



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: October 12, 2021

Subject: Unpaid Student Training Agreement #74-637 with Unitek College

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Unpaid Student Training Agreement #74-637 with Unitek College, an educational institution, to provide supervised field instruction at Contra Costa Behavioral Health program sites for medical office administration students, for the period from October 1, 2021 through September 30, 2024.

**FISCAL IMPACT:**

This is a nonfinancial agreement with no budgetary or financial impact to the department.

**BACKGROUND:**

The purpose of this agreement is to provide Unitek College students with the opportunity to integrate academic knowledge with applied skills at progressively higher levels of performance and responsibility. Supervised fieldwork experience for students is considered to be an integral part of both educational and professional preparation. The Health Services Department can provide the requisite field education, while at the same time, benefitting from the students' services to patients.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

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Action of Board On: **10/12/2021** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: October 12, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Suzanne Tavano, Ph.D,  
925-957-5201

By: Stacey M. Boyd, Deputy

Approval of Unpaid Student Training Agreement #74-637 with Unitek College will allow students to receive supervised fieldwork instruction experience, at Contra Costa Behavioral Health program sites through September 30, 2024.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, the students will not receive supervised fieldwork instruction experience at Contra Costa Behavioral Health program sites.

ATTACHMENTS

unitek college