

# Agenda Report

September 29, 2014

**TO:** Honorable Mayor and City Council

**THROUGH:** Finance Committee

**FROM:** Public Health Department

**SUBJECT: AUTHORIZATION TO INCREASE THE NOT TO EXCEED AMOUNT OF CONTRACT # 21,494 WITH CARING CHOICE, INC. AND CONTRACT #21,495 WITH ENVOY HEALTH CARE FOR THE PROVISION OF HOMEMAKER AND CERTIFIED NURSING ASSISTANT SERVICES**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find that the action proposed in the agenda report is exempt from the California Environmental Quality Act pursuant to State CEQA Guidelines Section 15061(b)(3) as it will not have a potentially significant environmental effect and, therefore, falls under the "general rule" exemption;
2. Authorize the City Manager to increase the not to exceed amount of contract number #21,494, with Caring Choice, Inc. by \$250,000 thereby bringing the total not to exceed amount to \$450,000;
3. Authorize the City Manager to increase the not to exceed amount of contract number #21,495 with Envoy Health Care by \$375,000 thereby increasing the not to exceed to \$710,000; and
4. Appropriate \$625,000 from the unappropriated Health Fund balance to the Health Department's Fiscal Year 2015 Operating Budget AIDS Medi-Cal Waiver Program (#8114-203-563270) and Home-Based Case Management Program (#8114-203-563273).

## **BACKGROUND:**

Since June 1991, the Pasadena Public Health Department (PPHD) has been providing HIV/AIDS services to uninsured and underinsured HIV positive and AIDS infected

patients throughout the San Gabriel Valley. As part of the expansion of services, brought on by the transfer of contracts from the Los Angeles County Department of Public Health Division of HIV/STD Programs (DHSP) and the State Office of AIDS from the AIDS Service Center to PPHD, in Fiscal Year 2013, the Department began to provide homemaker and Certified Nursing Assistant services.

These services are provided to patients who are homebound and in need of supportive services. These services include personal hygiene assistance, laundry, light cleaning, medication reminders, and meal preparation services. Clients are allocated either a homemaker or Certified Nursing Assistant according to their levels of acuity. PPHD is contractually obligated to provide services, which are fully reimbursable back to the City.

In August 2013, as a result of a competitive selection process, the City Council authorized the City Manager to enter into two-year agreements with three firms to provide homemaker and Certified Nursing Assistant services:

- Envoy Health Care in an amount not to exceed \$335,000
- Caring Choice, Inc. in an amount not to exceed \$200,000, and
- Alternative Home Care in an amount not to exceed \$150,000

The City Council further authorized the City Manager to extend the contracts for up to three additional one-year periods.

Although the initial contract terms were for a two years, after slightly more than one year, the Department has exhausted the \$335,000 authorized for the Envoy Health Care contract and nearly exhausted the \$200,000 authorized for Caring Choice, Inc. To date, only \$13,000 has been expended against the contract with Alternative Home Care, therefore, no increase to that contract is being requested.

The initial contract amounts were based on estimates made during the reassignment of contracts from the AIDS Service Center to the City of Pasadena. Now that the Department has more experience with the provision of these services, more accurate estimates of anticipated expenditures can be made.

In order to prevent any disruption of services to clients, staff is requesting that the City Council authorize an increase to the not to exceed amount of the contract with Caring Choice, Inc. from \$200,000 to \$450,000 and the contract with Envoy Health Care from \$335,000 to \$710,000. If approved, staff will undertake a new competitive selection process prior to the termination of the existing term in June 2015.

**COUNCIL POLICY CONSIDERATION:**

The action of City Council aligns with the City's Strategic Plan Three-Year Goal to support and promote the quality of life and local economy by ensuring comprehensive care and continuity of service to HIV/AIDS patients who access their health care through the Pasadena Public Health Department's safety net clinic.


**FISCAL IMPACT:**

The cost of this action will be \$625,000. Funding for this action will be addressed by an increase in appropriations in the amounts of \$350,000 to AIDS Medi-Cal Waiver Program (#8114-203-563270) and \$275,000 to Home-Based Case Management Program (#8114-203-563273). All costs for these services are eligible for reimbursement by the State of California Medi-Cal Waiver Program and the Los Angeles County Department of Public Health Home-Based Case Management. As such, no adjustment to department fund balance is expected. No impact is anticipated to other operational programs or capital projects as a result of this action.

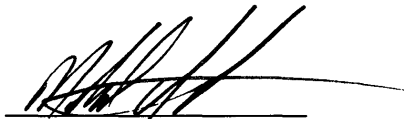
Respectfully submitted,

  
for STEVE MERMELL  
Assistant City Manager/Acting Director  
Public Health Department

Prepared by:

  
MANUEL CARMONA  
Management Analyst IV  
Public Health Department

Approved by:

  
MICHAEL J. BECK  
City Manager

**Disclosure Pursuant to the  
City of Pasadena Taxpayer Protection Amendment  
Pasadena City Charter, Article XVII**

Contractor/Organization hereby discloses its trustees, directors, partners, officers, and those with more than 10% equity, participation, or revenue interest in Contractor/Organization, as follows:

*(If printing, please print legibly. Use additional sheets as necessary.)*

**1. Contractor/Organization Name:**  
Envoy Health Care, INC dba At Your Leisure

**2. Type of Entity:**  
 non-government     nonprofit 501(c)(3), (4), or (6)

**3. Name(s) of trustees, directors, partners, officers of Contractor/Organization:**

<u>LADY SARKISSIAN</u>

**4. Names of those with more than a 10% equity, participation or revenue interest in Contractor/Organization:**

<u>Lady Sarkissian</u>	<u>100 %</u>

Prepared by: LADY SARKISSIAN  
Title: CEO - Admin  
Phone: 213 381 2029  
Date: 9-24-14