



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:** Behavioral Wellness  
**Department No.:** 043  
**For Agenda Of:** November 29, 2022  
**Placement:** Administrative  
**Estimated Time:** N/A  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors  
**FROM:** Department Antonette Navarro, LMFT, Director  
Director(s) Department of Behavioral Wellness, 805-681-5220  
Contact Info: Laura Zeitz, Division Chief, Inpatient/Housing/Long Term Care  
Department of Behavioral Wellness, 805-681-5220  
**SUBJECT:** Behavioral Wellness - Andra Dillard, R.N. FY 22-23 Contractor on Payroll (COP)  
First Amendment

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**County Counsel Concurrence**

As to form: Yes

**Other Concurrence:** Risk Management, Human Resources

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- A. Approve, ratify, and authorize the Chair to execute a First Amendment to the Agreement for Services of Contractor-on-Payroll with **Andra Dillard, R.N.**, effective November 28, 2022, to update agreement language for compliance with county, state and federal requirements and increase Ms. Dillard's wages to the new maximum allowable rate in an amount not to exceed **\$49,500** and retain her services in infectious disease prevention and control for the period of July 1, 2022 to June 30, 2023; and
- B. Determine that the above action is a government fiscal activity or funding mechanism which does not involve any commitment to any specific project which may result in potentially physical impact on the environment, and is therefore not a project under the California Environmental Act (CEQA) pursuant to section 15378(b)(4) of the CEQA Guidelines.

**Summary Text:**

The Department of Behavioral Wellness (BWell) provides specialty mental health services to adults with mental illness at various locations throughout the County of Santa Barbara, such as the Psychiatric Health Facility (PHF). The PHF is a 16-bed facility that provides 24-hour inpatient care to individuals requiring psychiatric hospitalization. The PHF is required by State and Federal regulations to conduct infection prevention activities including tracking of hospital acquired infections, risk assessments, and having a

comprehensive infection control plan. Such infection prevention measures can only be conducted by an individual who is certified in the field of infection prevention and control. Andra Dillard currently serves as the Infection Preventionist for the PHF. Approval of the recommended actions will allow Behavioral Wellness to increase Ms. Dillard's wages to the new maximum allowable rate and retain her services, allowing BWell to maintain compliance with State and Federal regulations.

**Background:**

Behavioral Wellness has experienced continuing difficulty recruiting individuals who are certified and licensed to provide infection prevention services for the PHF. To maintain compliance with State and Federal regulations, Andra Dillard contracted with the County in June 2018 as an Independent Contractor to serve as the Infection Prevention and Control consultant for the PHF following the departure of its previous Infection Prevention and Control consultant. In July 2020, Ms. Dillard accepted a .75 Full Time Equivalent (FTE) position with Behavioral Wellness as the Infection Preventionist.

However, effective October 31, 2021, Ms. Dillard retired from her employment with the County. Behavioral Wellness has attempted to recruit for a new Infection Preventionist but has been unable to fill the position due to the specialized nature of infection prevention and control services. Behavioral Wellness continues to require a certified Infection Preventionist at the PHF. As a result, upon Ms. Dillard's retirement, she agreed to maintain her position as the Infection Preventionist for the PHF, working as needed up to ten (10) hours per week. On November 9, 2021, the Board of Supervisors approved a retirement waiver and Agreement for Services of Contractor On Payroll (COP) with Ms. Dillard not to exceed 520 hours through June 30, 2022. On May 17, 2022, the Board of Supervisors approved a renewed Agreement for Services of COP with Ms. Dillard for the period of July 1, 2022 through June 30, 2023.

In order to provide infection prevention and control consultant services, one must be certified in the field of infection prevention and control. Ms. Dillard is board certified by the Certification Board of Infection Control and Epidemiology to provide infection prevention and control services. Ms. Dillard has 10+ years of experience in infection prevention and, while acting as an Infection Prevention and Control consultant for the PHF, has successfully set up the PHF's infection prevention and control program and completed all work required by State and local health orders.

