



CITY OF GLENDALE, CALIFORNIA REPORT TO THE CITY COUNCIL

AGENDA ITEM

Report: Amendment to Professional Services Agreement for the Extension of a Contract to Provide Occupational Medical Services for the City of Glendale

1. Motion Authorizing the City Manager to Amend the Professional Services Agreement with Glendale Adventist Medical Center dba Adventist Health Glendale to provide Occupational Medical Services for the City of Glendale for an Additional Five (5) Years

COUNCIL ACTION

Item Type: Consent Calendar

Approved for October 26, 2021 **calendar**

EXECUTIVE SUMMARY

The City currently utilizes the services of Adventist Health's Glendale Occupational Medicine Center to provide occupational medical services for the City. These services include pre-placement physicals, regulatory examinations, periodic physical exams, fitness-for-duty clearance, return-to-work evaluations, drug and alcohol screenings, "special called-for" medical exams and a variety of other services. These services are essential in ensuring that our employees are medically fit for employment with the City.

The City has a long and productive working relationship with Glendale Adventist Medical Center and its affiliated Occupational Medicine Center, which is located at 600 S. Glendale Ave. Occupational medicine is a highly specialized medical discipline and Adventist Health's Occupational Medicine Center is uniquely qualified to address the needs of public sector organizations, including entities that employ Police, Fire and other highly specialized, safety-sensitive, and arduous professions. The current Professional Services Agreement expires October 31, 2021 and staff is seeking an amendment to extend the contract for an additional five years through October 31, 2026.

COUNCIL PRIORITIES

Fiscal Responsibility: The use of Adventist Health for occupational medical services is extremely cost-effective. Prior to contracting with Adventist Health, these services were handled in-house, with City staff and a building lease. The transition to Adventist Health in 2009 saved a minimum of \$750,000 annually, and the "not-to-exceed" \$200,000 annual cost has not increased since the initial contract.

Exceptional Customer Service: Adventist Health is committed to providing services that are quick, friendly, helpful and efficient. The fact that the facility is located in Glendale, literally within a few blocks of City Hall, enables quick and convenient service for new hires and existing staff.

Safe and Healthy Community: Adventist Health focuses on the health, safety and well-being of its clients and ensures that new hires and existing staff are physically and mentally fit and fully prepared to serve the community.

RECOMMENDATION

Approve an amendment to the Professional Services Agreement (PSA) between the City and Glendale Adventist Medical Center dba Adventist Health Glendale for the continued provision of occupational medical services including, but not limited to, pre-placement physical examinations, regulatory examinations, return-to-work evaluations, and fitness-for-duty examinations for the City of Glendale for an additional five years for an amount not to exceed \$200,000 annually.

BACKGROUND

The City currently utilizes the services of Adventist Health's Glendale Occupational Medicine Center to provide occupational medical services for the City. These services include pre-placement physicals, regulatory examinations, periodic physical exams, fitness-for-duty clearance, return-to-work evaluations, drug and alcohol screenings, "special called-for" medical exams and a variety of other services. These services are essential in ensuring that our prospective and current employees are medically fit and fully prepared to perform the essential duties of their positions.

Prior to 2009, these services were provided through an in-house health services clinic, staffed by City employees in nursing and medically-related job classifications. The former in-house Employee Health Services program provided all of the above services, as well as episodic care for City employees and other "walk-in" services as needed. In 2009, in an effort to reduce costs, staff found that these functions could be provided in a far more cost-efficient manner through contractual services. At the time, the City bore the costs of six employees engaged in these services, contract nursing, lab expenses and leased offices. Through an extensive Request for Proposal (RFP) process,

Adventist was selected and has continued to provide outstanding service to the City, at a savings of at least \$750,000 per year.

The City has been very pleased with the services provided by Adventist Health's Occupational Medicine Center. Adventist is a Glendale-based organization and works very effectively with the Human Resources Department in planning, scheduling and coordinating the various pre-placement and regulatory examinations. They have been very flexible in accommodating the City's needs and, at times, have even expanded its office hours to better serve the City's varying work schedules. The medical protocols and procedures established by Adventist have been outstanding and have significantly improved the quality of service provided to the organization.

Occupational medicine is a unique discipline that focuses on the patient's health and safety specifically in relation to the work tasks that the individual performs. Medical evaluations conducted by primary care physicians or urgent care facilities rarely take into account the occupational tasks that the employee must perform.

The City is extremely fortunate to have such a comprehensive occupational medicine clinic of its type literally in its back yard. The ease and convenience of scheduling necessary medical exams in a timely fashion has served the City extremely well, particularly in relation to hiring sworn Police and Fire employees, where efficiency in the onboarding process is essential in attracting the top candidates. Additionally, Adventist Health's Occupational clinic's clientele is heavily weighted toward public sector entities, including Los Angeles County and other surrounding cities and school districts.

It is also worth noting that Adventist Health has been extremely helpful and accommodating to the City throughout the COVID-19 pandemic. Their medical advice and ongoing consultation on employment-related inquiries, medical clearances and return-to-work protocols has been outstanding.

ANALYSIS

Staff is recommending renewing its Professional Services Agreement with Adventist Health for an additional five years through October 31, 2026. Staff does not anticipate any significant adjustments to Adventist Health's schedule of fees when the contract is authorized. Thus, the PSA will continue to indicate an annual cost not to exceed \$200,000. In light of these factors, staff is recommending an amendment to the existing PSA with Glendale Adventist to renew and amend the agreement as set forth in the Motion.

STAKEHOLDERS/OUTREACH

N/A

FISCAL IMPACT

The amended contract will continue to be in an amount not to exceed \$200,000 annually, which was approved as part of the FY 2021-2022 fiscal year budget. No new appropriation is being requested at this time. The City Council approved funding is outlined below:

Amount: \$200,000

Funding Source: Compensation Insurance Fund

Account String GL & PL Ledger (if applicable): 43110-6140-HRD-5001-P0000-T0000-F0000-0000-0000

ENVIRONMENTAL REVIEW

This item is considered a ministerial activity and therefore, not subject to CEQA review.

CAMPAIGN DISCLOSURE

The names and business addresses of the members of the board of directors, the chairperson, CEO, COO, CFO, Subcontractors and any person or entity with more than 10% interest in the company proposed for contract in this Agenda Item Report are attached in Exhibit 1, in accordance with the City Campaign Finance Ordinance No. 5744.

ALTERNATIVES

- Alternative 1: Approve the Motion as submitted.
- Alternative 2: Approve the Motion to extend the contract for two years only.
- Alternative 3: The City Council may consider any other alternative not proposed by staff.

ADMINISTRATIVE ACTION

Submitted by:

Matt Doyle, Director of Human Resources

Prepared by:

Matt Doyle, Director of Human Resources

Reviewed by:

Michele Flynn, Director of Finance

Michael J. Garcia, City Attorney

Approved by:

Roubik R. Golanian, P.E., City Manager

EXHIBITS / ATTACHMENTS

Officers of Glendale Adventist Medical Center:

- Alice Issai: CEO/President 1509 Wilson Terrace, Glendale, CA 91206
- Elizabeth Cochran: COO/Operations Executive 1509 Wilson Terrace, Glendale, CA 91206
- (vacant): Finance Officer