

**EL DORADO COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

**Meeting of  
October 31, 2006**

**AGENDA TITLE:** Agreement #115-S0711 with St. Helena Hospital

<b>DEPARTMENT:</b> Mental Health	<b>DEPT SIGNOFF:</b>	<b>CAO USE ONLY:</b> 10/17
<b>CONTACT:</b> John Bachman, PhD	<i>John Bachman</i>	<i>C Laura Schwartz</i>
<b>DATE:</b> 10/13/2006 <b>PHONE:</b> 621-5106		

**DEPARTMENT SUMMARY AND REQUESTED BOARD ACTION:**  
 The Mental Health Department requests the Board approve and authorize the Chairman to sign Agreement #115-S0711 with St. Helena Hospital to provide inpatient services for mentally ill minors on an "as requested" basis. The term of this agreement is from June 19, 2006 through May 31, 2008. The agreement was made retroactive due to the necessity of an emergency placement before a contract could be executed.

**CAO RECOMMENDATIONS:** *Recommend approval. Laura A. Gill 10/19/06*

<b>Financial impact?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Funding Source:</b> <input type="checkbox"/> Gen Fund <input checked="" type="checkbox"/> Other
<b>BUDGET SUMMARY:</b>	<b>Other:</b> 50% Medi-Cal/40% EPSDT/10% Realign
Total Est. Cost <span style="float:right">\$516,110.00</span>	<b>CAO Office Use Only:</b>
<b>Funding</b>	4/5's Vote Required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Budgeted <span style="float:right">\$516,110.00</span>	Change in Policy <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New Funding _____	New Personnel <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Savings* _____	<b>CONCURRENCES:</b>
Other _____	Risk Management <input checked="" type="checkbox"/>
Total Funding <span style="float:right">\$516,110.00</span>	County Counsel <input checked="" type="checkbox"/>
<b>Change in Net County Cost</b>	Other _____

**\*Explain**

**BOARD ACTIONS:**

<p><b>Vote:</b> Unanimous _____ Or</p> <p><b>Ayes:</b></p> <p><b>Noes:</b></p> <p><b>Abstentions:</b></p> <p><b>Absent:</b></p> <p><small>Rev. 5/04 ISKW001 Agenda</small></p>	<p><b>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</b></p> <p><b>Date:</b> _____</p> <p><b>Attest: Cindy Keck, Board of Supervisors Clerk</b></p> <p><b>By:</b> _____</p>
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**EL DORADO COUNTY**  
**DEPARTMENT OF MENTAL HEALTH**  
**ADMINISTRATIVE OFFICE**



John Bachman, PhD, Interim Director  
344 Placerville Drive, Suite 20  
Placerville, CA 95667  
Phone: (530) 621-6200  
Fax: (530) 622-3278

October 13, 2006

Board of Supervisors  
330 Fair Lane  
Placerville, CA 95667

**Subject: Agreement #115-S0711 with St. Helena Hospital**

**RECOMMENDATIONS:** The Mental Health Department recommends the Board approve and authorize the Chairman to sign retroactive Agreement #115-S0711 with St. Helena Hospital. The term of this agreement is from June 19, 2006 through May 31, 2008. The agreement is retroactive due to the necessity of an emergency placement before a contract could be executed. It was also delayed due to the vendor taking over a month to return the signed contract to Procurement.

**REASONS FOR RECOMMENDATIONS:** St. Helena Hospital provides inpatient services for mentally ill minors on an "as requested" basis for the Mental Health Department.

This Agreement has been approved by County Counsel and Risk Management, and a copy is on file in the Board Clerk's Office.

The Administrator of this Agreement shall be Thomas Michaelson, Department Analyst.

**FISCAL IMPACT:** The total funding for this Agreement is \$516,110.00 for the two year period.

**NET COUNTY COST:** None.

**ACTION TO BE TAKEN FOLLOWING APPROVAL:**

1. Board Clerk's Office will forward executed Agreement to Mental Health Department for further processing.
2. CAO's Procurements and Contracts Division will create a blanket purchase order.

Respectfully submitted,

John Bachman, PhD  
Interim Director.

