

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

May 19, 2020

**FROM**

**JOHN McMAHON, Sheriff/Coroner/Public Administrator**

**SUBJECT**

Employment Contract with Nancy Nguyen, D.D.S. to Provide Dental Services

**RECOMMENDATION(S)**

1. Approve **Employment Contract No. 20-270** with Nancy Nguyen, D.D.S. to provide dental services for the Sheriff/Coroner/Public Administrator, for an estimated annual cost of \$153,088 (Salary \$133,120 Benefits \$19,968), for the period of May 23, 2020 through May 22, 2023, with the option to extend the contract for an additional three one-year periods.
2. Authorize the Sheriff/Coroner/Public Administrator or Undersheriff to execute amendments to extend the term of the contract for an additional three one-year periods on behalf of the County, subject to County Counsel review.
3. Direct the Sheriff/Coroner/Public Administrator to transmit all documents in relation to contract amendments to the Clerk of the Board of Supervisors within 30 days of execution.  
(Presenter: John Ades, Captain, 387-0640)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Improve County Government Operations.**

**Operate in a Fiscally-Responsible and Business-Like Manner.**

**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 additional Discretionary General Funding (Net County Cost). The estimated annual cost of this Employment Contract is \$153,088, and provides compensation at an hourly rate of \$80.00, in addition to benefits consistent with other contract dentists within the Sheriff/Coroner/Public Administrator (Department). Sufficient appropriation is included in the Department's 2019-20 budget and will be included in future recommended budgets.

**BACKGROUND INFORMATION**

The Department utilizes the services of contract dentists to perform necessary, non-restorative, dental care to inmates housed at County detention facilities. This position will provide dental treatment at the West Valley Detention Center (WVDC) and the Central Detention Center, and temporary coverage to all four detention facilities, as needed. The California Code of Regulations, Title 15, Division I, Chapter 1, Subchapter 4, Section 1215 requires that "the facility administrator shall develop written policies and procedures to ensure emergency and medically required dental care is provided to each inmate, upon request, under the direction and supervision of a dentist, licensed by the state".

**Employment Contract with Nancy Nguyen, D.D.S. to Provide Dental Services  
May 19, 2020**

Authorization is requested for the Sheriff or Undersheriff to execute amendments to the term of the contract for a maximum of three successive one-year periods, subject to County Counsel review. The contract may be terminated by either party without cause upon 14 days advance written notice. The County may terminate the contract immediately for just cause.

**PROCUREMENT**

Recruitment for this position was conducted via the County's Human Resources Department website and an approved health services temporary employment agency. A total of seven dentists applied and were interviewed by a panel composed of three members of the Department's Health Services Division management. The Department recommends a three-year contract with Nancy Nguyen, D.D.S., who has the necessary experience and expertise to serve as a Sheriff's Dentist, as she has worked at the WVDC for several months through a registry, and will be an asset to the Department.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Cynthia L. O'Neill, Supervising Deputy County Counsel, 387-5455) on April 24, 2020; Human Resources (Mark DeBoer, Assistant Director, 387-5564) April 23, 2020; Finance (Carolina Mendoza, Administrative Analyst, 387-0294) on April 28, 2020; and County Finance and Administration (Kelly Welty, Deputy Executive Officer, 387-5423) on April 28, 2020.

**Employment Contract with Nancy Nguyen, D.D.S. to Provide Dental Services**  
**May 19, 2020**

Record of Action of the Board of Supervisors  
County of San Bernardino

**APPROVED (CONSENT CALENDAR)**

Moved: Robert A. Lovingood Seconded: Josie Gonzales  
Ayes: Robert A. Lovingood, Janice Rutherford, Dawn Rowe, Curt Hagman, Josie Gonzales

Lynna Monell, CLERK OF THE BOARD

BY  \_\_\_\_\_  
DATED: May 19, 2020



cc: Sheriff's- Ades w/agree  
Contractor- C/O Sheriff's w/agree  
File- w/agree  
la 05/20/2020