



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: July 10, 2012  
Placement: Administrative  
Estimated Tme:  
Continued Item: No  
If Yes, date from:  
Vote Required: Majority

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**TO:** Board of Supervisors  
**FROM:** Department Takashi Wada, MD, MPH, Director and Health Officer  
Director(s) Public Health Department  
Contact Info: Nancy Lapolla, MPH, Director, Emergency Medical Services  
(EMS) Agency  
**SUBJECT:** Agreement for Contractor on Payroll, Subject to Retirement, for Shellie Wallace

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**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Other Concurrence:** Risk Management & HR CEO

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

Consider recommendations regarding the Contractor on Payroll Agreement for Shellie Wallace, RN as follows:

- a) Approve and authorize the Chair to execute a Contractor on Payroll Agreement, Subject to Retirement, with Shellie Wallace, RN (a local vendor), to provide Trauma Program Performance Improvement services for the Public Health Department's Emergency Medical Services (EMS) Agency for the period July 23, 2012 through July 23, 2013 in an amount not to exceed \$51,617.
- b) Determine that these activities are exempt from California Environmental Quality Act review per CEQA Guideline Section 15061(b)(3), since it can be seen with certainty that there is no possibility that the activities may have a significant effect on the environment.

**Summary Text:** This item is on the agenda to execute an agreement for Contractor on Payroll, Shellie Wallace, RN. Ms. Wallace is currently a part-time extra help employee providing trauma system oversight for the county's trauma system. With the approval of this agreement Ms. Wallace will work as a sixty percent (.60 FTE) Contractor on Payroll (COP). In this capacity, Ms. Wallace will continue to work with all hospitals in establishing policies and procedures to ensure patients with traumatic injuries have access to trauma services at a designated trauma center.

Costs for this COP position at the .60 FTE level will be recovered through an agreement with Santa Barbara Cottage Hospital (SBCH) which is currently the only designated trauma center in Santa Barbara

County. It is anticipated there could be additional trauma center designations in the coming years (Level III for Marian Regional Medical Center and a Pediatric Trauma Center Designation for SBCH). If the hospitals are successful in obtaining these designations, there may be additional workload and ongoing revenue to support the transition from a part-time COP position to a regular full-time position. Until that time, a part-time COP position best meets the department's needs.

The Contractor on Payroll Agreement for Shellie Wallace, RN was reviewed and approved by CEO/Human Resources and meets the criteria set forth in the County policy on Contractors on Payroll.

**Background:**

Division 2.5, Section 1798.165 of the Health and Safety Code gives the local County EMS Agency the authority to designate trauma facilities as part of their trauma care system pursuant to the regulations promulgated by the State EMS Authority. A health facility can only be designated to provide the level of trauma care and services for which it is qualified and is within the system established by the County EMS Agency. Trauma level designation requires that the hospital has equipment, staff, and resources available to treat a critically injured person.

Ms. Wallace's duties for the stated contract period will include coordinating and monitoring the county's trauma system through the following activities: staffing for the trauma review committee; monitoring the central trauma registry data system to ensure data is received from multiple sources; create reports and perform trauma system analysis using data from the trauma registry system; train hospitals and pre-hospital system providers on trauma system policies and pre-hospital treatment procedures; provide ongoing oversight for the trauma system; develop trauma designation applications for a Pediatric Level II Trauma Center and a Level III Trauma Center and coordinate the site review process required for these designations.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

This Agreement with Shellie Wallace, RN is required by and funded by the Santa Barbara Cottage Hospital Level II Trauma Center Agreement. The costs associated with this Agreement, from July 23, 2012 through July 23, 2013, are as follows: \$51,617 for contractor's salary, \$15,888 for retirement, and \$5,874 for other benefits for a grand total of \$73,379. The amount for Fiscal Year 2012-13 is \$67,735 and is included as part of the adopted Public Health Department Fiscal Year 2012-13 Budget. The amount for Fiscal Year 2013-14 is \$5,644 and is part of the Public Health Department's projected FY 2013-14 Budget.

There is no increase in the use of the County's General Fund resources as a result of executing this Agreement. This action will not result in a need for additional facilities.

**Staffing Impacts:**

**Legal Positions:**

0

**FTEs:**

1

**Special Instructions:**

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Please return a fully executed original Agreement along with a copy of the minute order to PHD Contracts Unit, 300 North San Antonio Road, Building 8, Santa Barbara, CA 93110 Attn: Rose Davis (805) 681- 5107.

**Attachments:**

Agreement for Contractor On Payroll, Subject To Retirement, between County of Santa Barbara and Shellie Wallace, RN

**Authored by:**

Nancy Lapolla, EMS Agency Director