# CONTRACT ROUTING SHEET

Date Prepared: 7/21/06

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

**PROCESSING DEPARTMENT:**

Department: CAO/Proc. & Contracts

**CONTRACTOR:**

Name: St. Helena Hosp. Center for Behavioral Health

Dept. Contact: Pam Carlone

Address: 525 Oregon Street

Phone #: 5833

Vallejo, CA 94590

Department: \_\_\_\_\_

Phone: 707-642-0276

Head Signature: Bonnie H. Rich

Bonnie H. Rich

005 JUL 21 PM 12:04  
FIDELITY COUNTY COUNSEL  
*Hand Delivered*

**CONTRACTING DEPARTMENT:** Mental Health

Service Requested: Acute Psychiatric Inpatient Service to Children & Adolescents

Contract Term: 2 years Contract Value: \$516,110.00

Compliance with Human Resources requirements? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Compliance verified by: \_\_\_\_\_

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

Approved:  Disapproved: \_\_\_\_\_ Date: 7-26-06 By: [Signature]

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

DATE	ASSIGNMENT	ATTORNEY	DEPT./INDEX NO.	BY:
<u>07/24/2006</u>	<u>ED [Signature]</u>	<u>[Signature]</u>	<u>02/000</u>	<u>[Signature]</u>

PLEASE FORWARD TO RISK MANAGEMENT. THANKS!

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

Approved:  Disapproved: \_\_\_\_\_ Date: 7/27/06 By: \_\_\_\_\_

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

JUL 27 2006

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

Departments: \_\_\_\_\_

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

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

# ORIGINAL

## AGREEMENT FOR SERVICES #115-S0711

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**THIS AGREEMENT** made and entered by and between the County of El Dorado, a political subdivision of the State of California (hereinafter referred to as "County") and St. Helena Hospital, a California Corporation dba St. Helena Hospital Center for Behavioral Health, duly qualified to conduct business in the State of California, whose principal place of business is 525 Oregon Street, Vallejo, CA 94590; (hereinafter referred to as "Consultant");

### WITNESSETH

**WHEREAS**, County has determined that it is necessary to engage a Consultant to provide acute psychiatric inpatient services to children and adolescents on an "as requested" basis for clients of the Mental Health Department; and

**WHEREAS**, Consultant has represented to County that it is specially trained, experienced, expert and competent to perform the special services required hereunder and County has determined to rely upon such representations; and

**WHEREAS**, it is the intent of the parties hereto that such services be in conformity with all applicable federal, state and local laws; and

**WHEREAS**, County has determined that the provision of these services provided by Consultant is in the public's best interest, and that these services are more economically and feasibly performed by outside independent consultants as well as authorized by El Dorado County Charter, Section 210 (b) (6) and/or Government Code 31000;

**NOW, THEREFORE**, County and Consultant mutually agree as follows:

**ARTICLE I**

**Scope of Services:** Consultant agrees to perform services necessary to provide acute psychiatric inpatient services to children and adolescents, age 4 years through 17, at its facility in Vallejo on an “as requested” basis for clients of the Mental Health Department. Psychiatric inpatient services to be provided include, but are not limited to: daily consultation with a staff psychiatrist to monitor medication, daily group and individual therapy sessions and creative therapy sessions. Other services provided include: family therapy, age appropriate group games and activities, education classes taught by a trained special education teacher, and access to an on-site gymnasium.

Services performed must have prior authorization by the County, and will be provided to eligible persons who may be either on voluntary or involuntary status.

It is recognized that to make efficient use of any inpatient facility, the provision of aftercare services is of extreme importance. To this end, County will coordinate with Contractor to maintain adequate aftercare services, such that efficient referral to these services may be made part of the discharge planning of patients.

County will be responsible for aftercare and placement of all patients covered by this Agreement upon their discharge from Contactor’s facility or any subsequent placement facility.

Treatment Authorization Reviews (TAR) will be processed retroactively so no delay is incurred in the immediate placement of a patient.

Contractor’s Utilization Review Department will advise County Utilization Review Coordinator of admission and ongoing status of any County patient at the Contractor’s facility.

**ARTICLE II**

**Term:** This Agreement shall become effective upon final execution by both parties hereto and shall cover the period of June 19, 2006 through May 31, 2008.

**ARTICLE III**

**Compensation for Services:** For services provided herein, County agrees to pay Consultant monthly in arrears. Payment shall be made within thirty (30) days after County’s receipt and approval of invoice(s) identifying services rendered. For the purposes of this Agreement, the billing rates shall be:

Children ages 17 and under:	\$707.00 per day, exclusive of physician fees
Uninsured children ages 17 and under:	\$790.00 per day, inclusive of physician fees
Physician fee:	\$83.00per day

Agreement shall be amended annually to reflect the rates negotiated by the host county, Solano.

The total amount of this Agreement shall not exceed \$516,110.0 for the term of this Agreement, inclusive of all expenses.

