



**EL DORADO COUNTY MENTAL HEALTH DEPARTMENT**

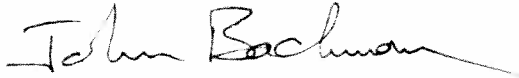
*Treatment Works, People Recover*

*El tratamiento es efectivo, las personas se recuperan*

**John Bachman, PhD**  
Director

344 Placerville Drive  
Placerville, CA 95667  
Phone: (530) 621-6370

**MEMO**

TO: Laura Gill  
FROM: John Bachman   
RE: Psychiatrist Recruitment  
DATE: 11/19/2007

Laura-

As you know, a sufficient cadre of full-time psychiatrists is considered critical to the service obligations of the Mental Health Department, as many of our child and adult clients require pharmacological evaluations and medical interventions as well as psychosocial treatments. The Department had had an open recruitment to fill a full-time psychiatrist position running since 4/21/06, after one of the full-time doctors left unexpectedly. As we hadn't received a single application, you approved the addition of a signing bonus and a relocation reimbursement to the recruitment plan for this position. This proved successful, in the short-run, as we indeed hired a psychiatrist in June of this year. Again unexpectedly, she chose to leave us for a higher paying position in Contra Costa County. (I have confirmed with HR that we conformed entirely with the County policies and procedures regarding revocation of these bonuses and have not paid her anything she did not earn or deserve.) In the meantime, I'd like to ask that you again approve adding these bonus incentives to our recruitment plans for hiring another psychiatrist. Thank you for your consideration.

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EL DORADO COUNTY MENTAL HEALTH DEPT

EL DORADO COUNTY MENTAL HEALTH DEPT  
NOV 23 PM 4:47

# Signing Bonus Checklist

## Position Title Psychiatrist

YES NO

Has the recruitment been advertised in at least five or more venues approved by Human Resources?

*This requirement **MUST** be met*

*In addition, one of the following must occur:*

YES

NO

Has two or more failed recruitments occurred for this classification (less than five qualified applicants were received)?

If an open until filled recruitment, has it received less than three qualified applicants per month for at least three months.

Has the recruitment for a classification been open for at least three months without receiving five or more qualified applicants?

Is the classification considered critical to the operation of a program or facility (e.g. minimum of mandated staffing levels are not being maintained, there is a strong possibility that loss of grant funding will occur, there is a risk that closure of programs or facilities will occur)?

Has the Department experienced a 25% or higher vacancy rate for six or more months for a classification with multiple allocated positions (excluding new allocations)?

Has the Department unsuccessfully explored alternate means of accomplishing the work?

Have at least 75% of the applicants not met the minimum qualifications established for the class?



Department Head Signature

12/20/2007

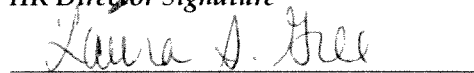
Date



HR Director Signature

12/21/07

Date



CAO Signature

12/21/07

Date



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**John Bachman, PhD**  
Director

670 Placerville Drive  
Placerville, CA 95667  
Phone: (530) 621-6370

4/29/2008

Ted Cwiek  
Human Resources Director  
El Dorado County

Dear Ted:

As you may know from discussions with Patti Barton, the Mental Health Department has had considerable difficulty recruiting and retaining a full-time psychiatrist. The position is considered critical to the operations of the Department and County, as many of our child and adult clients require medical and pharmacological interventions as well as psychosocial treatments. To aid in our recruitment efforts, I recommended and Laura Gill approved adding a signing bonus to the recruitment plan for this position.

The strategy proved successful. My colleagues and I have interviewed Denise Kellaheer. DO extensively; checked her references and I have offered her the psychiatrist position. Her background, training and professional experiences provide her with the exceptional skills and outstanding qualifications that are necessary for her to make an important contribution to the Department's delivery of mental healthcare services. She will bring considerable benefit to the County's Mental Health Department and the mentally ill clients whom it serves. She has specific expertise conducting forensic assessments of mentally ill offenders which will add significant value to the Department's participation in the County's behavioral health courts.

Because of her unique skills and the added value they represent, as well as because this position has been extremely difficult to fill, I respectfully request permission to begin Dr. Kellaheer at Step 3 of the psychiatrist pay scale.

Sincerely,

John Bachman, PhD

**Thaddeus J Cwiek/PV/EDC**

04/30/2008 02:02 PM

To John A Bachman/MH/EDC@TCP

cc Brian J Long/MH/EDC@TCP, Christine S  
Kondo-Lister/MH/EDC@TCP, Patti K Barton/PV/EDC@TCP,  
Terri Knowlton/EDC@TCP, Tien N Tran/MH/EDC@TCP

bcc

Subject Re: Step 3 Start Request for Dr. Kellahe 

Dr. John, You have my support on your recommendation. Good Luck,

Ted J. Cwiek  
Director  
El Dorado County Human Resources  
330 Fair Lane  
Placerville, CA 95667  
(530)621-5572



**The County of El Dorado**  
*Human Resources Department*  
**Risk Management**  
*Ted J. Cwiek, Director*

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330 Fair Lane, Placerville, CA 95667  
Phone (530) 621-5565 Fax (530) 642-9815  
Jobline (530) 621-5579 TDD (530) 621-4693

# Memo

Date: May 8, 2008  
To: Laura Gill, CAO  
From: Patti Barton, Personnel Analyst *PB*  
RE: Signing Bonus for Psychiatrist Candidate

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Last December, Human Resources reopened a recruitment for a Psychiatrist position that has proven to be hard-to-fill. At that time it was determined that the position qualified for the Signing Bonus and Relocation Reimbursement plans.

A successful candidate has been recruited for the department and we are now asking for your approval of the advertised Signing Bonus of \$6,000. The department has verified they have funds available to cover this bonus. The candidate does not qualify for the Relocation Reimbursement offering, so that is not being requested.

Attached please find the appropriate memos from the Director as well as the Checklist approved before the recruitment was opened.

Thank you for your consideration.

Approved,

*Laura J. Gill*

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Laura Gill, Chief Administrative Officer

*5/8/08*

\_\_\_\_\_  
Date