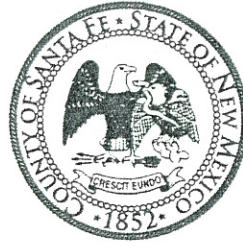


**Henry P. Roybal**  
*Commissioner, District 1*

**Anna Hansen**  
*Commissioner, District 2*

**Robert A. Anaya**  
*Commissioner, District 3*



**Anna T. Hamilton**  
*Commissioner, District 4*

**Ed Moreno**  
*Commissioner, District 5*

**Katherine Miller**  
*County Manager*

## **MEMORANDUM**

To: Board of County Commissioners

From: Bernadette Salazar, Human Resources Director *BS*

Via: Katherine Miller, County Manager

Date: October 11, 2017

Re: HR Monthly Report for September 2017

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### **Topic:**

The HR Division provides the Santa Fe County Board of County Commission with a monthly report regarding highlighted HR information and events. The purpose of this memo is to provide you with information for the month of September.

### ***Training and Employee Development***

Throughout the month of September, Human Resources conducted/coordinated thirteen (13) face to face training sessions and twenty-six (26) online training sessions. One hundred fifty-seven (157) employees attended these training sessions.

Human Resources also processed twenty-one (21) NM EDGE applications for a total of seventy-nine (79) courses which will be offered to Santa Fe County employees.

### ***Employee Benefits and Wellness***

Human Resources is working with New Mexico Association of Counties to offer voluntary benefits program for County employees. Benefits will be offered by Mutual of Omaha to provide voluntary accident and critical illness coverage. The benefits of this program will bring value added services to our County employees to include competitively priced voluntary benefits, portable plans and an NMAC endorsed program. In addition, HR continues to prepare for the 2017 open enrollment season for medical, dental and vision insurance. This will include providing training sessions for employees to attend and gain more information about their benefits to assist them in making informed decisions about the benefits Santa Fe County has to offer. HR will be hosting meetings at various locations and at various times to accommodate the work schedules of all County employees.

On September 27, 2017, HR coordinated the 4<sup>th</sup> Annual Manager's Commit to Be Fit Challenge Finale Meeting. The purpose of the challenge is to help employees practice healthy, sustainable habits and to enhance the health, well-being and team concept of our work environment. The event began on June 10, 2017 and ended on August 19, 2017. Each of the teams were required to log activities related to exercise, community service, recycling, and eating healthy. Recycling was a new category this year. It yielded great results that were implemented such as taking food waste from work to employee's homes and adding to personal compost, worm composting from food waste at home, a glass recycling bin collection was placed in the Public Works facility break room and an employee agreed to take the glass to BuRRT, toner cartridges were recycled from Public Works, motor oil was collected and recycled at the County's Eldorado convenience center, and #5 plastics were taken to Whole Foods under Preserve's Gimme 5 Program. Twelve teams participated. All team participants were recognized and awarded with an annual t-shirt and ear buds and the top three teams received an exercise kit with a jump rope and hand weights. First place winners received 8 hours of leave, second place received 4 hours of leave and third place received 2 hours of leave. We are very proud to have another successful year with this great event!

### ***Promotions and Recruitment***

During the month of September, testing was conducted for Sheriff Deputy Cadets, Sheriff Corporal, Sheriff Sergeant, Firefighter Cadets, Fire Lieutenant and ADF Sergeant. Seventeen (17) applicants participated in the testing for Sheriff Deputy Cadet, eight (8) applicants interviewed and five (5) were selected to proceed in the hiring process. Five (5) applicants participated in the promotional testing for Sheriff Corporal. Three (3) applicants participated in the promotional testing for Sheriff Sergeant. There were three hundred eight-three (383) applicants for the Firefighter Cadet recruitment. One hundred sixty (160) applicants participated in the testing for Firefighter Cadet and one hundred nine (109) will proceed to Physical Ability testing in October. Thirteen (13) applicants participated in the promotional testing for Fire Lieutenant and seven (7) will proceed to Skills Assessments in October. Five (5) applicants participated in the promotional testing for ADF Sergeant; one (1) applicant has been selected for promotion to Sergeant.