#### **ARTICLE IV**

**Confidentiality:** The Consultant shall protect from unauthorized disclosure names and other identifying information concerning persons receiving services pursuant to this Agreement, except for statistical information not identifying any client. The Consultant shall not use such information for any purpose other than carrying out the Consultant's obligations under this Agreement. The Consultant shall promptly transmit to the County all requests for disclosure of such information not emanating from the client. The Consultant shall not disclose, except as otherwise specifically permitted by this Agreement or authorized by the client, any such information to anyone other than the County, except when subpoenaed by a court. For purposes of this paragraph, identity shall include, but not be limited to, name, identifying number, symbol, or other identifying particular assigned to the individual, such as finder or voice print or a photograph.

If the Consultant receives any individually identifiable health information ("Protected Health Information" or "PHI") from County or creates or receives any PHI on behalf of County, the Consultant shall maintain the security and confidentiality of such PHI as required of County by applicable laws and regulations, including the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and the regulations promulgated thereunder

#### **ARTICLE V**

**Changes to Agreement:** This Agreement may be amended by mutual consent of the parties hereto. Said amendments shall become effective only when in writing and fully executed by duly authorized officers of the parties hereto.

#### **ARTICLE VI**

**Consultant to County:** It is understood that the services provided under this Agreement shall be prepared in and with cooperation from County and its staff. It is further agreed that in all matters pertaining to this Agreement, Consultant shall act as Consultant only to County and shall not act as Consultant to any other individual or entity affected by this Agreement nor provide information in any manner to any party outside of this Agreement that would conflict with Consultant's responsibilities to County during term hereof.

#### **ARTICLE VII**

**Assignment and Delegation:** Consultant is engaged by County for its unique qualifications and skills as well as those of its personnel. Consultant shall not subcontract, delegate or assign services to be provided, in whole or in part, to any other person or entity without prior written consent of County.

#### **ARTICLE VIII**

**Independent Consultant/Liability:** Consultant is, and shall be at all times, deemed independent and shall be wholly responsible for the manner in which it performs services required by terms of this Agreement. Consultant exclusively assumes responsibility for acts of its employees, associates, and subcontractors, if any are authorized herein, as they relate to services to be provided under this Agreement during the course and scope of their employment.

Consultant shall be responsible for performing the work under this Agreement in a safe, professional, skillful and workmanlike manner and shall be liable for its own negligence and negligent acts of its employees. County shall have no right of control over the manner in which work is to be done and shall, therefore, not be charged with responsibility of preventing risk to Consultant or its employees.

## **ARTICLE IX**

**Fiscal Considerations:** The parties to this Agreement recognize and acknowledge that County is a political subdivision of the State of California. As such, El Dorado County is subject to the provisions of Article XVI, Section 18 of the California Constitution and other similar fiscal and procurement laws and regulations and may not expend funds for products, equipment or services not budgeted in a given fiscal year. It is further understood that in the normal course of County business, County will adopt a proposed budget prior to a given fiscal year, but that the final adoption of a budget does not occur until after the beginning of the fiscal year.

Notwithstanding any other provision of this Agreement to the contrary, County shall give notice of cancellation of this Agreement in the event of adoption of a proposed budget that does not provide for funds for the services, products or equipment subject herein. Such notice shall become effective upon the adoption of a final budget which does not provide funding for this Agreement. Upon the effective date of such notice, this Agreement shall be automatically terminated and County released from any further liability hereunder.

In addition to the above, should the Board of Supervisors during the course of a given year for financial reasons reduce, or order a reduction, in the budget for any County department for which services were contracted to be performed, pursuant to this paragraph in the sole discretion of the County, this Agreement may be deemed to be canceled in its entirety subject to payment for services performed prior to cancellation.

## **ARTICLE X**

### **Default, Termination, and Cancellation:**

- A. **Default:** Upon the occurrence of any default of the provisions of this Agreement, a party shall give written notice of said default to the party in default (notice). If the party in default does not cure the default within ten (10) days of the date of notice (time to cure), then such party shall be in default. The time to cure may be extended at the discretion of the party giving notice. Any extension of time to cure must be in writing, prepared by the party in default for signature by the party giving notice and must specify the reason(s) for the extension and the date on which the extension of time to cure expires.

Notice given under this section shall specify the alleged default and the applicable Agreement provision and shall demand that the party in default perform the provisions of this Agreement within the applicable period of time. No such notice shall be deemed a termination of this Agreement unless the party giving notice so elects in this notice, or the party giving notice so elects in a subsequent written notice after the time to cure has expired. In the event of termination for default, County reserves the right to take over and complete the work by contract or by any other means.

