

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

506



**FROM:** Department of Public Health

**SUBMITTAL DATE:**  
November 15, 2013

**SUBJECT:** Approve the second amendment between County of Riverside Department of Public Health, Public Health Nursing and California Baptist University Contract # 13-021 for student affiliation and coordination of clinical rotation services. [ Districts-All ] [ \$25,110 annually funded by University ]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve the second amendment between California Baptist University and the County of Riverside Department of Public Health (DOPH), Public Health Nursing (PHN) Branch to receive \$25,110 annually and to extend the performance period through June 30, 2017 ,and
2. Authorize the Chairperson of the Board of Supervisors to sign three(3) copies of the amendment on behalf of Riverside County, and
3. Authorize the Purchasing Agent to sign subsequent amendments that do not change the substantive terms of the agreement nor exceed the amount approved.

*Susan D. Harrington*  
Susan D. Harrington, Director  
Department of Public Health

HP:db

FORM APPROVED COUNTY COUNSEL  
BY: NEAL R. KIPNIS  
DATE: 11/15/13

Departmental Concurrence

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 25,110.	\$ 25,110	\$ 100,440	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	

<b>SOURCE OF FUNDS:</b> 100 % funded by California Baptist University	<b>Budget Adjustment:</b> No
	<b>For Fiscal Year:</b> 13/14

**C.E.O. RECOMMENDATION:** APPROVE  
BY: *Jennifer L. Sargent*  
County Executive Office Signature

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Ashley, seconded by Supervisor Benoit and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Stone, Benoit and Ashley  
Nays: None  
Absent: None  
Date: December 3, 2013  
xc: Public Health, Purchasing

Kecia Harper-Ihem  
Clerk of the Board  
By: *Kecia Harper-Ihem*  
Deputy

Prev. Agn. Ref.: District: All/All Agenda Number:

3-39

- A-30
- Positions Added
- 4/5 Vote
- Change Order

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**  
**FORM 11:** Approve the second amendment between County of Riverside Department of Public Health, Public Health Nursing and California Baptist University Contract # 13-021 for student affiliation and coordination of clinical rotation services. [Districts-All] [\$25,110 annually funded by University]

**DATE:** November 15, 2013

**PAGE:** 2 of 2

**BACKGROUND:**

The Department of Public Health has participated in student internships/clinical rotations for more than 35 years. This agreement between County of Riverside Department of Public Health (DOPH) and California Baptist University (University) provides for the assignment of students enrolled in the University to DOPH.

The University is experiencing a shortage of Nursing Instructors and has requested the County of Riverside DOPH to coordinate the student's rotation in exchange for monetary compensation. DOPH will provide a Public Health Nurse (Program Coordinator) to the University's School of Nursing to coordinate all students' activities participating in the County's internship clinical rotation. DOPH will be compensated by the University for the provision of the Public Health Nurse as the County's Program Coordinator. University instructors will continue to provide supervision to those students assigned to the DOPH. In addition, the University has requested DOPH to extend contract expiration date to June 30, 2017.

Through this second amendment, the DOPH is requesting the Board of Supervisors to approve \$25,110 annual revenue through June 30, 2017.

**Impact on Citizens and Businesses**

Due to the critical nursing shortage, the schools of nursing have been working to increase the number of students. The DOPH is working with the Nursing Schools to expand the number of students allowed in an ongoing effort to increase the pool of nurses in Riverside County.

**SUPPLEMENTAL:**

**Additional Fiscal Information**

Based on overhead and the Public Health Nurse's salary and benefits, the DOPH Fiscal Department has calculated a rate of \$62.00 per hour. Total compensation to the DOPH by the University shall not exceed \$25,110 annually.

**Contract History:**

On October 25, 2012, the Riverside County Purchasing Agent signed a no money agreement with California Baptist University for one year. One June 3, 2013, the first amendment was signed by County Purchasing Agent to renew the no money agreement through June 30, 2014.

