

September 12, 2023

Board of Supervisors  
County of Ventura  
800 South Victoria Avenue  
Ventura, CA 93009

**SUBJECT: Approval of, and Authorization for the Ventura County Behavioral Health (VCBH) Director to Sign, an Agreement with Sunbelt Staffing, LLC in the Amount of \$300,000, Effective September 12, 2023 Through June 30, 2024; Authorization for the VCBH Director to Amend Temporary Staffing and Recruiting Services Agreements with Sunbelt Staffing LLC, Maxim Healthcare, and Medix Staffing Solutions to Increase the Combined Annual Maximum Contract Amount for the Three Agreements from \$2,250,000 to \$3,000,000 (an increase of \$750,000), effective July 1, 2023 Through June 30, 2024; Authorization for the VCBH Director to Approve Limited Modifications and to Extend the Term of the Agreement With Sunbelt Staffing, LLC for up to Two Years.**

**RECOMMENDATIONS:**

1. Approval of, and authorization for the Ventura County Behavioral Health (VCBH) Director or designee to sign, an agreement for temporary staff and recruiting services with Sunbelt Staffing, LLC, in the amount of \$300,000, effective September 12, 2023 through June 30, 2024.
2. Authorization for the VCBH Director or designee, as needed during FY 2023-2024, to amend temporary staffing and recruiting services agreements with Sunbelt Staffing LLC, Maxim Healthcare, and Medix Staffing Solutions to increase the combined annual maximum contract amount for the three agreements from \$2,250,000 up to \$3,000,000 (an increase of \$750,000).
3. Authorization for the VCBH Director or designee to (a) approve modifications to decrease the amount of one or more agreements, (b) approve modifications that increase the amount of one or more agreements and which cumulatively keep the three agreements within the combined annual maximum contract amount, and (c) approve corrections, clarifications, technical changes and other modifications to each agreement, when the changes are consistent with the original purpose of the agreement and the authority related to the combined annual maximum contract amount subject to County Counsel review and approval.

4. Authorization for the VCBH Director or designee to extend the term of the agreement described in Recommendation No. 1 (Sunbelt Staffing, LLC Exhibit 1) up to two times, for a period of no more than one year each time, on the same or more favorable terms and conditions (with any change in the scope of work to be consistent with the original purpose of the agreement), and for up to an amount not to exceed: (a) the amount of the agreement specified above and (b) any approved increases made up to the Board-approved combined annual maximum contract amount within FY 2023-24. All extensions would be subject to all necessary prior appropriations and other budgetary approvals by your Board, and subject to County Counsel review and approval.

**FISCAL/MANDATES IMPACT:**

**MHSA Division #3260**

Mandatory: No  Yes  Cite Authority:

Source of Funding: Federal Financial Participation (FFP) funds and Proposition 63 Mental Health Services Act (MHSA)

Funding Match Required: No

Impact on Other Department(s): None

	<u>FY 2023-2024</u>	<u>FY 2024-2025</u>
Summary of Revenue and Total Costs		
Revenue:	\$1,467,500	\$1,467,500
Costs:		
Direct Cost	\$1,467,500	\$1,467,500
Indirect - Dept.	\$0	\$0
Total Costs	\$1,467,500	\$1,467,500
Net County Costs	\$0	\$0

<b>FY 2023-24 Adopted Budget for MHSA Division #3260</b>				
	<b>Adopted Budget</b>	<b>Adopted Budget</b>	<b>Projected Actual</b>	<b>Estimated Savings/(Deficit)</b>
Appropriations	\$90,051,311	\$90,051,311	\$90,051,311	\$0
Revenue	\$86,774,914	\$86,774,914	\$86,774,914	\$0
Net Cost	\$3,276,397	\$3,276,397	\$3,276,397	\$0

Note: Revenue and appropriations are included in the FY 2023-2024 adopted budget for MHSA Division #3260.

**MHL Division #3200**

Mandatory: No  Yes  Cite Authority: N/A  
 Source of Funding: Short Doyle/Medi-Cal (SD/MC) Federal Financial Participation (FFP), State General Fund, and 2011 Realignment (Trust N520-719C) and 1991 Realignment (Trust N510-717C).  
 Funding Match Required: No  
 Impact on Other Department(s): None

	<u>FY 2023-24</u>	<u>FY 2024-25</u>
Summary of Revenue and Total Costs		
Revenue:	\$1,482,500	\$1,482,500
Costs:		
Direct Cost	\$1,482,500	\$1,482,500
Indirect – Dept.	\$0	\$0
Total Costs	\$1,482,500	\$1,482,500
Net County Costs	\$0	\$0
Recovered Indirect Cost:	\$0	\$0

<b>FY 2023-24 Adopted Budget for MHL Division #3200</b>				
	<b>Adopted Budget</b>	<b>Adjusted Budget</b>	<b>Projected Actual</b>	<b>Estimated Savings/(Deficit)</b>
Appropriations	\$113,055,300	\$113,055,300	\$113,055,300	\$0
Revenue	\$95,467,723	\$95,467,723	\$95,467,723	\$0
Net Cost	\$17,587,577	\$17,587,577	\$17,587,577	\$0

Note: Revenue and appropriations are included in the FY 2023-2024 adopted budget for MHL Division #3200.