The County had seven (7) promotions during the month of September.

In the Human Resources Division, one (1) employee advance to a higher position:

- Ashely Barela began working for Santa Fe County on October 15, 2012 and progressed from a Human Resources Administrator Senior to a Human Resources Supervisor.

In the County Assessor's Office, one (1) employee advance to a higher position:

- Brittney Montoya began working for Santa Fe County on January 25, 2010 and progressed from an Appraiser to an Appraiser Senior.

In the Sheriff's Office, three (3) employees advance to a higher position:

- Dayton Bell began working for Santa Fe County on September 6, 2016 and progressed from a Sheriff Deputy Cadet to a Sheriff Deputy I.



- Orlando Lopez began working for Santa Fe County on September 2, 2017 and progressed from a Detention Officer to a Sheriff Deputy Cadet.
- Johnathan War began working for Santa Fe County on September 6, 2016 and progressed from a Sheriff Deputy Cadet to a Sheriff Deputy I.

In the Corrections Department, two (2) employee advance to a higher position:

- Christopher Shiplet began working for Santa Fe County on April 29, 2017 and progressed from a Corrections Sergeant to a Corrections Lieutenant.
- Diane Sena began working for Santa Fe County on October 27, 2011, and progressed from an Accountant with the Finance Department to a Department Administrator with Corrections.

We congratulate these employees and thank them for their hard work!

In September 2017, the resolution to increase the amount Santa Fe County contributes on behalf of eligible employees (law enforcement) for Public Employees Retirement Association ("PERA") benefits was approved. This will increase the County's pickup of the employees' portion from 56.8% to 75%. This will help Santa Fe County be competitive with surrounding agencies and help with the recruitment and retention of qualified law enforcement officers.

### ***Employee Relations***

During the month of September 2017, HR negotiated with four unions to include AFSCME 1782, the SFC Deputy Sheriff's Association-NMCP SO, the NMCP SO-RECC and IAFF. The County successfully reached agreement with AFSCME 1782, and SFC Deputy Sheriff's Association-NMCP SO. Negotiations with NMCP SO-RECC and IAFF continue to progress forward. Timely and successful agreements reduce the amount of time and dollars spent and assists with the retention of qualified employees.

### ***Attached Reports***

Attached are the HR Statistics Report, the New Hire Report and the Labor Statistics Reports for September 2017, and the Years of Service Report for October 2017. If you have any questions, I can be contacted at 992-9886. Thank you.





# Human Resources Statistics Report

## September 2017

Department/Office	Division	Regular Employees	Part Time	Full Time	Elected Officials	Temps	Vacancies	Total Positions
County Manager's Office	01-COUNTY MANAGER ADMINIS.	7		7				7
	02-COMMISSION	5		5	5			5
	12-MAIL ROOM	1		1				1
	15-HUMAN RESOURCES	10	1	9		1	2	12
	21-FINANCE	23		23			2	25
	24-PURCHASING	8		8				8
	22-PUBLIC INFORMATION OFFICE	1		1				1
	23-SANTA FE FILM OFFICE	2		2				2
	25-INFORMATION TECHNOLOGY	17		17			1	18
CMO total		74	1	73	5	1	5	79
Legal Office	01-LEGAL ADMINISTRATION	9		9			1	10
	02-RISK MANAGEMENT	4		4				4
Legal Office Total		13	0	13	0	0	1	14
Community Services Department	04-DWI LOCAL	7		7				7
	06-DWI SCREENING	1		1				1
	09-DWI TEEN COURT	2		2				2
	20-INDIGENT HOSPITAL FUND	4		4				4
	21-EMS-HEALTH CARE	3		3				3
	74-MOBILE HEALTH FAIR VAN	3	1	2			2	5
	89-SENIOR PROGRAMS - ADMIN.	12		12			1	13
	90-SR SVCS-CONGREGATE MEALS	4		4			2	6
	92-SR SVCS - HOME DELIVERED	8		8		1		8
	93-SR SVCS - TRANSPORTATION	2		2				2
	94-DWI COMPLIANCE EXPAN.-TSB	1		1				1
	01-ADMINISTRATION	4		4				4
	01-POJOAQUE SATELLITE OFFICE					1		
	02-EDGEWOOD SATELLITE OFFICE					1		
CSD Total		51	1	50	0	3	5	56
Growth Management Department	01-LAND USE ADMINISTRATION	4		4				4
	02-PLANNING	8		8			1	9
	14-GIS	9		9				9
	16-BUILDING & DEVELOPMENT	15		15				15
	17-ECONOMIC DEVELOPMENT	1		1				1
GMD Total		37	0	37	0	0	1	38
Housing Department	30-ADMINISTRATION	10		10			3	13
	49-HOUSING SECTION 8 VOUCHER	2		2				2
	84-HOUSING CFP - 2014	1		1				1
Housing Department Total		13	0	13	0	0	3	16
Public Safety Department	01-FIRE ADMINISTRATION	31		31			2	33
	11-FIRE REGIONS	70		70			9	79
	15-WILDLAND PROGRAM	3		3		7		3
	01-CORRECTIONS ADMINISTRATION	6		6				6
	60-ADULT FACILITY	137		137			17	154
	62-MAINTENANCE DIVISION	6		6			1	7
	63-MEDICAL SERVICES	22		22			11	33
	65-ELECTRONIC MONITORING	5		5			5	10
	70-YOUTH DEVELOPMENT FAC.	22		22			7	29
	01-RECC	45		45			2	47

