

**EL DORADO COUNTY  
BOARD OF SUPERVISORS  
AGENDA TRANSMITTAL  
MEETING OF FEBRUARY 27, 2007**

**AGENDA TITLE: Sutter Medical Foundation Occupational Health Services**

**DEPARTMENT: HR/Risk Management**

**DATE: 2/6/07**

**CAO USE ONLY**

**CONTACT: Ted J. Cwiek, HR Director**

**PHONE: 5572**

*C. Winters*

**DEPARTMENT SUMMARY AND REQUESTED BOARD ACTION:** The Human Resources (HR) Director recommends that the Board approve the amendment to our existing contract with Sutter Medical Foundation to continue to provide pre-employment (post-offer) physical examinations, hazardous material personnel evaluations, respirator fit testing, fitness-for-duty examinations, and drug and alcohol screenings for County employees and prospective employees from the current contract end date of 3/16/07 to the end of the current fiscal year, 6/30/07. *Extension of the contract will allow*

**CAO RECOMMENDATION:** *for the completion of an analysis of available vendors that are located closer to Placerville*  
*Recommend approval. Lauren A. Gill 2/9/07*

<b>Financial impact? (x) Yes ( ) No</b>	<b>Funding Source: (x) Gen Fund (x) Other</b>
<p><b>BUDGET SUMMARY:</b></p> <p><b>Total Est. Cost</b> <span style="float: right;"><b>\$40,000</b></span></p> <p><b>Funding</b></p> <p style="padding-left: 20px;"><b>Budgeted</b> <span style="float: right;"><b>\$40,000</b></span></p> <p style="padding-left: 20px;"><b>New Funding</b> <span style="float: right;">\$ _____</span></p> <p style="padding-left: 20px;"><b>Savings*</b> <span style="float: right;">\$ _____</span></p> <p style="padding-left: 20px;"><b>Other</b> <span style="float: right;">\$ _____</span></p> <p><b>Total Funding Available</b> <span style="float: right;"><b>\$40,000</b></span></p> <p><b>Change in Net County Cost</b> <span style="float: right;"><b>\$ <u>0</u></b></span></p> <p>* Explain</p>	<p><b>CAO Office Use Only:</b></p> <p><b>4/5's Vote Req'd.</b> <span style="float: right;">( ) Yes <input checked="" type="checkbox"/> No</span></p> <p><b>Change in Policy</b> <span style="float: right;">( ) Yes <input checked="" type="checkbox"/> No</span></p> <p><b>New Personnel</b> <span style="float: right;">( ) Yes <input checked="" type="checkbox"/> No</span></p> <p><b>CONCURRENCES:</b></p> <p style="padding-left: 20px;"><b>Risk Management</b> <span style="float: right;"><input checked="" type="checkbox"/></span></p> <p style="padding-left: 20px;"><b>County Counsel</b> <span style="float: right;"><input checked="" type="checkbox"/></span></p> <p style="padding-left: 20px;"><b>Other</b> <span style="float: right;"><input type="checkbox"/></span></p>

**BOARD ACTIONS:**

**Vote: Unanimous \_\_\_\_\_ Or**

**Ayes:**

**Noes:**

**Abstentions:**

**Absent:**

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**I hereby certify that this is a true and correct copy of an action taken and entered into the minutes of the Board of Supervisors.**

**Date:**

**Attest: Cindy Keck, Board of Supervisors Clerk**

**By:**





## EL DORADO COUNTY

*Human Resources Department*  
Ted J. Cwiek, Director

*Risk Management Division*  
330 Fair Lane, Placerville, CA 95667  
Phone (530) 621-5565 Fax (530) 642-9815

February 6, 2007

Memo to: Board of Supervisors  
From: Ted J. Cwiek, Director, Human Resources   
Subject: Sutter Medical Foundation Occupational Health Services

**Recommendation:** The HR Director recommends that the Board approve the amendment to our existing contract with Sutter Medical Foundation to continue to provide pre-employment (post-offer) physical examinations, hazardous material personnel evaluations, respirator fit testing, fitness-for-duty examinations, and drug and alcohol screenings for County employees and prospective employees from the current contract end date of 3/16/07 to the end of the current fiscal year, 6/30/07.

**Background and Reasons for Recommendations:** Sutter Medical Foundation, Inc., is under contract with El Dorado County to provide occupational health services for County employees and prospective employees on an "as requested" basis for County departments. Risk Management, which recently was given responsibility for managing this function, is in the process of identifying medical providers who can provide these services in the future, including those who may be more local (Sutter's current services are administered at their Rancho Cordova facility, a round trip of approximately 60 miles from Placerville). This analysis will not be completed for several more months and therefore an extension of the current contract is required in order to continue these critical department services.

**Fiscal Impact:** Not to exceed \$40,000. Departments are billed for services directly by Sutter and pay from their respective budgets.

**Action to be Taken Following Approval:** The Board Clerk will return the fully executed amendment to Human Resources for distribution and administration.



