



BOARD OF SUPERVISORS  
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Department Name:** Public Health  
**Department No.:** 041  
**For Agenda Of:** June 28, 2022  
**Placement:** Administrative  
**Estimated Time:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

---

**TO:** Board of Supervisors  
**FROM:** Department Van Do-Reynoso, Director  
Director(s) Public Health Department  
Contact Info: Dana Gamble, Deputy Director (805) 681-5171

**SUBJECT: Maxim Healthcare Staffing Services Professional Service Agreement**

---

**County Counsel Concurrence**

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors consider the following:

- a) Approve and authorize the Chair to execute an Agreement for professional services with Maxim Healthcare Staffing Services to provide substitute and temporary health care personnel for the period of July 1, 2022 through June 30, 2024 for a total Agreement amount not to exceed \$250,000; and,
- b) Approve and authorize the Public Health Director, or designee, to: (1) sign Assignment Confirmation Letters or Placement Orders in accordance with Section B, Exhibit A in the Agreement; (2) add positions and/or approve rate changes not to exceed 10% of the rate currently stated in Exhibit B-1, subject to the procedures set forth in Exhibit B, Section B; and (3) make immaterial changes to the agreement so long as the total contract maximum is unchanged, subject to the Board's ability to rescind this delegated authority at any time; and
- c) Determine that the proposed actions do not constitute a "Project" within the meaning of California Environmental Quality Act (CEQA), pursuant to Section 15378(b)(4) of the CEQA Guidelines, because they consist of the creation of government funding mechanisms or other government fiscal activities, which do not involve any commitment to any specific project which may result in a potentially significant impact on the environment.

**Summary Text:**

This item is on the agenda to authorize the Chair to execute an Agreement with Maxim Healthcare Staffing Services (Attachment A) for substitute and temporary health care personnel, including Temperature

Screeners, Certified Nursing Assistants (CNA), Phlebotomist, Licensed Vocational Nurses, Registered Nurses, and Clinical Lab Scientists due to outbreak management staffing needs related to the COVID-19 pandemic, vacancies with extended recruitment periods and leaves of absence. The Public Health Department (PHD) is requesting the Board approve an Agreement for the period of July 1, 2022 through June 30, 2024 for a total not to exceed \$250,000. This Agreement will also ensure the PHD has health care personnel in the event of community outbreaks and if health care staff positions are vacant for an extended period.

**Background:**

PHD operates five health care centers, three shelter-based clinics, one clinical lab, and two draw stations throughout Santa Barbara County to provide medical services to the uninsured and underinsured members of our communities. In addition, health care personnel are required to facilitate the work of Disease Control including Outbreak Management related to COVID-19. Due to the ongoing pandemic, there are increased needs for health care personnel and vacancies are increasing hard to fill.

The contracted services do not replace employee positions, but serve as fill-ins on a temporary basis during the recruitment process or in the case of Disease Control fill temporary needs related to the pandemic. Using the services provided by a temporary health care personnel services assists PHD in their role in mitigating the impact of COVID-19 in the County

This agreement is not the result of a competitive bidding process because PHD is open to negotiate and work with any vendor that is able to provide qualified professionals that meet the department’s needs.

**Performance Measure:**

N/A

**Contract Renewals and Performance Outcomes:**

PHD has had continuous services with Maxim HealthCare Staffing Services and they have provided excellent temporary healthcare personnel staffing for PHD’s Health Care Centers.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

<u>Funding Sources</u>	<u>Estimated FY 22-23 costs</u>	<u>Estimated FY 23-24 costs</u>	<u>Total One-Time Project Cost</u>
General Fund			
Federal Grant	\$ 62,500.00	\$ 62,500.00	\$ -
State Patient Fees	\$ 31,250.00	\$ 31,250.00	
Federal Patient Fees	\$ 31,250.00	\$ 31,250.00	
Other:			
<b>Total</b>	<b>\$ 125,000.00</b>	<b>\$ 125,000.00</b>	<b>\$ -</b>

The FY 2022-23 cost for the use of this agreement for temporary replacement and/or surge staffing is estimated at \$125,000. These costs are included as part of the Public Health Department’s Adopted FY 22-23 budget and are funded by a combination of federal grant sources and state/federal patient service fee revenues. The same estimated costs and funding of \$125,000 is anticipated for FY 2023-24. There is no use of general fund dollars associated with this request.

**Key Contract Risks:**

This Agreement is low risk as it has a termination for convenience clause and authorizes the County to dismiss any Professional for any reason helping to further reduce risk. Additionally, the County Department of Behavioral Wellness has had a long standing relationship with Maxim Healthcare and have been provided adequate services.

**Staffing Impacts:**

**Legal Positions:**

0

**FTEs:**

0

There are no staffing impacts.

**Special Instructions:**

Please execute two (2) original Agreements with Maxim Healthcare Staffing Services and retain one (1) original Amendment and one (1) Minute Order for pick up by the department. Please email the PHD Contracts Unit at [KLazarus@sbcphd.org](mailto:KLazarus@sbcphd.org) when available for pick up.

**Attachments:**

- A. Maxim Healthcare Staffing Services Agreement

**Authored by:**

Dana Gamble, Deputy Director, Primary Care and Family Health