

October 13, 2020

Brian L. Martin, Sheriff-Coroner
County of Lake Sheriff's Office
1220 Martin Street
Lakeport, CA 95453

Re: Administrative Assistant Staffing Proposal

Greetings Sheriff Martin:

California Forensic Medical Group, Inc. ("CFMG") is proud to be your partner and we continuously strive to meet and exceed your expectations regarding the level and quality of services provided at Lake County.

Enclosed we are presenting the cost to add more administrative coverage to our currently contracted staffing matrix. This enhanced coverage has become necessary to ensure the increased workload and administrative needs are properly met at the County. Further, recruiting has proven to be a challenge at the current 20 hours per week allowed for in our matrix.

Therefore, CFMG recommends revising the total weekly hours of administrative coverage from 20 to 40 (1.0 FTE). The annual cost impact for the additional 20 hours is **\$36,303**.

We also recommend changing the position title from 'Clerk' to 'Administrative Assistant' on the staffing matrix to better reflect the responsibilities of this role.

This price quote is an addition to our current Agreement and not a standalone project. If accepted, these rates will be added to the current monthly rate being charged to Lake County.

To move forward, please sign the following page and email a signed copy of this proposal to Andrea Knox, Partner Services Specialist, at akknox@wellpath.us. Upon receipt of the signed proposal indicating acceptance of these changes, our Legal Department will draft a formal contract amendment and route to the appropriate County individuals for signature. All terms of the current Agreement, including any changes detailed above, shall remain in full force and effect through the end of the contract period.

If you have any questions or concerns, do not hesitate to contact David Garzoli, Regional Director of Operations for Lake County, at 858-283-8682.

We pride ourselves on providing the highest level of services and greatly appreciate the strong relationship we have established with Lake County. We look forward to continued success working together.

Sincerely,



Justin Searle
Executive Regional Vice President

Cc: *David Garzoli, Regional Director of Operations*
Adolfo Cisnero, Senior Director, Partner Services



The undersigned is authorized by the County of Lake to accept the above terms:

Authorized County of Lake Representative

Date Signed

Print Name

Title

PLEASE NOTE: Final delivery of the contract amendment will be via email. If hard copies with original signatures are required, please indicate the number of copies needed: ____.