**SECOND AMENDMENT TO THE AGREEMENT**

**BETWEEN**

**COUNTY OF RIVERSIDE DEPARTMENT OF PUBLIC HEALTH**

**AND**

**CALIFORNIA BAPTIST UNIVERSITY**

(Student Affiliation)

That certain Agreement between the County of Riverside, Department of Public Health (COUNTY) and California Baptist University (UNIVERSITY), approved on October 25, 2012, amended for the first time on June 3, 2013, is hereby amended for the second time effective July 1, 2013 as follows:

1. To extend the period of performance from July 1, 2013 through June 30, 2014 through June 30, 2017.
2. To include ATTACHMENT B, Public Health Nursing Program Coordinator, attached hereto and incorporated herein.
3. To establish the amount of compensation, not to exceed twenty-five thousand, one hundred ten dollars (\$25,110) annually.
4. All other terms and conditions of the Agreement are to remain unchanged.

**IN WITNESS WHEREOF**, the Parties hereto have caused their duly authorized representatives to execute this Agreement.

**UNIVERSITY**

California Baptist University

By *Mark Howe*

MARK HOWE

Print Name

Date 9/5/2013

FORM APPROVED COUNTY COUNSEL  
BY: *Neal R. Kipnis* 11/19/13  
NEAL R. KIPNIS DATE

**COUNTY**

By *John J. Benoit*  
Chairman, Board of Supervisors

JOHN J. BENOIT

Print Name

Date DEC 03 2013

ATTEST: Kecia Harper-Ihem, Clerk

By *Kecia Harper-Ihem*, deputy

DEC 03 2013 3-39

## **ATTACHMENT B**

### **Public Health Nursing Program Coordinator**

#### **Scope of Work**

(fee for service)

UNIVERSITY's School of Nursing, whose students are placed in the COUNTY Department of Public Health (DOPH) Public Health Nursing Branch, has the option to request the assistant of the DOPH Public Health Nursing Program Coordinator (PROGRAM COORDINATOR) as an adjunct instructor. This Scope of Work is in addition to the general terms and conditions specified in the agreement. The services offered by the COUNTY to the UNIVERSITY for a fee are as follows:

#### **1. UNIVERSITY'S Responsibilities.**

- 1.1 UNIVERSITY shall provide orientation to PROGRAM COORDINATOR as to student's curriculum requirements and educational expectations while at the County.
- 1.2 UNIVERSITY shall hold quarterly meetings with PROGRAM COORDINATOR and other clinical instructors to discuss student participation and other issues related to the educational experience of the students.

#### **2. COUNTY'S Responsibilities.**

COUNTY shall provide a Public Health Nurse, as Program Coordinator, to provide the following services to the UNIVERSITY as follows:

- 2.1 Establish student teams for home visitations.
- 2.2 Assigning COUNTY clients to students for follow-ups.
- 2.3 Pre-conferences during which students plan and prepare for home visits.
- 2.4 Being available by telephone while students are out in the field.
- 2.5 Provide students with materials and resources for COUNTY clients.
- 2.6 Instruct students about charting, referrals, mandatory reporting and other relevant activities.

- 2.7 Review student's curriculum documentation.
- 2.8 Sign charts at the conclusion of contact with clients and/or end/or quarter.
- 2.9 Correct disposition of COUNTY documents such as files.
- 2.10 Report concerns about the conduct of the students to UNIVERSITY.
- 2.11 Cooperate with the UNIVERSITY with mid-term and end-of-term student evaluations.
- 2.12 Coordinate student's activities in ways consistent with COUNTY policies and

**3. Compensation.**

- 3.1 UNIVERSITY shall compensate COUNTY for the provision of a PROGRAM COORDINATOR as Program Services at a rate of sixty-two dollars (\$62.00) per hour. The Program coordinator remains an employee of the COUNTY and not the UNIVERSITY; the COUNTY is responsible for all employee obligations and activities of the Program Coordinator.
- 3.2 The total amount of this contract shall not exceed twenty-five thousand, one hundred ten dollars (\$25,110) annually including travel and all other expenses.

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