

**SANTA BARBARA COUNTY  
BOARD AGENDA LETTER**



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

**Agenda Number:**  
**Prepared on:** 06/23/02  
**Department Name:** General Services  
**Department No.:** 063  
**Agenda Date:** 07/16/02  
**Placement:** Administrative  
**Estimate Time:**  
**Continued Item:** NO  
**If Yes, date from:**

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**TO:** Board of Supervisors

**FROM:** Ronald S. Cortez, Director  
General Services Department

**STAFF CONTACT:** Yvonne Munoz, Departmental Assistant Sr.  
568.3075

**SUBJECT:** Professional Services Contract between Thomas Alvarez and the County of Santa Barbara. Department of General Services  
All Supervisorial Districts

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**Recommendation(s):**

That the Board of Supervisors approve the professional services contract with Thomas Alvarez, CPA for the period August 19, 2002 through February 18, 2005. Each contract year amount, including all benefits, shall not exceed \$130,000 per 12-month period.

**Alignment with Board Strategic Plan:**

The recommendation is primarily aligned with goal # 3: A Strong and Professionally Managed Organization.

**Executive Summary and Discussion:**

Mr. Alvarez will be the lead in planning, organizing, and directing the claims administration activities of the County. He will also plan, assign, supervise, and review the work of the claims administration staff. His professional services are needed to review open cases to assess the need for revised reserves or a different method of handling cases. He will develop and provide periodic statistical, financial, and other performance reports on claims administration activities and loss data on departments to department management and the Board of Supervisors. Mr. Alvarez will review and analyze new statutes, regulations, and case law to determine their impact on the program. He will meet with County management and employees to discuss alternative work assignments and employment practices to reduce workers' compensation claims. In addition, he will develop claims administration policies and procedures to assure prompt notification and effective handling of losses and to meet audit requirements for budget and reserve control.

Mr. Alvarez is a Certified Public Accountant, and has over 20 years of executive level financial experience. He is a graduate of the Loyola Marymount University with a Bachelor of Arts, in Accounting.

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**Mandates and Service Levels:**

None.

**Fiscal and Facilities Impacts:**

The Contractor on Payroll position is being funded from the Risk Management Internal Service Fund. The monies are included in the Recommended 2002/03 Budget. The allotment is included in Fund 1911, Department 063, Program 2110, Account 7460. It is shown in the Department Summary, Financial Services, Risk Management on page D-346.

**Special Instructions:**

Please send one (1) copy of the Minute Order to: Ron Cortez

**Concurrence:**

Auditor-Controller

County Counsel

Risk Management