_\_\_  
*(Authorized signature - sign in blue ink)*

Dated: \_\_\_\_\_  
SIGNED AND CERTIFIED THAT A COPY OF THIS  
DOCUMENT HAS BEEN DELIVERED TO THE  
CHAIRMAN OF THE BOARD

Name Glen Thomazin, D.O.  
*(Print or type name of person signing contract)*

Lynna Monell  
Clerk of the Board of Supervisors  
San Bernardino County

Title \_\_\_\_\_  
*(Print or Type)*

By \_\_\_\_\_  
Deputy

Dated: \_\_\_\_\_  
On file

Address \_\_\_\_\_  
\_\_\_\_\_

**FOR COUNTY USE ONLY**

Approved as to Legal Form	Reviewed for Contract Compliance	Reviewed/Approved by Department
 _____ Scott Runyan, Principal Assistant County Counsel	 _____	 _____ Joshua Dugas, Director of Public Health
Date _____	Date _____	Date _____