



# County of San Mateo

## Inter-Departmental Correspondence

---

**Department:** HEALTH

**File #:** 19-1213

Board Meeting Date: 12/10/2019

---

**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Louise F. Rogers, Chief, San Mateo County Health  
Chester J. Kunnappilly, MD, Chief Executive Officer, San Mateo Medical Center

**Subject:** Amendment to the Agreement with Hambleton Compliance LLC to Provide Interim Compliance Officer Services

**RECOMMENDATION:**

Adopt a resolution authorizing an amendment to the agreement with Hambleton Compliance LLC to provide interim compliance officer services, increasing the amount by \$80,000, to an amount not to exceed \$180,000.

**BACKGROUND:**

In December 2018, San Mateo Medical Center's (SMMC) Compliance Officer notified the Executive Management Team of their impending medical leave. On July 9, 2019, the Chief Executive Officer approved an agreement with Hambleton Compliance LLC (Hambleton), to provide an interim compliance officer. Hambleton was chosen for their level of experience based on the three-quote process.

**DISCUSSION:**

SMMC underestimated the amount of time needed for this engagement. As a result, there is not enough money to fund the agreement through the remainder of the term. SMMC is requesting your Board waive the Request for Proposals process to allow Hambleton to continue to provide these services and increase the funding through the end of the term.

The amendment and resolution have been reviewed and approved by County Counsel as to form.

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

It is anticipated that response time for inquires will be within 24 hours 100% of the time.

**PERFORMANCE MEASURE:**

---

Measure	FY 2018-19 Actual	FY 2019-20 Estimated
Percentage of time inquiries will be responded to within 24 hours	N/A*	100%

New measure\*

**FISCAL IMPACT:**

The term of the amended agreement is July 1, 2019 through December 31, 2019. The amount of the agreement is not to exceed \$180,000. The amendment increases the contract amount by \$80,000. Funds in the amount of \$80,000 are included in the SMMC FY 2019-20 Adopted Budget.

Expenses at SMMC are covered by fees for services or third-party payors whenever possible. The portion of expenses for services provided to the medically indigent or to those covered by programs that do not meet the full costs of care is covered by the County's General Fund contribution to SMMC, and is within the existing annual appropriation.