

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

March 1, 2022

FROM

WILLIAM L. GILBERT, Director, Arrowhead Regional Medical Center

SUBJECT

Master Employment Agreement for the Grant Writer and Fiscal Specialist Positions

RECOMMENDATION(S)

1. Approve **Master Employment Agreement 22-147** for the grant writer and fiscal specialist positions at Arrowhead Regional Medical Center's Office of Research and Grants, effective March 1, 2022, through February 29, 2024, with the option to extend the term for a maximum of three, successive one-year periods.
 2. Authorize the Director of Arrowhead Regional Medical Center to execute the individual employment agreements, on behalf of the County, subject to County Counsel review.
 3. Authorize the Director of Arrowhead Regional Medical Center to execute amendments to extend the term of the individual employment agreements for a maximum of three successive one-year periods on behalf of the County, subject to County Counsel review.
- (Presenter: William L. Gilbert, Director, 580-6150)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

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 master employment agreement identifies two positions, with the following classifications: Grant Writer (Salary Range 46; Minimum Rate \$23.01 – Maximum Rate \$31.63) and a Fiscal Specialist (Salary Range 35; Minimum Rate \$17.58 – Maximum Rate \$24.15). The cost will be funded by State Medi-Cal, Federal Medicare, private insurances, and other departmental revenues. 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 have been included in the Arrowhead Regional Medical Center (ARMC) 2021-22 budget and will be included in future recommended budgets.

BACKGROUND INFORMATION

Approval of the master employment agreement will provide ARMC the staffing necessary to develop and maintain a robust research and grant program. With expanding service lines and educational partners, ARMC needs these strategic positions to support the opportunities to participate in research and to obtain grants that are financially beneficial to ARMC, that enhance existing educational programs and promote new research opportunities.

The fiscal specialist position will be responsible for the post award management of grants including processing expenses and ensuring that all expenses are in compliance with the grant

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agreements. The grant writer will be responsible for all pre-award management of grants. The position will research and prepare applications for submission and will work with key stakeholders including County administration to ensure that are submissions are in compliance with requirements and policies.

Each position will be recruited into the salary ranges which align with industry standard. Human Resources conducted salary research to align the salaries with industry standard at the request of ARMC. The positions will specifically support the continued acquisition of grants and their subsequent execution and life cycle and will be under ARMC's Office of Research Grants (Office). The Office was created back in 2014 but was largely focused on supporting research being conducted by residents and faculty members. In the last several years the office has become more engaged in actively pursuing grant funding opportunities for ARMC. At present the Office has secured over \$25 million dollars over the last four years and these positions will be critical to executing these grants and securing additional funding.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Cynthia O'Neill, Principal Assistant County Counsel, 387-5465) on February 1, 2022; Human Resources (Gina King, Deputy Director, 387-5755) on January 20, 2022; ARMC Finance (Chen Wu, Finance and Budget Officer, 580-3165) on February 7, 2022; and County Finance and Administration (Diana Atkeson, Deputy Executive Officer, 387-5423) on February 8, 2022.

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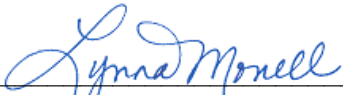
Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Joe Baca, Jr. Seconded: Dawn Rowe

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

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: March 1, 2022



cc: File - w/agree

CCM 03/7/2022