# Human Resources Statistics Report

## September 2017

Department/Office	Division	Regular Employees	Part Time	Full Time	Elected Officials	Temps	Vacancies	Total Positions
PSD Total		347	0	347	0	7	54	401
Public Works Department	01-PUBLIC WORKS ADMIN.	13		13				13
	02-FLEET SERVICE	9		9			1	10
	03-TRAFFIC ENGINEERING	4		4			3	7
	05-SOLID WASTE	22	2	20				22
	11-ROAD MAINTENANCE	34		34			6	40
	02-PROPERTY CONTROL	12		12			2	14
	03-BUILDING SERVICES	17	1	16			1	18
	18-PROJECT DEVELOPMENT DIV	10		10			1	11
	26-OPEN SPACE	5		5			1	6
	10-WATER	15		15			4	19
	15-AAMODT	1		1				1
	20-WASTEWATER	1		1				1
	51-OFFICE OF SUSTAINABILITY	3		3				3
	08-SANTA FE RIVER GREENWAY							
PWD total		146	3	143	0	0	19	165
County Clerk's Office	01-REPORTING & RECORDING	15		15	1		6	21
	02-BUREAU OF ELECTIONS	12		12		1	1	13
County Clerk's Office Total		27	0	27	1	1	7	34
County Treasurer's Office	01-COUNTY TREASURER ADMIN.	13		13	1		1	14
County Treasurer's Office Total		13	0	13	1	0	1	14
County Assessor's Office	01-COUNTY ASSESSOR ADMIN.	28		28	1	1	1	29
	11-PROPERTY VALUATION	13		13				13
County Assessor's Office Total		41	0	41	1	1	1	42
Sheriff's Office	01-ADMIN/ANIMAL CNTRL/ENFORC	117		117	1		8	125
	14-REG.III DRUG ENF GRANT-B	1		1				1
	06-REG III-HIDTA GRANT	1		1				1
	33-DWI SEIZURE GRANT	1		1				1
Sheriff's Office Total		120	0	120	1	0	8	128
County Probate Judge	01-COUNTY PROBATE JUDGE				1			
County Probate Judge Total		0	0	0	1	0	0	0
<b>TOTAL</b>		<b>882</b>	<b>5</b>	<b>877</b>	<b>10</b>	<b>13</b>	<b>105</b>	<b>987</b>