Ms. Dillard's responsibilities as the Infection Preventionist include: developing and implementing infection surveillance, prevention, and control policies and procedures that adhere to nationally recognized guidelines; documenting the infection prevention and control program and its surveillance, prevention, and control activities; communicating and collaborating with the PHF's Quality Assurance (QA) and Performance Improvement (QAPI) program on infection prevention and control issues; and providing competency-based training and education of PHF personnel, staff, including medical staff, and, as applicable, personnel providing contracted services at the PHF, on the practical applications of infection prevention and control guidelines, policies, and procedures. Ms. Dillard is also responsible for the prevention and control of Hospital-Acquired Infections, including auditing of adherence to infection prevention and control policies and procedures by PHF personnel and communication and collaboration with the antibiotic stewardship program.

Ms. Dillard continues to work as the Infection Preventionist for the PHF as needed up to ten (10) hours per week. Additionally, Ms. Dillard continues to be on-call for an additional 30 hours per week in case her services are required to respond to outbreaks, audits, and time-sensitive infection control concerns.

On August 23, 2022, the Board of Supervisors approved a Side Letter Agreement with the Service Employees International Union, Local 620, for changes to terms of employment for Psychiatric Nurses and employees assigned to the Crisis Stabilization Unit and PHF. This resulted in a 10% wage increase

for Ms. Dillard’s job class title, Psychiatric Nurse Supervisor. To remain consistent with Government Code Section 7522.56(d), which states the rate of pay for the employment of a retired person shall not be less than the minimum, nor exceed the maximum, paid by the employer to other employees performing comparable duties, divided by 173.333 to equal an hourly rate, BWell desires to increase Ms. Dillard’s wages to the new maximum allowable rate and retain her services as Infection Preventionist for the PHF. Approval of the recommended actions will allow Behavioral Wellness to retain Ms. Dillard’s services as Infection Preventionist for the PHF and maintain compliance with State and Federal regulations.

**Performance Outcomes:**

Ms. Dillard has continually met her contract requirements and, while acting as an Infection Prevention and Control consultant for the PHF, has successfully set up the PHF’s infection prevention and control program and completed all work required by State and local health orders.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

<b><u>Funding Sources</u></b>	<b><u>FY 22-23 Cost:</u></b>	<b><u>Annualized On-going Cost:</u></b>	<b><u>Total One-Time Project Cost</u></b>
General Fund			
State	\$ 24,750		
Federal	\$ 24,750		
Fees			
Other:			
<b>Total</b>	<b>\$ 49,500</b>	<b>\$ -</b>	<b>\$ -</b>

Narrative: It is anticipated that Ms. Dillard will provide Infection Prevention services to the PHF until a replacement is identified and trained. The above-referenced contract is funded by a combination of State and Federal revenue. The funding sources have been included in the FY 22-23 Adopted Budget.

**Key Contract Risks:**

The PHF is required by State and Federal regulations to conduct infection prevention activities including tracking of hospital acquired infections, risk assessments, and having a comprehensive infection control plan. Behavioral Wellness has mitigated risk through development and implementation of hospital-wide infection surveillance, prevention, and control policies and procedures that adhere to nationally recognized guidelines. Ms. Dillard has 10+ years of experience in infection prevention and additional employment experience with the County in an FTE position as a Supervising Public Health Nurse for the Public Health Department. As a result, there is low risk that Ms. Dillard will fail to meet her contractual requirements and the County’s employment standards.

**Special Instructions:**

Please return one (1) Minute Order and one (1) executed Amendment to: Bethany Le at [bethle@sbcbswell.org](mailto:bethle@sbcbswell.org), the BWell Contracts Division at [bwelcontractsstaff@sbcbswell.org](mailto:bwelcontractsstaff@sbcbswell.org), and Tracy Rogers, Workforce Planning Division, Human Resources Department at [trogers@countyofsb.org](mailto:trogers@countyofsb.org).

**Attachments:**

- Attachment A: Dillard FY 22-23 COP First Amendment
- Attachment B: Dillard FY 22-23 COP Agreement Executed

**Authored by:**

B. Le