

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY
AND RECORD OF ACTION**

September 26, 2023

FROM

JOSHUA DUGAS, Director, Department of Public Health

SUBJECT

Standard Employment Contract Template for Program Support

RECOMMENDATION(S)

1. Approve Employment Contract Template for the following Department of Public Health Center for Disease Control and Prevention Strengthening Public Health Infrastructure grant positions for the period of September 26, 2023 through November 30, 2027:
 - a. Human Resource Analyst, one position
 - b. Human Resources Business Partner, one position
 - c. Public Health Accountant / Staff Analyst, one position
 - d. Public Health Automated Systems Analyst, one position
 - e. Public Health Automated Systems Technician, one position
 - f. Public Health Business Systems Analyst, two positions
 - g. Public Health Community Health Worker, six positions
 - h. Public Health Health Education Specialist, one position
 - i. Public Health Physician, one position
 - j. Public Health Program Coordinator, one position
 - k. Public Health Program Manager, two positions
 - l. Public Health Program Specialist, two positions
 - m. Public Health Project Coordinator, one position
 - n. Public Health Quality Improvement Coordinator, one position
2. Authorize the Director of the Department of Public Health to execute the individual employment contracts, and amendments to extend the term of the contract, for an additional period that will not exceed a combined total of five years, on behalf of the County, subject to County Counsel review.

(Presenter: Joshua Dugas, Director, 387-9146)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Promote the Countywide Vision.

Provide for the Safety, Health and Social Service Needs of County Residents.

Pursue County Goals and Objectives by Working with Other Agencies and Stakeholders.

FINANCIAL IMPACT

This item does not impact Discretionary General Funding (Net County Cost). These contract positions are fully funded by the Center for Disease Control and Prevention (CDC) Strengthening Public Health Infrastructure grant. Adequate appropriation and revenue have been included in the Department of Public Health's (DPH) 2023-24 budget and will be included in future recommended budgets.

BACKGROUND INFORMATION

Due to operational needs and the need to provide timely access to public health services, this master employment contract template will allow the Director of Public Health the flexibility needed to obtain the required staff while remaining within the overall budget for public health programs as they relate to personnel salary and benefits costs.

The temporary funding provided by the CDC will provide opportunities for the DPH to help meet critical infrastructure needs, workforce expansion, foundational capabilities that support accreditation and quality improvement, and modernize public health data systems. Investment in these areas will drive lasting improvements in public health capacity and systems to better serve and support those who work, play, and live in the county. The goal of the funding is to enable DPH to hire, retain, sustain, and train the public health workforce, and strengthen foundational capabilities.

On February 28, 2023 (Item No. 43) and July 11, 2023 (Item No. 31), the Board of Supervisors approved the receipt of grant award Nos. 1 and 2 from the CDC for Strengthening Public Health Infrastructure funding (Grant Award No. 6 NE11OE000070-01-01) in the amount of \$20,715,347, for the period of December 1, 2022 through November 30, 2027. This funding provides for the 22 contract positions described in Recommendation No. 1.

DPH is seeking to utilize contract positions to meet grant objectives due to the limited nature of the five-year grant term. These contract positions will support a variety of programs and activities, including Health Equity, Clinic Operations, Compliance, Health Information Technology, and others, while assisting the department in expanding its staffing infrastructure and preparing for future public health emergencies.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by Human Services Contracts (Patty Steven, Contracts Manager, 388-0241) on September 5, 2023; Human Resources (Gina King, Assistant Director, 387-5570) on September 4, 2023; County Counsel (Cynthia O'Neill, Principal Assistant County Counsel, 387-5455) on September 4, 2023; Innovation and Technology Department (Jake Cordova, Assistant Chief Information Officer, 388-0503) on September 11, 2023; Finance (Paul Garcia, Administrative Analyst, 386-8392) on September 8, 2023, and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0238) on September 11, 2023.

**Standard Employment Contract Template for Program Support
September 26, 2023**

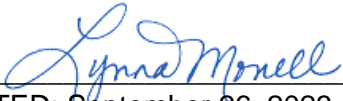
Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Joe Baca, Jr. Seconded: Jesse Armendarez

Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: September 26, 2023



cc: File - Public Health w/attach
CCM 10/10/2023