

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

December 5, 2023

FROM

JOSHUA DUGAS, Director, Department of Public Health

SUBJECT

Employment Contract for Public Health Laboratory Director

RECOMMENDATION(S)

1. Approve **Amendment No. 1 to Employment Contract No. 22-395** with Linda Ward as a Public Health Laboratory Director, for an estimated annual cost of \$212,753 (\$141,835 Salary, \$70,918 Benefits), extending the contract by one year, for a revised term of July 1, 2022 through December 31, 2024.
2. Authorize the Assistant Executive Officer or the Director of the Department of Public Health to execute an amendment to extend the term of the contract for a maximum of one successive one-year period on behalf of the County, subject to County Counsel review.
3. Direct the Director of the Department of Public Health to transmit any amendments to the Clerk of the Board of Supervisors within 30 days of execution.
(Presenter: Joshua Dugas, Director, 387-9146)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

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). The cost of the contract extension, estimated at \$212,753 (\$141,835 Salary, \$70,918 Benefits) is funded with 1991 Realignment and laboratory fee revenue. Adequate appropriation and revenue have been included in the Department of Public Health's (DPH) 2023-24 budget and will be included in the 2024-25 recommended budget.

BACKGROUND INFORMATION

Per California Code of Regulations 22 CCR §64817, DPH is required to designate a Public Health Laboratory Director for each laboratory facility. By Federal law, all hospitals and public health laboratories have the same requirements for Laboratory Directors: a doctoral level degree, laboratory work experience, and board certification. Additionally, California is the only state that requires Laboratory Directors to also be certified Public Health Microbiologists. This limits the number of otherwise qualified applicants who may apply from out of state. Linda Ward has been providing support in the position due to difficulties encountered in recruiting for this hard to fill position.

Due to the critical nature of this position and the requirement for a designated Laboratory Director, DPH is recommending amending the employment contract with Ms. Ward to extend

**Employment Contract for Public Health Laboratory Director
December 5, 2023**

the term through December 31, 2024, and provide an equity adjustment to the compensation rate of \$1.66 per hour, from \$66.20 per hour to \$67.86 per hour. Ms. Ward's contract currently expires December 31, 2023, and she is currently filling this position on a full-time contract basis. Her knowledge, expertise, and education make her an ideal candidate to manage the Public Health Laboratory. Additionally, Ms. Ward possesses the required certification of Public Health Microbiologist.

On June 14, 2022 (Item No. 56), the Board of Supervisors approved Contract No. 22-395 with Ms. Ward as a Public Health Laboratory Director, for an estimated annual cost of \$206,824 (\$137,883 Salary, \$68,941 Benefits) for the period of July 1, 2022 through December 31, 2023.

The employment contract shall be extended one-year effective January 1, 2024, with a revised ending date of December 31, 2024, subject to the termination provisions of the contract. Notwithstanding the foregoing, either party may terminate the contract at any time without cause upon 14 days prior written notice to the other party. The County may terminate the contract immediately for just cause.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by Human Resources (Gina King, Assistant Director, 387-5570) on October 23, 2023; County Counsel (Cynthia O'Neill, Principal Assistant County Counsel, 387-5455) on October 24, 2023; Finance (Paul Garcia, Administrative Analyst, 386-8392) on November 13, 2023; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0238) on November 15, 2023.

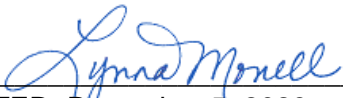
**Employment Contract for Public Health Laboratory Director
December 5, 2023**

Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

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

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: December 5, 2023



cc: PH - Edwards w/agree
 Contractor - c/o PH w/agree
 File - w/agree
CCM 12/6/2023