

**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: 7/6/02
Department Name: Public Health
Department No.: 041
Agenda Date:
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Roger Heroux
Public Health Department

STAFF CONTACT: Alan Kasehagen
x5377

SUBJECT: ANGELA ANTENORE PROFESSIONAL SERVICES AGREEMENT

Recommendation(s):

That the Board of Supervisors:

Execute Agreement with Angela K. Antenore for professional services as Organizational Effectiveness Consultant, period of June 10, 2002 to and including June 08, 2003, in the amount of \$68,640.

Alignment with Board Strategic Plan:

The recommendation is primarily aligned with Goal No. 2. Ensure the Public Health and Safety and provide essential infrastructure.

Executive Summary and Discussion:

In 2001, the PHD engaged in a process to identify and prioritize the efforts of the department in pursuit of its mission. Through that process, three main Strategic Initiatives were identified: 1) Focus on Population Based Core Public Health Functions, 2) Promote Access to Health Services, and, 3) Optimize the Public Health infrastructure. In support of these initiatives, the PHD needs to continue to pursue effective Strategic Planning and Policy Development as well as program coordination in support of the identified initiatives.

Your Board is requested to execute an Agreement with Angela K. Antenore to provide professional services as a .75 Full Time Equivalent Contractor on Payroll, for the period June 10, 2002 through June 8, 2003, in the amount of \$68,640.00.

SERVICES TO BE PROVIDED. It is agreed that under this Agreement, CONTRACTOR shall serve as an internal Organizational Development Consultant and provide services as described below in support of the PHD Strategic Plan by providing facilitation, mediation and training on key departmental initiatives.

- ◆ **SUPPORT PROGRAM PLANNING AND POLICY DEVELOPMENT** for the PHD as a whole as well as programs within the department in order to maximize effectiveness. Includes providing facilitation and strategic planning processes and supporting the implementation and assessment of the Department's strategic planning processes.
- ◆ **FACILITATION & TRAINING:** As directed by the PHD Executives, serve as an internal Organizational Development Consultant providing facilitation and training on key departmental initiatives (e.g., strategic planning, customer service, conflict management, quality assurance, team building, etc.)
- ◆ **MEDIATION:** Confers with and coaches management staff on performance and communication issues to effect positive outcomes. Work directly with staff to provide limited coaching and mediation services on work related issues.
- ◆ **PHD DEPARTMENT/COUNTY/PROGRAM COORDINATION:** Continue to develop linkages within the PHD and its programs and divisions as well as between the PHD, other departments and the community. These activities include supporting Quality Assurance efforts and processes and the development of Recurring Performance Measures with the Department Division Managers and Executives. Also, support the Homeless Grant performance and contract monitoring activities of the Primary Care and Family Health Division of the PHD.
- ◆ **OTHER:** Additional responsibilities as delegated by the Director and Deputy Directors of the Public Health Department.

Mandates and Service Levels:

These are non-mandated services. There are no changes in programs or service levels. Some activities under this agreement will utilize MAA funding sources and Title 42, USC, Section 1396 et seq. and Welfare and Institutions (W&I) Code, Division 9, Part 3, Chapter 7 (commencing with Section 14000) and service level requirements in the Public Health Department.

Fiscal and Facilities Impacts:

Adoption of this contract will not effect the General Fund contribution or the use of special revenue funds by the Public Health Department. The \$68,640 cost of this contract represents the Contractor's salary inclusive of 138 hours of paid leave, retirement benefits, and \$2,025 in health insurance reimbursement. This cost is included in Administration cost center displayed on page D-162 of the County's FY 2002-2003 Operating Plan. This position is fully funded by state realignment and the Medi-Cal administrative claiming (MAA) program. As previously discussed in this Board item, the position will support and enhance the department's emphasis on program planning on policy development, which is a reimbursable activity through MAA.

This agreement does not represent any additional need for facilities.

Special Instructions:

Please return one copy of the signed Agreement to the Public Health Department, Calle Real Campus, Attention: Alan Kasehagen

Concurrence: Auditor-Controller, County Counsel