**FISCAL/MANDATES IMPACT:**

**SUS Division #3220**

Mandatory: No  Yes  Cite Authority:  
 Source of Funding: Drug Medi-Cal Federal Financial Participation (DMC-ODS FFP) funds and State General Fund; 2011 Realignment (Realignment) funds (Trust N520-719C)  
 Funding Match Required: No  
 Impact on Other Department(s): None

	<u>FY 2023-2024</u>	<u>FY 2024-2025</u>
Summary of Revenue and Total Costs		
Revenue:	\$50,000	\$50,000
Costs:		
Direct Cost	\$50,000	\$50,000
Indirect - Dept.	\$0	\$0
Total Costs	\$50,000	\$50,000
Net County Costs	\$0	\$0

<b>FY 2023-24 Adopted Budget for SUS Division #3220</b>				
	<b>Adopted Budget</b>	<b>Adjusted Budget</b>	<b>Projected Actual</b>	<b>Estimated Savings/(Deficit)</b>
Appropriations	\$32,562,193	\$32,562,193	\$32,562,193	\$0
Revenue	\$31,853,989	\$31,853,989	\$31,853,989	\$0
Net Cost	\$708,204	\$708,204	\$708,204	\$0

Note: Revenue and appropriations are included in the FY 2023-2024 adopted budget for SUS Division #3220.

**DISCUSSION:**

On June 21, 2022, your Board approved three (3) agreements for medical personnel temporary staffing and recruiting services with Maxim Healthcare Services Holdings, Inc. (Maxim), Medix Staffing Solutions, Inc. (Medix), and TheKey of California, LLC (TheKey) for a combined annual maximum contract amount of \$1,300,000. Then, on February 28, 2023, your Board approved an increase to the combined annual maximum contract amount from \$1,300,000 to \$2,250,000 per fiscal year. For FY 2023-24, pursuant to authority delegated by this Board, VCBH renewed the agreements with Maxim and Medix but chose not to renew the agreement with TheKey. These contractors have proven to be a vital source of staffing services during the ongoing staffing shortage. Currently, the VCBH staffing vacancy rate is 19.3% (compared to 26.1% in January 2023). The department continues to participate in job fairs, hiring events, and work closely with educational institutions within Ventura County. We continue to advertise our open recruitments and encourage our staff to share our vacancies with friends and family. In addition, we have large internship program of which a large percentage of the students later become our staff. We currently have an internship program for Mental Health Associates, Alcohol Drug Treatment Specialists, Mental Health Clinicians, and psychologists.

As indicated in the table below, VCBH has existing FY 2023-24 agreements with Maxim and Medix, each for a not-to-exceed amount of \$1,000,000. The need for additional staffing services remains high and VCBH has found a third vendor to assist in managing this need. Therefore, VCBH is requesting authorization to enter into a FY 2023-24 agreement with Sunbelt Staffing, LLC (Sunbelt), in the amount of \$300,000, to help manage our temporary staffing needs. The billing rates for the respective classifications are the same for all three contractors. In addition, VCBH is also requesting authorization for an additional increase of \$700,000, for a revised combined annual maximum contract amount of \$3,000,000, to address current VCBH staffing vacancies and ensure continued service provision to meet the needs of the consumers served by VCBH through June 30, 2024.

<b>Contractor</b>	<b>Contract Term</b>	<b>FY 2023-24 Contract Budget<sup>1</sup></b>
Maxim Healthcare Services Holdings, Inc. (Maxim)	7-1-23 to 6-30-24	\$1,000,000
Medix Staffing Solutions, Inc. (Medix)	7-1-23 to 6-30-24	\$1,000,000
Sunbelt Staffing, LLC	9-12-23 to 6-30-24	\$300,000
Authorized Flexibility <sup>2</sup>		\$700,000
<b>TOTAL</b>		<b>\$3,000,000</b>

<sup>1</sup> Actual individual contract maximum amounts may vary so long as the combined totals of all three contracts do not exceed the new not-to-exceed amount of \$3,000,000, approved herein.

<sup>2</sup> Remainder of previously authorized combined annual maximum contract amount for flexibility to increase the individual contract maximums based on services provided.

VCBH recommends authorization for the VCBH Director or designee, to sign the: (1) agreement with Sunbelt in the amount of \$300,000 and (2) amendments to the agreements with Maxim, Medix, and Sunbelt, in the amounts referenced in the tables herein, for the provision of temporary staffing and recruiting services up to a new combined annual maximum contract amount of \$3,000,000 per fiscal year, subject to County Counsel review and approval as to form.

This Board Letter has been reviewed by the County Executive Office, Auditor-Controller's Office, and County Counsel. If you have any questions regarding this item, please contact VCBH Acting Director Loretta Denering at (805) 981-2214 or Health Care Agency Assistant Chief Financial Officer Narcisa Egan at (805) 973-5357.



DR. LORETTA DENERING, DR. PH, MS  
 Acting Behavioral Health Director

Board of Supervisors  
FY 2023-24 Temp Staffing Agreements and Amendments  
September 12, 2023  
Page 6 of 6



BARRY L. ZIMMERMAN  
Health Care Agency Director

**Attachments:**

**Exhibit 1 – FY 2023-24 Sunbelt Staffing, LLC**