



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Human Resources



**Date:** March 14, 2017

**Board Meeting Date:** April 25, 2017

**Special Notice / Hearing:** None

**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Donna Vaillancourt, Human Resources Director  
Scott Johnson, Deputy Director, Human Resources

**Subject:** Agreement with Elaine Simmons for Occupational Health Services

**RECOMMENDATION:**

Adopt a resolution authorizing a three-year agreement with Elaine Simmons to provide occupational health services, for the term of May 1, 2017 through April 30, 2020 (\$140,000 annually), with a two-year option to extend with years 4 and 5 at \$150,000 not to exceed \$720,000.

**BACKGROUND:**

The County is required under the Occupational Safety and Health Administration (OSHA) and California Code of Regulations Title 8 to provide occupational health training, scheduling of pre-placement physicals and annual health surveillance physicals and monitoring of records.

**DISCUSSION:**

The County has collaborated with Elaine Simmons to establish an Occupational Health Service program. Ms Simmons, a Certified Occupational Medical Nurse, has provided Occupational Health Services to the County for the last 17 years. She has effectively administered this program by working closely with County employees and County departments to secure the scheduling of all pre-placement physicals and annual health surveillance exams. There are a variety of exams administered such as hearing tests or TB tests and the exams are used for a variety of County employees such as Sheriff's Deputies, nurses and County drivers. Ms Simmons will follow up and review all the records relating to these exams to ensure compliance with OSHA and Title 8. She will also interface with department supervisors, clinic physicians and Risk Management to insure that all physicals are completed in a timely manner. Her services also include monitoring the TB/Blood Borne Pathogen Testing, Hearing Conservation and managing other infectious disease related injuries. General and specialized training is also

conducted to ensure that all mandatory information and protocols are handled according to OSHA. In addition, Ms Simmons has managed the County's significant caseload increase of 75% due to regulatory and department demands for pre-placement physicals and, in turn, annual surveillance.

The resolution contains the County's standard provision allowing amendment of the County's fiscal obligations of each agreement by a maximum of \$25,000 (in aggregate).

County Counsel has reviewed and approved the resolution and agreement as to form.

Approval for this agreement contributes to Shared Vision 2025 outcome of Collaborative Community by providing a comprehensive Occupational Health Program that will increase administrative efficiency and help to effectively manage the County's costs.

**PERFORMANCE MEASURE(S):**

Measure	FY 2016-17 Actual	FY 2017-18 Projected
Pre-placement Physicals	1200	1200
Health Surveillance	1400	1400

**FISCAL IMPACT:**

There is no net County cost impact. Funding for the Occupational Health costs are offset by the Risk Management Workers' Compensation Trust Fund. The fee will remain at the \$140,000 for years 2 and 3. The Agreement has option for years 4 and 5 at \$150,000 per year.