



# San Bernardino County

## Legislation Text

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**File #: 841, Agenda Item #: 20**

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

**August 20, 2019**

**FROM**

**VERONICA KELLEY, Director, Department of Behavioral Health**

**SUBJECT**

Employment Contract for Program Specialist I

**RECOMMENDATION(S)**

1. Approve employment contract with Christopher Bailey, as a Program Specialist I, for an annual cost of \$75,817 (\$53,019 Salary, \$22,798 Benefits) to provide administrative support under the Drug Medi-Cal Organized Delivery System, effective August 31, 2019 through June 30, 2022.
  2. Authorize the Assistant Executive Officer of Human Services or Deputy Executive Officer of Human Services or Director of the Department of Behavioral Health to execute amendments to the contract to extend the contract term for a maximum of two successive one-year periods, on behalf of the County, subject to review by County Counsel.
  3. Direct the Assistant Executive Officer of Human Services or Deputy Executive Officer of Human Services or Director of the Department of Behavioral Health to transmit all amendments in relation to this contract to the Clerk of the Board of Supervisors within 30 days of execution.
- (Presenter: Veronica Kelley, Director, 388-0801)

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

**Create, Maintain and Grow Jobs and Economic Value in the County.**

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

**FINANCIAL IMPACT**

This item does not impact Discretionary General Funding (Net County Cost). The estimated annual cost of \$75,817 will be funded by the Drug Medi-Cal Organized Delivery System. This position is filled by a contract employee as funding for this position is time limited. Adequate appropriation and revenue have been included in the Department of Behavioral Health's (DBH) 2019-20 recommended budget and will be included in future recommended budgets.

**BACKGROUND INFORMATION**

DBH has been approved to participate in the Drug Medi-Cal Organized Delivery System Waiver (DMC-ODS), a pilot program to test a new paradigm for the organized delivery of health care services for Medi-Cal eligible individuals with substance use disorders. Due to the implementation of DMC-ODS, DBH is in need of a Program Specialist I position to provide administrative support for this new pilot program. The Program Specialist I will serve as lead on the Quality Improvement Plan which is required under the DMC-ODS as well as work closely with the Staff Analyst II on the required Level of Care data collection.

DBH's expanded services, through DMC-ODS, will increase contract activity which needs to be consistently monitored to ensure accessibility of services is adequate to meet the needs of the County. Filling this Program Specialist I contract position will help DBH meet the contractual agreement requirements between the County and the State regarding quality improvement and data collection. The recommended employment contract will be effective August 31, 2019 through June 30, 2022 and may be terminated by either party without cause upon 14 days written notice. In addition, authorization is requested for the Assistant Executive Officer of Human Services, the Deputy Executive Officer of Human Services, or the DBH Director to execute amendments to extend the contract term for a maximum of two successive one-year periods.

### **PROCUREMENT**

Human Resources facilitated the recruitment for a Program Specialist I position seeking applicants with experience working with target populations, project management experience, and comprehensive knowledge of computer system applications with an Associate's degree or equivalent completed college coursework in behavioral/social science, business/public health care administration, liberal arts or education. In addition, two years of full-time equivalent experience in a human services /social services or behavioral/mental/public health program was required.

The DBH interview panel, consisting of the Substance Use Disorder and Recovery Services Program Specialist II and Staff Analyst II, offered nine interviews to the applicants who met the minimum requirements of which four qualified applicants were interviewed for the Program Specialist I position. Christopher Bailey was selected by the interview panel to fill the vacant Program Specialist I contract position as he possesses the required education, qualifications, and experience to successfully provide the required services. DBH recommends the Program Specialist I employment contract with a beginning rate of \$25.49 per hour.

### **REVIEW BY OTHERS**

This item has been reviewed by Behavioral Health Contracts (Ellayna Hoatson, Contracts Supervisor, 388-0858) on July 29, 2019; County Counsel (Cynthia O'Neill, Supervising Deputy County Counsel, 387-5455) on July 31, 2019; Human Resources (Mark DeBoer, Human Resources Division Chief, 387-5565) on August 1, 2019; Finance (Christopher Lange, Administrative Analyst, 386-8393) on August 2, 2019; and County Finance and Administration (Tanya Bratton, Deputy Executive Officer, 388-0332) on August 2, 2019.