

64237

DATE: July 13, 2018

TO: Board of Acquisition and Contract

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

RE: Authorization to Enter into an Agreement with Allied Health Group, a division of Assignment America, LLC, to provide a temporary medical assistant/phlebotomist, 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, 2018 through September 30, 2019, in the not-to-exceed amount of \$25,000 payable at the hourly rates listed in Exhibit "A"

The County of Westchester ("County"), acting by and through its Department of Health (the "WCHD"), seeks authorization to enter into an agreement with Allied Health Group, a division of Assignment America, LLC, to provide a temporary medical assistant/phlebotomist, 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, 2018 through September 30, 2019, in the not-to-exceed amount of \$25,000, payable at the hourly rates listed in Exhibit "A".

The agreement will be used to provide a temporary medical assistant/phlebotomist, 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.

The public purpose of this Agreement is to promote the public health and welfare of the WCDH's STD/TB 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.

This Agreement will be tracked and monitored through the analyses of test results and physicians' review of WCDH clinic program reports.

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

Therefore, the WCDH is now requesting authorization to enter into an agreement with Allied Health Group, a division of Assignment America, LLC, to provide a temporary medical assistant/phlebotomist, 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, 2018 through September 30, 2019, in the not-to-exceed amount of \$25,000, payable at the hourly rates listed in Exhibit "A".

Your approval of the attached Resolution is respectfully requested.

SA/RR/dc

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 Allied Health Group, a division of Assignment America, LLC, to provide a temporary medical assistant/phlebotomist, 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, 2018 through September 30, 2019, in the not-to-exceed amount of \$25,000, payable at the hourly rates listed in Exhibit "A"; 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

Original Agreement	\$
First Amendment	\$
Second Amendment	\$
This Amendment	\$
TOTAL	\$ _____

Account to be Charged/Credited	Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub-Object	Trust Account	Dollars
	101	27	0010-HSSN	4380		\$6,250 (2018)
	101	27	0010-HSSN	4380		\$18,750 (2019)
Budget Funding Year(s) (must match resolution) <u>2018 - 2019</u> Start Date <u>10/01/18</u> End Date <u>09/30/19</u>						
Funding Source	Tax Dollars		<u>\$16,000</u>			
	State Aid		<u>\$9,000</u>			
\$25,000	Federal Aid					
(must match resolution)	Other					

EXHIBIT "A"

Position(s): Senior Laboratory Technician
Medical Assistant with Phlebotomy

Rate of Pay: Sr. Lab Tech - \$32 to \$36 per hour (arrived at by mutual agreement of the parties)

Medical Assistant w/Phlebotomy – \$29 to \$32 per hour (arrived at by mutual agreement of the parties)

APPROVED BOARD OF ACQUISITION & CONTRACT - 08/09/2018 - USA MARIJAJ, SECRETARY