

AGREEMENT
for
INFORMATION TECHNOLOGY MANAGEMENT
AND OTHER SUPPORT SERVICES

This agreement is between the Information Technologies Department (herein "EDCIT") and the Public Health Department (herein "EDCPH"), both of which are departments of El Dorado County government.

1. IT Management Services. EDCIT will designate a limited portion of an EDCIT Manager's work time to serve as EDCPH's Acting Information Technology Manager (herein "AITM") with duties that include, but are not limited to the following:
 - a. Day-to-day administrative and operational supervision of EDCPH's Information Technology (IT) staff, including performance reviews, approval of vacations and other time off, review and approval of work schedules and time sheets and other personnel matters deemed appropriate.
 - b. AITM shall report to the Assistant Director of Public Health and/or, in her absence, the Director of Public Health, both of whom will endeavor to stay abreast of developments within the IT function of EDCPH. The AITM will meet with the Assistant Director on a monthly basis to provide project and activity status updates and to address future/planned work.
 - c. EDCPH will provide support funding for the EDCPH's IT function. All expenditures will require the approval of the EDCPH Assistant Director prior to expenditure.
 - d. It is understood that the work schedule of AITM shall be variable, depending on the needs and priorities of EDCPH and EDCIT, and will be changed from time to time as the needs arise with approval of EDCPH;
 - e. AITM will be accessible to designated EDCPH personnel during normal working hours as well as off hours, if necessary.
 - f. Backup for the AITM shall be provided by the Director / Assistant Director of EDCIT;
 - g. AITM shall be empowered to make unilateral decisions for the benefit of EDCPH in emergency situations requiring the use of EDCIT resources if neither the Director or Assistant Director of Public Health are available for consultation and corresponding approval, subject to the review of and approval by the Director / Assistant Director of EDCIT;
 - h. Other projects and duties as assigned by the Director / Assistant Director of Public Health with concurrence from the Director / Assistant Director of Information Technologies;

- i. AITM will attend EDCPH departmental staff meeting as requested by the EDCPH Director / Assistant Director.
2. The annual work plan for AITM shall be developed in conjunction with EDCPH management and prioritized by the Director / Assistant Director of EDCPH. Activities may include but not be limited to the areas listed below.

AITM shall provide planning, direction, and oversight for all of the following areas. AITM shall perform analysis leading to recommendations and action plans intended to result in improvements that will benefit EDCPH in each of these areas or in other areas as requested by EDCPH management:

- a. Staff: job specifications, training levels, work assignments, work schedules, backup and cross-training;
- b. Facilities: staff's work areas, server and equipment areas, heating/ventilation/air conditioning;
- c. Equipment: adequacy of computing equipment including servers, PC's, networks, and other technologies;
- d. Security: adequacy of security for employees and vendors of protected areas, networks, applications, back-up and fail-over systems;
- e. Existing Computer Applications: inventory of current computer applications, the intended purpose and the effectiveness and efficiency of each; County and vendor contracts for products and services, including associated licensing and maintenance agreements;
- f. New or Proposed Computer Applications: review of requirements, specifications, design, vendor presentations, cost-benefit analyses, County and vendor contracts for products and services, including associated licensing and maintenance agreements;
- g. PC and Application Problem Reporting and Tracking: review of the adequacy and efficiency of the existing system;
- h. EDCPH Information Technology Policies, Procedures, and Processes: review adequacy of current policies, procedures, and processes;
- i. Networks: data and voice systems, including video conferencing;
- j. Technology Related Budgets and Purchases: review and identification of budget needs and coordination of associated purchases.

3. Other IT Support Services. With the approval of the EDCPH Director / Assistant Director, and under the direction of AITM, EDCIT will perform other IT support services including business process analysis, IT systems analysis and design, vendor systems analysis, system implementation and support services, program and system modifications, including testing and implementation, PC / Server installation, maintenance, trouble-shooting and other maintenance.

Any of the above support services provided by EDCIT will be tracked, recorded as "non-billable" and reported to EDCPH via the normal direct billing system maintained by EDCIT.

Web development and maintenance services are specifically excluded from this agreement and will be provided as "billable" via the normal direct billing system maintained by EDCIT.

4. Reimbursement for Services
 - a. EDCPH agrees to reimburse EDCIT at the rate of \$100,000 per fiscal year, payable quarterly, in arrears.
 - b. EDCIT will include the above amount in a line item on a quarterly statement to be submitted to the EDCPH Assistant Director.
 - c. EDCIT will prepare an inter-fund transaction journal entry for one quarter of the total annual amount within 20 days of the end of each quarterly period and submit the journal entry to EDCPH for approval. Said journal entry shall specify index code 401111 and sub object 5300 for the expenditure and index code 102110 and sub object 1800 for the revenue. The amount of the journal entry may be adjusted if mutually agreeable to EDCIT and EDCPH pursuant to paragraph 6 below.
 - d. If the EDCPH Director or Assistant Director provides prior authorization for EDCIT staff to receive specialized training relative to EDCPH applications, EDCPH will pay for all costs associated with such training (e.g. tuition and associated transportation/travel expenses). Payment for such expenses may be made directly by EDCPH, as appropriate. Payment for such expenses may alternatively be made through additional reimbursement to EDCIT not to exceed \$10,000 over and above amount set forth in paragraph "4.a." above.
5. The term of this agreement is July 1, 2007, through June 30, 2008.
6. EDCPH and EDCIT management agree to track the progress of the support provided by this agreement and negotiate, in good faith, if necessary, any adjustments necessary to maintain an operating and financial agreement that is fair and equitable to both EDCIT and EDCPH.

7. This agreement is contingent upon approval by the Board of Supervisors of the FY 07-08 budgets of EDCIT and EDCPH and the funding necessary for this agreement.

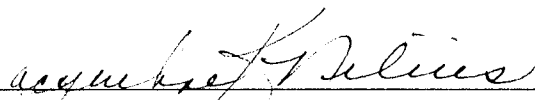
8. Administrator:
The County Officer or employee with responsibility for administering this Agreement on behalf of the Public Health Department is Gayle Erbe-Hamlin, Director, or successor.

The County Officer or employee with responsibility for administering this Agreement on behalf of the Information Technologies Department is Jacqueline K. Nilius, Director, or successor.

PUBLIC HEALTH DEPARTMENT:

By: _____
GAYLE ERBE-HAMLIN, Director

INFORMATION TECHNOLOGIES:

By: 
JACQUELINE K. NILIUS, Director

Dated: _____

By: _____
Chairman
Board of Supervisors

ATTEST:
Cindy Keck, Clerk
of the Board of Supervisors

By: _____ Date: _____
Deputy Clerk