- B. **Bankruptcy:** This Agreement, at the option of the County, shall be terminable in the case of bankruptcy, voluntary or involuntary, or insolvency of Consultant.
- C. **Ceasing Performance:** County may terminate this Agreement in the event Consultant ceases to operate as a business, or otherwise becomes unable to substantially perform any term or condition of this Agreement.
- D. **Termination or Cancellation without Cause:** County may terminate this Agreement in whole or in part upon seven (7) calendar days written notice by County without cause. If such prior termination is effected, County will pay for satisfactory services rendered prior to the effective dates as set forth in the Notice of Termination provided to Consultant, and for such other services, which County may agree to in writing as necessary for contract resolution. In no event, however, shall County be obligated to pay more than the total amount of the contract. Upon receipt of a Notice of Termination, Consultant shall promptly discontinue all services affected, as of the effective date of termination set forth in such Notice of Termination, unless the notice directs otherwise.

**ARTICLE XI**

**Notice to Parties:** All notices to be given by the parties hereto shall be in writing and served by depositing same in the United States Post Office, postage prepaid and return receipt requested. Notices to County shall be addressed as follows:

COUNTY OF EL DORADO  
MENTAL HEALTH DEPARTMENT  
344 PLACERVILLE DRIVE, SUITE 20  
PLACERVILLE, CA 95667  
ATTN: TOM MICHAELSON, DEPARTMENT ANALYST

or to such other location as the County directs.

Notices to Consultant shall be addressed as follows:

ST. HELENA HOSPITAL CENTER FOR BEHAVIORAL HEALTH  
525 OREGON STREET  
VALLEJO, CA 94590  
ATTN: KRISTINE BUSSE-DOHM, CONTRACTS MANAGER

or to such other location as the Consultant directs.

**ARTICLE XII**

**Indemnity:** The Consultant shall defend, indemnify, and hold the County harmless against and from any and all claims, suits, losses, damages and liability for damages of every name, kind and description, including attorneys fees and costs incurred, brought for, or on account of, injuries to or death of any person, including but not limited to workers, County employees, and the public, or



damage to property, or any economic or consequential losses, which are claimed to or in any way arise out of or are connected with the Consultant's services, operations, or performance hereunder, regardless of the existence or degree of fault or negligence on the part of the County, the Consultant, subcontractor(s) and employee(s) of any of these, except for the sole, or active negligence of the County, its officers and employees, or as expressly prescribed by statute. This duty of Consultant to indemnify and save County harmless includes the duties to defend set forth in California Civil Code Section 2778.

### **ARTICLE XIII**

**Insurance:** Consultant shall provide proof of a policy of insurance satisfactory to the El Dorado County Risk Manager and documentation evidencing that Consultant maintains insurance that meets the following requirements:

- A. Full Workers' Compensation and Employers' Liability Insurance covering all employees of Consultant as required by law in the State of California.
- B. Commercial General Liability Insurance of not less than \$1,000,000.00 combined single limit per occurrence for bodily injury and property damage.
- C. Automobile Liability Insurance of not less than \$1,000,000.00 is required in the event motor vehicles are used by the Consultant in the performance of the Agreement.
- D. In the event Consultant is a licensed professional, and is performing professional services under this Agreement, professional liability (for example, malpractice insurance) is required with a limit of liability of not less than \$1,000,000.00 per occurrence. For the purposes of this Agreement, professional liability is required.
- E. Consultant shall furnish a certificate of insurance satisfactory to the El Dorado County Risk Manager as evidence that the insurance required above is being maintained.
- F. The insurance will be issued by an insurance company acceptable to the Risk Management Division, or be provided through partial or total self-insurance likewise acceptable to the Risk Management Division.
- G. Consultant agrees that the insurance required above shall be in effect at all times during the term of this Agreement. In the event said insurance coverage expires at any time or times during the term of this Agreement, Consultant agrees to provide at least thirty (30) days prior to said expiration date, a new certificate of insurance evidencing insurance coverage as provided for herein for not less than the remainder of the term of the Agreement, or for a period of not less than one (1) year. New certificates of insurance are subject to the approval of the Risk Management Division and Consultant agrees that no work or services shall be performed prior to the giving of such approval. In the event the Consultant fails to keep in effect at all times insurance coverage as herein provided, County may, in addition to any other remedies it may have, terminate this Agreement upon the occurrence of such event.