**SANTA FE COUNTY NEW HIRES**  
**SEPTEMBER 1, 2017 - SEPTEMBER 30, 2017**

LAST NAME	FIRST NAME	DEPARTMENT/ELECTED OFFICE	TITLE	HIRE DATE
KELLEY	MARGARET	CMO - HUMAN RESOURCES	EMPLOYEE DEV. PROG. SPECIALIST	9/2/2017
ROYBAL	BERNICE	COUNTY CLERK'S OFFICE	PRECINCT BOARD MEMBERS	9/2/2017
DOMINGUEZ	ALEX	CSD - HEALTH & HUMAN SVCS	BEHAVIORAL HLTH ADMIN PROG MGR	9/9/2017
MONTOYA	SARAH	HOUSING DEPARTMENT	HOUSING SPECIALIST	9/16/2017
MINJARES	HUMBERTO	PSD - CORRECTIONS	DETENTION OFFICER	9/2/2017
MURILLO	MATTHEW	PSD - CORRECTIONS	DETENTION OFFICER	9/2/2017
PADILLA	JOSE	PSD - CORRECTIONS	DETENTION OFFICER	9/2/2017
ROJAS	OSCAR	PSD - CORRECTIONS	DETENTION OFFICER	9/2/2017
SALAZAR	ANTHONY	PSD - CORRECTIONS	DETENTION OFFICER	9/2/2017
WHITE	SHAWN	PSD - CORRECTIONS	DETENTION OFFICER	9/2/2017
WIGGINS	MERCEDES	PSD - CORRECTIONS	DETENTION OFFICER	9/2/2017
BACA	MANUEL	PSD - CORRECTIONS	DETENTION OFFICER	9/2/2017
BOIES	DESIREE	PSD - CORRECTIONS	REGISTERED NURSE	9/2/2017
EDMUNDS	MATTHEW	PSD - CORRECTIONS	DETENTION OFFICER	9/2/2017
FRANCISCO	JARED	PSD - CORRECTIONS	DETENTION OFFICER	9/2/2017
GARCIA	DAVID	PSD - CORRECTIONS	DETENTION OFFICER	9/2/2017
GASCA	KEVIN	PSD - CORRECTIONS	DETENTION OFFICER	9/2/2017
HERRERA	WALTER	PSD - CORRECTIONS	DETENTION OFFICER	9/2/2017
LOPEZ	FERNANDO	PSD - CORRECTIONS	DETENTION OFFICER	9/2/2017
MARSH	BOBBY	PSD - CORRECTIONS	ADULT DET OFFICER LIEUTENANT	9/2/2017
MARTINEZ	WILLIAM	PSD - CORRECTIONS	LIFE SKILLS WORKER II	9/2/2017
COLON	OMAR	PSD - FIRE DEPARTMENT	VOLUNTEER FIRE FIGHTER	9/16/2017
JIMENEZ	FELICIA	PSD - FIRE DEPARTMENT	VOLUNTEER FIRE FIGHTER	9/16/2017
MORTON	KATY	PSD - FIRE DEPARTMENT	VOLUNTEER FIRE FIGHTER	9/16/2017
ROSETTA	ANDREA	PSD - FIRE DEPARTMENT	VOLUNTEER FIRE FIGHTER	9/16/2017
SANDOVAL	MANUEL	PSD - FIRE DEPARTMENT	VOLUNTEER FIRE FIGHTER	9/16/2017
GARCIA	JORDAN	PSD - RECC	EMERGENCY COMM SPEC TRAINEE	9/2/2017
LOPEZ	DAMIEN	PSD - RECC	EMERGENCY COMM SPEC TRAINEE	9/2/2017
RIVERA	PENELOPE	PSD - RECC	EMERGENCY COMM SPEC TRAINEE	9/2/2017
MARTINEZ	JUSTIN	PWD-ROADS	EQUIPMENT OPERATOR	9/16/2017
NARANJO	RUSSELL	PWD - PROJECT & FACILITIES MGT	PROJECT MANAGER I	9/9/2017
FRANCISCO	CHRISTOPHER	PWD - UTILITIES DEPARTMENT	UTILITIES MAINTENANCE WORKER	9/2/2017
FITZPATRICK	THOMAS	SHERIFF'S OFFICE	SHERIFF DEPUTY CADET	9/2/2017
LOPEZ	ORLANDO	SHERIFF'S OFFICE	SHERIFF DEPUTY CADET	9/2/2017

