



Contra
Costa
County

To: Board of Supervisors
From: Anna Roth, Health Services Director
Date: June 21, 2022

Subject: Contract #23-391-21 with Laura Swafford

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #23-391-21 with Laura Swafford, an individual, in an amount not to exceed \$280,000, to provide technical support and training services for the Health Services Department for the ccLink System, for the period from July 1, 2022 through June 30, 2023.

FISCAL IMPACT:

Approval of this contract will result in annual expenditures of up to \$280,000 and will be funded as budgeted by the department in FY 2022-23, by 100% Hospital Enterprise Fund I. (No rate increase)

BACKGROUND:

This contractor has been providing technical support and training services for the Health Services Department for the ccLink System to enhance utilization of the EPIC Billing System since 2006. Approval of this contract will allow the contractor to continue to work on data and financial analysis, partner with department leaders to understand current workflows and develop future workflows that will result in operations improvements,

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **06/21/2022** ☒ 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: June 21, 2022

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

By: Laura Cassell, Deputy

Contact: Patrick Godley,
925-957-5410

investigate complex billing issues and recommend both operational and technical solutions that align with the department's business strategy.

BACKGROUND: (CONT'D)

On April 27, 2021, the Board of Supervisors approved Contract #23-391-18 with Laura Swafford, in an amount not to exceed \$250,000 to provide technical support and training services to the Health Services Department's billing office work processes and creating work queues in ccLink for the period from July 1, 2021 through June 30, 2022.

On May 24, 2022 the Board of Supervisors approved Amendment Agreement #23-391-20 with Laura Swafford, to increase the payment limit by \$20,000 to a new payment limit of \$270,000, with no change in the term July 1, 2021 through June 30, 2022.

Approval of Contract #23-391-21 will allow the contractor to continue to provide technical support and training services through June 30, 2023.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, the contractor will not provide services to the Department for work queues and billing in the ccLink System.