

48115

DATE: August 14, 2015

TO: Board of Acquisition and Contract

FROM: Sherlita Amler, M.D.
Commissioner of Health

RE: Authorization to Enter into an Agreement with Assignment America, LLC, d/b/a Allied Health Group, to provide a temporary medical assistant/phlebotomist for the Department of Health's Women, Infants & Children ("WIC") clinics and a laboratory technician and/or other clinical/health personnel for the STD/TB clinics on a per diem basis as needed, for the term October 1, 2015 through September 30, 2016, in the not-to-exceed amount of \$70,000 payable at the stated hourly rates

The County of Westchester, acting by and through its Department of Health (the "WCHD"), seeks authorization to enter into an agreement with Assignment America, LLC, d/b/a Allied Health Group, to provide a temporary medical assistant/phlebotomist for the WCDH's Women, Infants & Children ("WIC") clinics and a laboratory technician and/or other clinical/health personnel for the STD/TB clinics on a per diem basis as needed, for the term October 1, 2015 through September 30, 2016, in the not-to-exceed amount of \$70,000, payable at the stated hourly rates.

The WCDH has recently been advised that the parent company of Local Staff, LLC (the former entity) has transitioned some of its local branch-based operations from Local Staff, LLC to Assignment America, LLC, d/b/a Allied Health Group. Assignment America, LLC will now be the operating entity to provide the medical and clinical temporary staff that we need.

Due to a recent staff vacancy in the WIC clinics, there is an ongoing need for a full time medical assistant/phlebotomist while a permanent hire is sought. This agreement could also provide other clinical/health personnel as needed during unexpected staff shortages. Funding for this position will be fully paid from the NYSDOH WIC grant pursuant to an approved budget, with savings realized from the vacancy.

The WIC clinics serve to safeguard the health of women, infants and children at high risk that would otherwise have no or limited access to nutritious food and health education, thus improving birth outcomes and child development.

In addition, the agreement will be used to provide a laboratory technician and/or other clinical/health personnel as needed during periods of staff shortages and vacancies in the WCDH's STD/TB clinics so that clinics hours can be adequately staffed to serve patients in a timely fashion and in accordance with NYSDOH lab regulations. Savings from vacant positions would cover the cost of these temporary clinical staff until the positions are filled.

Therefore, the WCDH is now requesting authorization to enter into an agreement with Assignment America, LLC, d/b/a Allied Health Group, to provide a temporary medical assistant/phlebotomist for the WCDH's Women, Infants & Children ("WIC") clinics and a laboratory technician and/or other clinical/health personnel for the STD/TB clinics on a per diem basis as needed, for the term October 1, 2015 through September 30, 2016, in the not-to-exceed amount of \$70,000, payable at the stated hourly rates.

The public purpose of this Agreement is to promote the public health and welfare of the WCDH's STD/TB/WIC clinic patients by ensuring that licensed and/or certified laboratory technicians and other clinical/health personnel are available to perform testing/analysis and provide other health-related functions for clinic patients.

The goals and objectives of this Agreement are to perform the required laboratory specimen testing and analysis for the STD/TB clinic patients in order to ensure accurate and timely test results necessary to determine proper diagnosis and treatment. For the WIC clinic patients the same is required to monitor the health of pregnant women, infants and children to improve birth outcomes and child development.

This Agreement will be tracked and monitored through the analyses of test results and physicians' review of WCDH clinic program reports and nutritional/health assessment program reports in accordance with the NYSDOH WIC Program.

This Agreement would be exempt from the County Procurement Policy under Section 3 (a) (viii) - contracts for medical or health-related services.

Your approval of the attached Resolution is respectfully requested.

SA/RR/dc

APPROVED BOARD OF ACQUISITION & CONTRACT - 09/10/2015 JOANNE GUARISE SECRETARY

RESOLUTION

UPON A COMMUNICATION FROM THE COMMISSIONER OF HEALTH, be it hereby

RESOLVED, that the County of Westchester, acting by and through its Department of Health ("WCDH"), is authorized to enter into an agreement with Assignment America, LLC, d/b/a Allied Health Group, to provide a temporary medical assistant/phlebotomist for the WCDH's Women, Infants & Children ("WIC") clinics and a laboratory technician and/or other clinical/health personnel for the STD/TB clinics on a per diem basis as needed, for the term October 1, 2015 through September 30, 2016, in the not-to-exceed amount of \$70,000, payable at the stated hourly rates; and, be it further,

RESOLVED, that this Agreement is subject to County Appropriations; and, be it further

RESOLVED, that this Agreement is also subject to further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of this Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Contractor, then the Contractor shall have the right to terminate this Agreement upon reasonable prior written notice; and, be it further

RESOLVED, that the County Executive or his duly authorized designee be and hereby is authorized and empowered to execute all appropriate contracts or documents necessary to effectuate the purposes of this resolution in the manner prescribed by law.

Department of Health
 County of Westchester
 10 County Center Road, 2nd Floor
 White Plains, New York 10607

Account to be Charged/Credited	Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub-Object	Trust Account	Dollars
	263	27	484Q	4380	T484	\$55,000
	101	27	0010-HSSN	4380		\$3,750 (2015)
	101	27	0010-HSSN	4380		\$11,250 (2016)

Budget Funding Year(s)		2015 - 2016	Start Date	10/01/15	End Date	09/30/16
(must match resolution)						

Funding Source	Tax Dollars	\$9,600
	State Aid	NYSDOH – WIC \$9,493 / \$5,400 to Tax Levy \$
\$70,000	Federal Aid	Pass-thru NYSDOH – WIC \$45,507
(must match resolution)	Other	