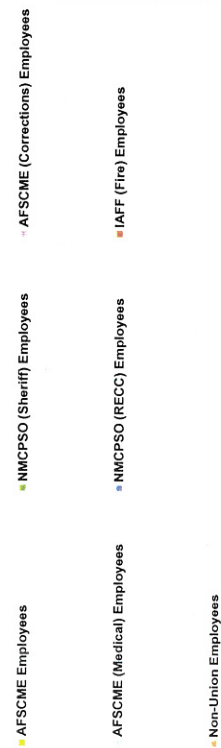
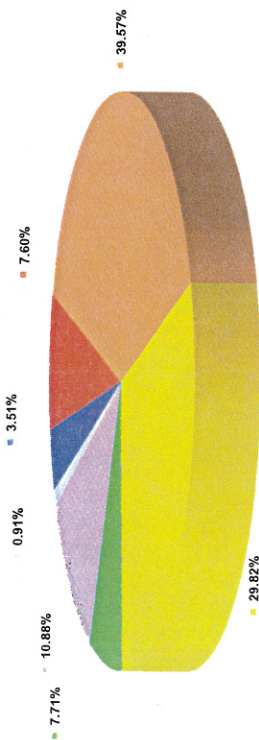




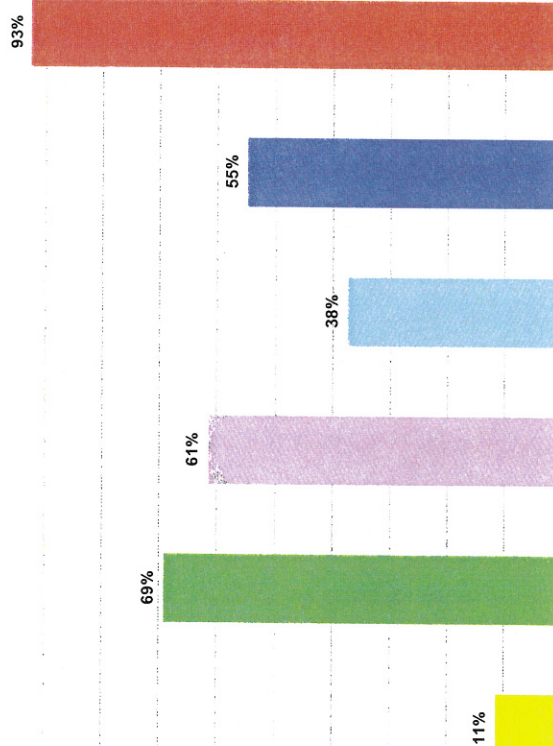
## LABOR STATISTICS FOR SEPTEMBER 2017

Number of Employees		Percentage of Union Status		Number of Paying Dues Members		Percentage of Paying Dues Members	
AFSCME Employees	263	AFSCME Employees	29.82%	AFSCME Employees	30	AFSCME Employees	11%
NMCP SO (Sheriff) Employees	68	NMCP SO (Sheriff) Employees	7.71%	NMCP SO (Sheriff) Employees	47	NMCP SO (Sheriff) Employees	69%
AFSCME (Corrections) Employees	96	AFSCME (Corrections) Employees	10.88%	AFSCME (Corrections) Employees	59	AFSCME (Corrections) Employees	61%
AFSCME (Medical) Employees	8	AFSCME (Medical) Employees	0.91%	AFSCME (Medical) Employees	3	AFSCME (Medical) Employees	38%
NMCP SO (RECC) Employees	31	NMCP SO (RECC) Employees	3.51%	NMCP SO (RECC) Employees	17	NMCP SO (RECC) Employees	55%
IAFF (Fire) Employees	67	IAFF (Fire) Employees	7.60%	IAFF (Fire) Employees	62	IAFF (Fire) Employees	93%
Total Number of Union Employees	533	Total Percentage of Union Employees	60.43%	Total Number of Employees Paying Dues	218		
Non-Union Employees	349	Non-Union Employees	39.57%				
Total Number of Employees	882						

