

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

May 21, 2024

**FROM**

**JOSHUA DUGAS, Director, Department of Public Health**

**SUBJECT**

Employment Contract with Dr. Itzel Vizcarra, D.V.M. for Veterinary Services

**RECOMMENDATION(S)**

1. Approve **Employment Contract No. 24-385** with Dr. Itzel Vizcarra, D.V.M. to provide veterinary services for the per diem rate of \$137.50 per hour at 40 hours per week, for the period of May 21, 2024 through May 20, 2027.
2. Authorize the Director of the Department of Public Health to execute amendments to extend the term of the contract for two successive one-year periods on behalf of the County, subject to County Counsel review.
3. Direct the Director of the Department of Public Health to transmit all 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**

**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**

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost). The \$137.50 per hour cost at 40 hours per week (on a per diem basis) is funded by the current Discretionary General Funding allocation with the Department of Public Health (DPH) Animal Care Division. Adequate appropriation and revenue have been included in the 2023-24 DPH budget and will be included in future recommended budgets.

**BACKGROUND INFORMATION**

The recommended contract with Dr. Itzel Vizcarra, D.V.M., (Dr. Vizcarra) enables DPH to retain a licensed veterinarian to provide additional veterinary services to County animal facilities, which include the Mobile Veterinary Clinic, Devore Animal Shelter, Big Bear Animal Shelter, and as needed, the Big Bear Alpine Zoo. Services include spay and neuter surgical procedures, diagnosing illnesses and injuries in animals, developing treatment plans, prescribing and/or administering medications, performing other surgical procedures when necessary, and implementing disease prevention measures.

DPH is in the process of launching a Mobile Veterinary Clinic. This contract will serve as a vital element in the preparation and launch of mobile clinic, including establishing clinical policies and procedures, support with hiring additional qualified clinical staff, and ensuring the preparation of

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**May 21, 2024**

adequate veterinary supplies for the mobile clinic launch. Additionally, Dr. Vizcarra will provide direct oversight and quality of care to animals through the mobile clinic.

**PROCUREMENT**

During the last three years, the County has struggled to competitively procure veterinary services, receiving no proposal submissions for previously released procurements. On September 18, 2023, an informal Request for Applications (RFA) was released to professional agencies to provide veterinary services. No responses were received. On October 16, 2023, a second RFA for the same services was released, with no responses received.

On December 1, 2023, formal Request for Proposals (RFP) No. DPHE24-ACC-5182 was released for mobile veterinary services but did not result in any bids. DPH then conducted a targeted recruitment campaign, posting employment flyers at local veterinary schools, websites and through other veterinary associations. Dr. Itzel responded to the recruitment for a full-time contract veterinarian position.

Based on her skills, expertise, and experience, DPH recommends an employment contract with Dr. Vizcarra as a Per Diem Public Health Veterinarian at an hourly rate of \$137.50. 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.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel ((Richard Luczak, Deputy County Counsel, 387-5455) on April 17, 2024; Human Resources (Gina King, Assistant Director, 387-5560) on April 29, 2024; Risk Management (Gregory Ustaszewski, Staff Analyst II, 386-9008) on April 24, 2024; Finance (Carl Lofton, Administrative Analyst, 387-5404) on May 3, 2024; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on May 6, 2024.

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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.), Dawn Rowe, Curt Hagman, Joe Baca, Jr.  
Absent: Jesse Armendarez

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: May 21, 2024



cc: PH - Shin w/ agree  
Contractor c/o PH w/ agree  
File w/ agree  
JLL 05/22/2024