



**Health & Human Services
Agency
COUNTY OF TULARE
AGENDA ITEM**

BOARD OF SUPERVISORS

KUYLER CROCKER
District One
PETE VANDER POEL
District Two
AMY SHUKLIAN
District Three
EDDIE VALERO
District Four
DENNIS TOWNSEND
District Five

AGENDA DATE: May 21, 2019

Public Hearing Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Published Notice Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Advertised Published Notice	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Meet & Confer Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Budget Transfer (AUD 308) attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Personnel Resolution attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>

CONTACT PERSON: Donna Ortiz PHONE: 624-8000

SUBJECT: Approval of Post-Retirement Employment of Valerie Toews

REQUEST(S):

That the Board of Supervisors:

1. Approve the Post-Retirement Employment of Mental Health Electronic Health Records Manager, Valerie Toews, as an extra help Electronic Health Records Expert for the Mental Health Branch of the Health and Human Services Agency, effective May 21, 2019;
2. Find that the position will be for a limited duration; requires the special skills and knowledge possessed by Ms. Toews; that the nature of the employment is necessary to fill a critically needed technical role before 180 days have passed from her retirement; and that the appointment be approved by the Board of Supervisors in a public meeting and not on the consent calendar; and
3. Waive the 180-day waiting period to return to work for the position.

SUMMARY:

The previous Mental Health Electronic Health records Manager, Valerie Toews, has been employed with Tulare County since January 28, 1997 and retired March 29, 2019. Over her 22 years of experience, Ms. Toews has gained a wealth of knowledge and expertise in requirements governed by the Department of Health Care Services in maintaining Mental Health records. The system is designed to house patient information; requiring in depth knowledge of system development, reporting, system conversion, budgeting, reading and understanding system update documentation and testing. The Electronic Health Records (EHR) system is the backbone of patient information, documentation and billing support.

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In the upcoming months, the Mental Health Branch, Alcohol and Other Drug (AOD) programs will be expected to house all AOD case information within the EHR system. The conversion efforts have been underway but are not complete. Additionally, the Department of Healthcare Services, in support of the California Behavioral Health Directors Association, will be moving towards the whole person care model in sharing data across healthcare. This is an area of key interest and will require extensive knowledge of the EHR System, Mental Health Managed Care requirements, Mental Health Services Act (Prop 63) program and services knowledge as well as the Organized Delivery System/ Drug Medi-Cal model that includes all of the same health record, level of care (patient care) and coding requirements. Additionally, the EHR system will produce the necessary reports for Quality Assurance Performance measures for the AOD programs and will place additional Quality Assurance Measure outcomes as well as billing support documentation required under the new program model.

In order to comply with the post-retirement employment restrictions of the California Public Employees' Pension Reform Act and the County Employees' Retirement Law of 1937 (1937 Act), it is requested that the Board (1) Approve the Post-Retirement Employment of Mental Health Electronic Health Records Manager, Valerie Toews, as an extra help Electronic Health Records Expert for the Mental Health Branch of the Health and Human Services Agency, effective May 21, 2019, (2) find that the position will be for a limited duration; requires the special skills and knowledge possessed by Ms. Toews; that the nature of the employment is necessary to fill a critically needed technical role before 180 days have passed from her retirement; and that the appointment be approved by the Board of Supervisors in a public meeting and not on the consent calendar; and (3) waive the 180-day waiting period that would otherwise apply to such post-retirement employment. With such findings and waiver, Ms. Toews will not be required to be reinstated from her retirement to active membership in the retirement system nor will her retirement benefits be suspended or terminated. She will be limited to working no more than 120 days or 960 hours, whichever is greater, during the balance of the 2018-2019 and 2019-2020 Fiscal Years.

FISCAL IMPACT/FINANCING:

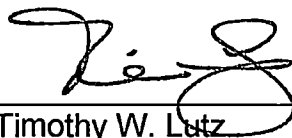
The total salary and benefit costs for this request, based on 960 hours, will not exceed \$48,253 per Fiscal Year. The Fiscal Year 2018-2019 costs will be fully absorbed in the existing budget, and the full \$48,253 will be included in the upcoming Fiscal Year 2019/2020 proposed budget. This expense for both fiscal years will be funded with Mental Health Services Act and Realignment funding. There is no additional net cost to the County General Fund.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

The County's five-year strategic plan includes the Organizational Performance Initiative to promote continuous improvement of organization effectiveness and fiscal stability. This action meets the Organizational Performance measure of continually evaluating organizational structure to improve service delivery.

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ADMINISTRATIVE SIGN-OFF:



Timothy W. Lutz
Agency Director

cc: County Administrative Office
Human Resources & Development
Tulare County Employees' Retirement Association

Attachment(s) None

**BEFORE THE BOARD OF SUPERVISORS
COUNTY OF TULARE, STATE OF CALIFORNIA**

**IN THE MATTER OF APPROVAL OF
POST-RETIREMENT EMPLOYMENT
OF VALERIE TOEWS**

) Resolution No. _____
) Agreement No. _____
)
)

UPON MOTION OF SUPERVISOR _____, SECONDED BY
SUPERVISOR _____, THE FOLLOWING WAS ADOPTED BY THE
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD _____
_____, BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST: JASON T. BRITT
COUNTY ADMINISTRATIVE OFFICER/
CLERK, BOARD OF SUPERVISORS

BY: _____
Deputy Clerk

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1. Approved the Post-Retirement Employment of Mental Health Electronic Health Records Manager, Valerie Toews, as an extra help Electronic Health Records Expert for the Mental Health Branch of the Health and Human Services Agency, effective May 21, 2019;
2. Found that the position will be for a limited duration; requires the special skills and knowledge possessed by Ms. Toews; that the nature of the employment is necessary to fill a critically needed technical role before 180 days have passed from her retirement; and that the appointment be approved by the Board of Supervisors in a public meeting and not on the consent calendar; and
3. Waived the 180-day waiting period to return to work for the position.