### Number of Employees



### Number Paying Dues Members



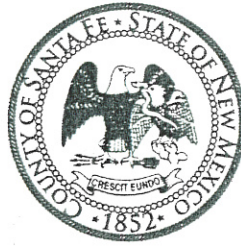




**Henry P. Roybal**  
*Commissioner, District 1*

**Anna Hansen**  
*Commissioner, District 2*

**Robert A. Anaya**  
*Commissioner, District 3*



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*Commissioner, District 4*

**Ed Moreno**  
*Commissioner, District 5*

**Katherine Miller**  
*County Manager*

**MEMORANDUM**

To: Board of County Commissioners

From: Bernadette Salazar, Human Resources Director *BS*

Via: Katherine Miller, County Manager

Date: October 11, 2017

Re: Recognition of Years of Service for Santa Fe County Employees for October 2017

Santa Fe County initiated a years of service recognition program in July of 2014. This program recognizes employees on a monthly basis who have completed years of service in five year increments. Santa Fe County recognizes the value of employee retention. It is important that we express our appreciation to those employees who contribute to the County and choose to make their career with us. Employees receive a service pen with the years of service listed.

For the month of October 2017, the following employees will be recognized:

Employee Name	Department/Office	Title	Years of Service	Hire Date
Ashley Barela	CMO/HR	HR Supervisor	5	10/15/2012
Patricia Boies	CSD/Health & Human Services	Health & Human Services Division Director	5	10/11/2012
Amanda Archuleta	PSD/Corrections	Corrections Chief Investigator	5	10/9/2012
Patricia Baca	PSD/Corrections	Adult Detention Officer-Sergeant	5	10/29/2012
Jerome Tafoya	PSD/Fire	Fire Prevention Specialist Urban Wildland	5	10/6/2012
Valentino Baca	Sheriff's Office	Sheriff Deputy II	5	10/22/2012
Lawrence Ortega	Assessor's Office	Appraiser	10	10/1/2007

George Gurule	Assessor's Office	Auto Drafting Technician	10	10/16/2007
Audrey Esquibel	CMO-HR	HR Administrator Senior	10	10/15/2007
Daniel Fresquez	CMO/IT	IT Desktop Support Specialist Senior	10	10/29/2007
Stephanie Martinez	PSD/Corrections	Administrative Manager	10	10/22/2007
Maria Elena Montoya	PSD/Youth Development Program	Administrative Assistant	10	10/5/2007
Leonard Martinez	Sheriff's Office	Sheriff Deputy III	10	10/27/2007
Jose Larranaga	GMD/Building & Development	Development Review Team Leader	15	10/1/2002
Phillip Montano	PWD/Property Control	Facility Operations Maintenance Manager	15	10/1/2002
Joseph Griego	PWD/Solid Waste	Collection Center Caretaker	15	10/2/2002
Stacy Garcia	PWD/Roads	Road Maintenance Foreman	20	10/27/1997



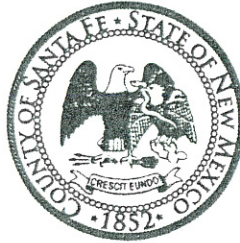




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*Commissioner, District 5*

**Katherine Miller**  
*County Manager*

## **Memorandum**

**To:** *Santa Fe County Board of County Commissioners*

**From:** *Katherine Miller, County Manager, SFC*  
*Rachel O'Connor, Director, Community Services Department, SFC*

**Date:** *October 10, 2017*

**Subject:** *Community Services Monthly Report*

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### **Health Services**

Last week Pam Hyde presented the finding of the Gap Analysis to the Health Policy and Planning Commission. There were about 50 people in attendance to hear Pam talk about priority items, which included the overall themes of housing, services to seniors, behavioral health and navigation. The report was well received and has been finalized.

The Community Services Department is co-sponsoring a Legislative Summit for the Health and Human Services Committee of the Legislature to learn about the opiate issues in New Mexico. The Summit will be Thursday, November 2 at the Drury Hotel.