- H. The certificate of insurance must include the following provisions stating that:
1. The insurer will not cancel the insured's coverage without thirty (30) days prior written notice to County, and;
  2. The County of El Dorado, its officers, officials, employees, and volunteers are included as additional insured, but only insofar as the operations under this Agreement are concerned. This provision shall apply to the general liability policy.
- I. The Consultant's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
- J. Any deductibles or self-insured retentions must be declared to and approved by the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees, and volunteers; or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- K. Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to the County, its officers, officials, employees or volunteers.
- L. The insurance companies shall have no recourse against the County of El Dorado, its officers and employees or any of them for payment of any premiums or assessments under any policy issued by any insurance company.
- M. Consultant's obligations shall not be limited by the foregoing insurance requirements and shall survive expiration of this Agreement.
- N. In the event Consultant cannot provide an occurrence policy, Consultant shall provide insurance covering claims made as a result of performance of this Agreement for not less than three (3) years following completion of performance of this Agreement.
- O. Certificate of insurance shall meet such additional standards as may be determined by the contracting County Department either independently or in consultation with the Risk Management Division, as essential for the protection of the County.

#### **ARTICLE XIV**

**Interest of Public Official:** No official or employee of County who exercises any functions or responsibilities in review or approval of services to be provided by Consultant under this Agreement shall participate in or attempt to influence any decision relating to this Agreement which affects personal interest or interest of any corporation, partnership, or association in which he/she is directly or indirectly interested; nor shall any such official or employee of County have any interest, direct or indirect, in this Agreement or the proceeds thereof.

## ARTICLE XV

**Interest of Consultant:** Consultant covenants that Consultant presently has no personal interest or financial interest, and shall not acquire same in any manner or degree in either: 1) any other contract connected with or directly affected by the services to be performed by this Agreement; or, 2) any other entities connected with or directly affected by the services to be performed by this Agreement. Consultant further covenants that in the performance of this Agreement no person having any such interest shall be employed by Consultant.

## ARTICLE XVI

**California Residency (Form 590):** All independent Consultants providing services to the County must file a State of California Form 590, certifying their California residency or, in the case of a corporation, certifying that they have a permanent place of business in California. The Consultant will be required to submit a Form 590 prior to execution of an Agreement or County shall withhold seven (7) percent of each payment made to the Consultant during term of the Agreement. This requirement applies to any agreement/contract exceeding \$1,500.00.

## ARTICLE XVII

**Taxpayer Identification Number (Form W-9):** All independent Consultants or corporations providing services to the County must file a Department of the Treasury Internal Revenue Service Form W-9, certifying their Taxpayer Identification Number.

## ARTICLE XVIII

**Administrator:** The County Officer or employee with responsibility for administering this Agreement is Tom Michaelson, Department Analyst, Mental Health Department, or successor.

## ARTICLE XIX

**Authorized Signatures:** The parties to this Agreement represent that the undersigned individuals executing this Agreement on their respective behalf are fully authorized to do so by law or other appropriate instrument and to bind upon said parties to the obligations set forth herein.

## ARTICLE XX

**Partial Invalidity:** If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will continue in full force and effect without being impaired or invalidated in any way.

## ARTICLE XXI

**Venue:** Any dispute resolution action arising out of this Agreement, including, but not limited to, litigation, mediation, or arbitration, shall be brought in El Dorado County, California, and shall be resolved in accordance with the laws of the State of California.

**ARTICLE XXII**

**Entire Agreement:** This document and the documents referred to herein or exhibits hereto are the entire Agreement between the parties and they incorporate or supersede all prior written or oral Agreements or understandings.

**REQUESTING CONTRACT ADMINISTRATOR CONCURRENCE:**

By: Tom Michaelson Dated: 10-13-06  
Tom Michaelson, Department Analyst  
Mental Health Department

**REQUESTING DEPARTMENT HEAD CONCURRENCE:**

By: John Bachman Dated: 10/13/06  
John Bachman, Ph.D., Interim Director  
Mental Health Department

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IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first below written.

-- COUNTY OF EL DORADO --

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

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

Chairman  
Board of Supervisors  
"County"

ATTEST:  
Cindy Keck, Clerk  
of the Board of Supervisors

By: \_\_\_\_\_ Date: \_\_\_\_\_

Deputy Clerk

-- CONSULTANT --

Dated: 9-28-06

ST. HELENA HOSPITAL  
A CALIFORNIA CORPORATION dba  
ST. HELENA HOSPITAL CENTER FOR BEHAVIORAL HEALTH

By: Edward McDonald

Edward McDonald  
Vice-President of Financial Services/CFO  
"Consultant"

By: Jilline Alderson  
Corporate Secretary

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