# CONTRACT ROUTING SHEET

Date Prepared: 1/9/07

Need Date: \_\_\_\_\_

**PROCESSING DEPARTMENT:**

Department: CAO/Proc. & Contracts  
Dept. Contact: Pam Carlone  
Phone #: 5833  
Department Head Signature: *Bonnie H. Rich*  
Bonnie H. Rich

**CONTRACTOR:**

Name: Sutter Medical Foundation  
Address: 2800 L Street, 7<sup>th</sup> Floor  
Sacramento, CA 95816  
Phone: 916-454-6640 (Shana Rockwell)

**CONTRACTING DEPARTMENT:** Human Resources/Risk

Service Requested: Pre-employment (post-offer) physical exams, etc.  
Contract Term: Expires 6/30/07 Amendment Amount: \$40,000  
Compliance with Human Resources requirements? Yes: \_\_\_\_\_ No: \_\_\_\_\_  
Compliance verified by: \_\_\_\_\_

**COUNTY COUNSEL:** (Must approve all contracts and MOU's)

Approved:  Disapproved: \_\_\_\_\_ Date: 1/12/07 By: *[Signature]*  
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

ASSIGNMENT  
DATE 01/11/07  
BY ATTORNEY MIKE C.  
DEPT./INDEX NO. 026100

PLEASE FORWARD TO RISK MANAGEMENT. THANKS!

**RISK MANAGEMENT:** (All contracts and MOU's except boilerplate grant funding agreements)

Approved:  Disapproved: \_\_\_\_\_ Date: 1/16/07 By: *[Signature]*  
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

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**OTHER APPROVAL:** (Specify department(s) participating or directly affected by this contract).

Departments: \_\_\_\_\_  
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_  
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_



# DRAFT

## AGREEMENT FOR SERVICES #471-S0411 AMENDMENT II

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This Amendment II to that Agreement for Services #471-S0411, made and entered into by and between the County of El Dorado, a political subdivision of the State of California (hereinafter referred to as "County"), and Sutter Medical Foundation, a California Corporation, duly qualified to conduct business in the State of California, whose principal place of business is 2800 L Street 7<sup>th</sup> Floor, Sacramento, CA 95816; (hereinafter referred to as "Contractor");

### WITNESSETH

**WHEREAS**, Contractor has been engaged by County to provide pre-employment (post-offer) physical examinations, hazardous material personnel evaluations, respirator fit testing, fitness-for-duty examinations, and drug and alcohol screenings for County employees and prospective employees on an "as requested" basis for County Departments, in accordance with Agreement for Services #471-S0411 dated March 16, 2004, and Amendment I dated September 12, 2006, incorporated herein and made by reference a part hereof; and

**WHEREAS**, the parties hereto have mutually agreed to extend the term of said Agreement from March 15, 2007 through June 30, 2007 and increase the compensation by an additional \$40,000.00, hereby amending **ARTICLE II – Term** and **ARTICLE III - Compensation for Services**.

**NOW THEREFORE**, the parties do hereby agree that Agreement for Services #471-S0411 shall be amended a second time as follows:

#### **ARTICLE II**

**Term:** This Agreement, as amended, shall become effective when fully executed by both parties hereto and shall cover the period of March 16, 2004 through June 30, 2007.

#### **ARTICLE III**

**Compensation for Services:** For services provided herein, County agrees to pay Contractor monthly in arrears. Payment shall be made within sixty (60) days following County receipt and approval of itemized invoice(s) detailing services rendered and identifying the specific County Department for which service was provided. Consultant shall prepare claims on forms in accordance with the procedures prescribed by County and submit no later than the tenth (10<sup>th</sup>) day of the month following the claim period. For the purposes hereof, the billing rate shall be in accordance with Exhibit "B" schedule I-III, marked "SUTTER OCCUPATIONAL HEALTH



EVALUATION PROFILE FEE RATE”, incorporated herein and made by reference a part hereof. The total amount of this Agreement for the first year shall not exceed \$117,000.00. The total amount of this Agreement for the second year shall not exceed \$119,000.00. The total amount of this Agreement for the third year shall not exceed \$121,000.00. The total amount of this Agreement for the three-year period shall not exceed \$357,000.00. The total amount for the period of March 16, 2007 through June 30, 2007 shall not exceed \$40,000.00.

Except as herein amended, all other parts and sections of that Agreement #471-S0411 shall remain unchanged and in full force and effect.

**Requesting Contract Administrator Concurrence:**

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
Michael Ungeheuer, Occupational Health Manager  
Public Health Department

**Requesting Department Head Concurrence:**

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
Laura S. Gill  
Chief Administrative Officer



**IN WITNESS WHEREOF**, the parties hereto have executed this Second Amendment to that Agreement for Services #471-S0411 on the dates indicated below, the latest of which shall be deemed to be the effective date of this Amendment.

**--- COUNTY OF EL DORADO ---**

**Dated:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Chairman  
Board of Supervisors  
"County"**

**ATTEST:  
Cindy Keck, Clerk  
of the Board of Supervisors**

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Deputy Clerk**

**-- CONTRACTOR --**

**Dated:** \_\_\_\_\_

**SUTTER MEDICAL FOUNDATION  
A CALIFORNIA CORPORATION**

**By:** \_\_\_\_\_

**Susan Gower  
Chief Financial Officer  
"Contractor"**

**By:** \_\_\_\_\_  
**Corporate Secretary**

**Dated:** \_\_\_\_\_