The Community Services Department has been invited to present to the Health and Human Services Behavioral Health Subcommittee on our behavioral health efforts. We had two hours on October 24, 2017. We plan to present on our funding for harm reduction, treatment, navigation, Mobile Crisis and the Crisis Center.

We have scheduled 20 flu shot clinics throughout the month of November -- the ideal time to get flu shots. We are obtaining free vaccine from CHRISTUS St. Vincent, and will also benefit from our recent purchase of a temperature controlled kit for use on the van. Clinics will be held throughout the County, including a Saturday clinic at Turquoise Trail Fire Station. Two days will be especially good for Santa Fe County employees, one at Public Safety and one at Solana shopping center, and we will let Bern know in order to promote those. We are making Commissioners aware of the clinics in their districts and will work with Kristine on getting a press release out as the time approaches.

Commissioner Hansen will be participating in the Food Policy Council's Food Forum on October 12<sup>th</sup>. Because the food economy and procurement of local food is a main topic, we have also invited Bill Taylor and Chris Hyer.

### **Community Safety**

Teen Court staff met with Real Time Solutions (RTS) to begin working on our new database. They anticipate launching the database within 5 months if not sooner. We will be meeting with RTS staff on a weekly basis and will receive progress updates bi-monthly.

DWI Compliance Officer Michelle Clayton attended the week long Compliance Officer Basic Training session held at the New Mexico Department of Corrections training academy. The Administrative Office of the Courts who oversees DWI compliance monitoring programs requires all Compliance Officers attend the Basic Training. Upon Michelle's completion of the Training all of Santa Fe County's Compliance officers will have attended and completed the required training.

A Request for Proposal was issued this week seeking contractors to Provide Safe Ride Home Services for Santa Fe residents that are under the influence and in need of a ride home from a liquor establishment or a place of residence. If the RFP goes according to schedule, services may began by December of this year.

We held our annual Teen Attorney Training on Wednesday evening. We had youth representation from both Santa Fe public and private schools. There were a total of 43 youth participants trained by three local attorneys including Espanola Municipal Teen Court who brought 12 of their youth to be trained.

### **Community Operations**

Anna has been working with the NM Environment Department to provide a courtesy inspection of the La Cienega and Stanley Cyclone Center commercial kitchen. I believe we will be doing both next week as we have a request to begin using the La Cienega kitchen for processing.

Anna met with Commissioner Hansen and Russell Naranjo regarding getting a portal with solar panels at the Nancy Rodriguez Community Center. Years ago, Jeff Branch had promised to donate \$50,000 to the Center for a portal. Rudy Garcia has been working with Greg Gonzales who is stating that Mr. Branch would like just to give the money. Commissioner Hansen's first priority is the portal / solar panels. She also stated that she would like a paved apron in the entrance as the rain / snow causes pot holes. Claudia from Sustainability has stated that she has money in her budget for both the portal and the solar panels.

Community Operations staff have drafted both the amendment for the Stanley Cyclone Center Event Coordinator and the RFP for the kitchen at the Cyclone Center.



There was a pre-construction meeting for Phase 2 of the Pojoaque Recreation Complex on Thursday, September 28<sup>th</sup>. Phase 2 is set to begin in October and be at substantial completion by December. It is an aggressive time schedule. There will be 3-4 weeks when the construction will overlap with the Soccer Leagues. The leagues utilize the fields on weekday evenings from 5-7 and Sundays from 9-5. The contractor plans to be on site during the week from 7:30 to 4. There should be no issues other than there will be a construction fence that will go up and take up some of the parking area. I had previously let Diane Baros (President of the League) know that Phase 2 would be beginning during the season.

Carol Branch attended a forum to learn how the County can help better manage storm water including the installation of rain gardens. This was put on by the City of Santa Fe who partnered with the EPA. The idea was to help develop Santa Fe's long-range storm water plan.

### **Senior Services**

The Senior Services program continues to work with both the Santa Fe County Fire Department and CSD to finalize and implement policies and agreements for the TRACKS program. The TRACKS program will provide home safety checks for those high risk seniors who are leaving the hospital and intensive navigation for those requiring additional services.







