

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

November 16, 2021

FROM

WILLIAM L. GILBERT, Director, Arrowhead Regional Medical Center

SUBJECT

Employment Contract for Revenue Cycle Director

RECOMMENDATION(S)

1. Approve employment **Contract No. 21-841** with Genaro Grajeda, to provide services as a Contract Revenue Cycle Director for Arrowhead Regional Medical Center, for an estimated annual cost of \$206,418 (Salary - \$140,421, Benefits - \$65,997) effective November 20, 2021 through November 3, 2024.
2. Authorize the Director of Arrowhead Regional Medical Center to execute amendments to extend the term of the 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 extensions with Genaro Grajeda 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

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

FINANCIAL IMPACT

Approval of these recommendations will not result in the use of Discretionary General Funding (Net County Cost). The estimated annual cost of \$206,418 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 this recommendation will allow ARMC to employ Genaro Grajeda as the Contract Revenue Cycle Director (CRCD). The CRCD position is necessary for management and oversight of the Revenue Cycle Team. The CRCD will manage and develop fiscal systems to ensure accurate and efficient acquisition, recording, and reporting of fiscal data.

The CRCD reports directly to the Chief Financial Officer of ARMC. The CRCD will take an active leadership role in supporting ARMC and the County's strategic plans, goals, and objectives to provide quality health care to the community and perform related duties as required. The full list of duties is detailed in the recommended employment contract. The primary objective of this

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position is to oversee and coordinate all revenue cycle activities with a goal of maximizing reimbursement among various funding sources, in a cost-effective manner that is in compliance with federal, state and payer-specific billing requirements. This contract position will allow ARMC to immediately implement and expand the Revenue Cycle organizational structure, measure the performance of the expanded structure, and make adjustments before solidifying and requesting approval of a regular status position.

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 June 5, 2021 through July 7, 2021, for the recruitment to fill the CRCD position. ARMC was presented with six candidates, where four candidates interviewed initially and two of those interviewed a second time. Genaro Grajeda was deemed the best candidate based on scores from two panels comprised of ARMC Information Management Staff, Medical Staff, and Administrators.

REVIEW BY OTHERS

This item has been reviewed by Human Resources (Gina King, Deputy Director, 387-5571) November 1, 2021; County Counsel (Cynthia O'Neill, Principal Assistant County Counsel, 387-5455) on October 12, 2021; ARMC Finance (Chen Wu, Finance and Budget Officer, 580-3165) on October 21, 2021; Finance (Yael Verduzco, Administrative Analyst, 387-5285) on October 27, 2021; and County Finance and Administration (Diana Atkeson, Deputy Executive Officer, 387-5423) on October 28, 2021.

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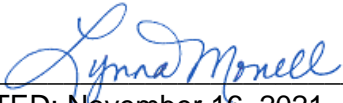
Record of Action of the Board of Supervisors
San Bernardino County

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: November 16, 2021



cc: ARMC- Gilbert w/agree
Contractor- C/O ARMC w/agree
File- w/agree
LA 11/17/2021