

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

May 24, 2022

FROM

WILLIAM L. GILBERT, Director, Arrowhead Regional Medical Center

SUBJECT

Employment Contract for EPIC Administrator

RECOMMENDATION(S)

1. Approve **Employment Contract No. 22-351** with Matthew Swann, to provide services as an EPIC Administrator for Arrowhead Regional Medical Center, for an estimated annual cost of \$178,167 (Salary - \$124,592, Benefits - \$53,575) effective June 4, 2022 through June 3, 2025.
2. Authorize the Director of Arrowhead Regional Medical Center to execute amendments to extend the term of the employment contract for a maximum of two successive one-year periods on behalf of the County, subject to County Counsel review.
3. Direct the Director of Arrowhead Regional Medical Center to transmit all employment contract amendments for extension with Matthew Swann to the Clerk of the Board of Supervisors within 30 days of execution.

(Presenter: William L. Gilbert, Director, 580-6150)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Create, Maintain, and Grow Jobs and Economic Value in the County.

Improve County Government Operations.

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

FINANCIAL IMPACT

Approval of this item will not result in the use of Discretionary General Funding (Net County Cost). The estimated annual cost of \$178,167 is funded by State Medi-Cal, Federal Medicare, private insurances, and other departmental revenue. Funding sources may change in the future pending any legislative activity related to the repeal and/or replacement of the Affordable Care Act. Adequate appropriation and revenue are included in the Arrowhead Regional Medical Center's (ARMC) 2021-22 budget and will be included in future recommended budgets.

BACKGROUND INFORMATION

Approval of the agreement will allow ARMC to hire an individual to fill its vacant EPIC Administrator position for a period of three years, with up to two successive annual renewal periods. The EPIC Administrator position is necessary for strategic business planning, applications, and guidance over matters pertaining to healthcare computerized information technology for ARMC. This position will be paramount to the oversight for planning, designing, developing, and executing Epic Systems Corporation's Electronic Health Record (EHR) project. The EPIC Administrator will also be responsible for budgets, resource allocation, organizational initiatives, personnel, and manage the delivery of Information Technology (IT) services to meet

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IT strategy for ARMC. The EPIC Administrator will report directly to ARMC Executive Leadership.

The addition of the EPIC Administrator position provides managerial oversight for both external and internal processes that are currently in place for continuing service to the residents of San Bernardino County and ARMC staff.

The recommended employment contract may be terminated by either party at any time, without cause, with a 90-day written notice to the other party and may be terminated for just cause immediately by the County.

PROCUREMENT

San Bernardino County Human Resources held an open application period from September 23, 2021 through December 21, 2021, for the recruitment to fill the EPIC Administrator position. ARMC was presented with 31 candidates, where nine candidates were selected for consideration. Matthew Swann was deemed the best candidate based on scores from two panels comprised of ARMC Information Management Staff and Administrators.

REVIEW BY OTHERS

This item has been reviewed by Human Resources (Gina King, Deputy Director, 387-5571) on May 2, 2022; County Counsel (Cynthia O'Neill, Principal Assistant County Counsel, 387-5455) on May 2, 2022; ARMC Finance (Chen Wu, Finance and Budget Officer, 580-3165) on May 4, 2022; and County Finance and Administration (Diana Atkeson, Deputy Executive Officer, 387-5423) on May 4, 2022.

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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Curt Hagman Seconded: Janice Rutherford
Ayes: Col. Paul Cook (Ret.), Janice Rutherford, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: May 24, 2022



cc: ARMC - Gilbert w/agree
 Contractor - C/O ARMC w/agree
 File - w/agree
CCM 05/25/2022