



Board Agenda Item 29

DATE: November 6, 2018

TO: Board of Supervisors

SUBMITTED BY: Dawan Utecht, Director, Department of Behavioral Health

SUBJECT: Moving Expenses for Medical Record Coordinator

RECOMMENDED ACTION(S):

Approve the payment of moving expenses for Denise Lawrence, Department of Behavioral Health Medical Records Coordinator (\$7,160).

Approval of the recommended action will authorize the Department of Behavioral Health to pay for the moving expenses for Medical Records Coordinator Denise Lawrence.

ALTERNATIVE ACTION(S):

Denial of the recommendation could cause the candidate to withdraw her acceptance of the job offer therefore delaying filling the position until further candidates apply.

FISCAL IMPACT:

Reimbursement for moving expenses will be the lower of the two responsible bids, not to exceed \$10,000 per Management Directive 590 - Moving Expense Reimbursement for Newly Hired Employees. Actual moving expenses based on the lower of two bids received are \$7,160. Sufficient appropriations are included in the FY 2018-2019 Adopted Budget Org 5630.

DISCUSSION:

Fresno County Management Directive 590 - Moving Expense Reimbursement for Newly Hired Employees authorizes reimbursement of moving expenses for newly hired employees following a state/nationwide recruitment to seek the most qualified candidates. With approval from the County Administrative Officer, the Medical Records Coordinator position is eligible for such reimbursement.

The hire of Denise Lawrence comes after an extended period of time in which the Department has faced major difficulty finding a qualified interested candidate for the Medical Records Coordinator position. Currently, a Division Manager, a Deputy Director and a former permanent employee who agreed to serve in a temporary, part-time extra help capacity, are filling the role of a Medical Records Coordinator. A full-time Medical Records Coordinator greatly alleviates the aforementioned positions and optimizes the Department's clinical operations. If the Board approves the recommended action, the employee will commit to serve as the Medical Records Coordinator for a minimum of two years. Much needed stability in this area of the Department is an added benefit to the approval of the recommended action. Per MD 590, if the employee resigns within two years of the date of employment, she must pay back to the County the full amount of the reimbursement.

CAO ANALYST:

Ronald Alexander