

# Agenda Report

September 11, 2023

**TO:** Honorable Mayor and City Council

**FROM:** Public Health Department

**SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT WITH PARVEEN KAUR, MD, TO SERVE AS BACK-UP HEALTH OFFICER AND TUBERCULOSIS PHYSICIAN FOR A GRAND TOTAL AMOUNT NOT-TO-EXCEED \$555,740 FOR A FIVE-YEAR PERIOD, WITH TWO OPTIONAL ONE-YEAR EXTENSIONS**

**RECOMMENDATION:**

It is recommended that the City Council:

1. Find that the recommended action is not a project subject to the California Environmental Quality Act ("CEQA") pursuant to Section 21065 of CEQA and Sections 15060(c)(2), 15060(c)(3), and 15378 of the State CEQA Guidelines and, as such, no environmental document pursuant to CEQA is required for the project; and
2. Authorize the City Manager to enter into a contract with Parveen Kaur, MD, for service as Back-Up Health Officer and Tuberculosis Physician for five years with \$93,980 anticipated in Fiscal Year 2024 and \$76,960 in each of the remaining four years for a grand total amount not-to-exceed \$401,820. Two optional one-year extensions at \$76,960 per year are requested, to be exercised at the sole discretion of the City Manager. The maximum contract term is seven years with a grand total not-to-exceed contract amount of \$555,740. Competitive price bidding is not required pursuant to City Charter Section 1002(F) (contracts for professional or unique services), and the selection is the result of a competitive selection process required by Section 4.08.047 of the Pasadena Municipal Code.

**BACKGROUND:**

Since 1892, the Pasadena Public Health Department ("PPHD") has been responsible for helping protect, maintain, and improve the health of the Pasadena community. The City of Pasadena is one of three cities in the state of California that maintains its own independent local health jurisdiction with responsibility for a wide variety of services that support the three core public health functions of assessment, policy development, and

assurance. PPHD is committed to protecting and advancing equitable and optimal health outcomes for all who live, work, learn, and play in Pasadena.

On June 19, 2023, the PPHD released a request for proposals (“RFP”) seeking Back-Up Health Officer and Tuberculosis (“TB”) Physician services, to be paid at an hourly rate. The RFP was advertised for five weeks through OpenGov Procurement. On July 6, 2023, the PPHD held a non-mandatory pre-proposal meeting that was attended by five individuals. A total of seven potential vendors downloaded the RFP and the PPHD received one proposal by the RFP deadline. The requested services are a unique specialty due to the education requirements, work experience desired, and technical expertise needed to perform the services successfully.

The PPHD convened a panel consisting of the Acting Deputy Director, two Division Managers, a Supervising Public Health Nurse, and a Management Analyst II to evaluate the proposal using the criteria set forth in the RFP. The evaluation criteria included a review of the proposed solution, vendor experience, cost, and consideration for being a small and/or local business. Based on Dr. Parveen Kaur’s prior work experience, education, training, and proposed approach, her proposal was deemed highly qualified.

Dr. Kaur is an infectious disease specialist and possesses over 20 years of medical experience in infectious disease prevention and treatment with significant roles in public health, notably with the Los Angeles County Department of Public Health. In addition, Dr. Kaur is the current PPHD Back-Up Health Officer and TB Physician. She has served in these roles for the PPHD since July 2021 and worked closely with Public Health Director and Health Officer Dr. Ying-Ying Goh during this time.

#### *Back-Up Health Officer*

All local health jurisdictions in the state of California are required to appoint a physician that is in good standing and meets the qualifications of a health officer as set forth in Health and Safety Code, Section 101,005 to serve as “Health Officer”. The state delegates broad authority to local health officers to respond to public health emergencies and to engage in core public health activities such as conducting public health surveillance and issuing isolation and quarantine orders. In addition, local health officers provide medical and public health consultation to a variety public health and environmental health programs in conformance with provisions of the Health and Safety Code of the State of California, the City of Pasadena health and sanitation code and other related laws, standards, and regulations.

The Health Officer also performs critical duties for preserving and protecting public health such as:

- Interpret federal and state public health policy and guidance and provide staff direction on local implementation;
- Plan, organize, direct, and coordinate clinical activities designed to protect public health;

- Provide medical consultation to public health staff and other personnel on matters related to the prevention, diagnosis, treatment, and control of diseases of public health significance;
- Assess, plan and organize health operations to meet community health needs;
- Provide advice, guidance, consultation, and policy direction to local physicians, laboratories, hospitals, health care providers, and the public in matters relating to the diagnosis, investigation, control, and prevention of communicable diseases;
- Maintain a network with other city, county, state, and federal officials on matters related to communicable disease;
- Represent the City of Pasadena in local, regional, and state discussions about population health; and
- Deliver public health information to the community through news media.

It is a best practice to secure a Back-Up Health Officer to serve on an as-needed basis to ensure continuity of operations in the event the Health Officer is unavailable to serve as Health Officer. In August 2022, Dr. Kaur was the Back-Up Health Officer when Dr. Goh began her personal leave. As a result, Dr. Kaur served as Interim Health Officer until the services of Dr. Eric Handler were secured in September 2022. Dr. Handler completed his temporary appointment as Interim Health Officer in August 2023.

If staff recommendations are approved, Dr. Kaur will continue as the Back-Up Health Officer. Due to Dr. Goh's extended leave through January 2024, Dr. Kaur will serve as Interim Health Officer until Dr. Goh returns. While serving as Interim Health Officer, she will provide services up to 20 hours per week and will be on-call 24 hours a day to respond to public health emergencies, including communicable disease control and natural disasters. Upon Dr. Goh's return, Dr. Kaur's service as Back-Up Health Officer will be reduced to an as-needed basis and her services will be limited to TB Physician.

#### *Tuberculosis Physician*

The Department operates a weekly half-day Tuberculosis Chest Clinic to provide outpatient pulmonary care, TB evaluation, and treatment services. The clinic is supported by state health realignment funding and a grant award from the California Department of Public Health. The state of California requires every local health jurisdiction to retain a qualified TB physician to direct this critical infectious disease prevention program with the ultimate goal of preventing, controlling, and eventually eliminating TB in California. The TB Physician role requires up to 8 hours of service per week.

Staff recommends the City Council authorize the contract with Parveen Kaur, MD, to serve as Back-Up Health Officer and TB Physician for an amount not-to-exceed \$555,740. The hourly rate is comparable to that of related contracted services.

**COUNCIL POLICY CONSIDERATION:**

The proposed contract furthers the City Council's strategic planning goal to ensure public safety by securing the services of Back-Up Health Officer and TB Physician to preserve and protect community health.

**ENVIRONMENTAL ANALYSIS:**

The action proposed herein is not a project subject to the California Environmental Quality Act ("CEQA") in accordance with Section 21065 of CEQA and State CEQA Guidelines Section 15060 (c)(2), 15060 (c)(3), and 15378. Engaging services for Back-Up Health Officer and TB Physician is an administrative action that would not cause either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. Therefore, the proposed action is not a "project" subject to CEQA, as defined in Section 21065 of CEQA and Section 15378 of the State CEQA Guidelines. Since the action is not a project subject to CEQA, no environmental document is required.

**FISCAL IMPACT:**

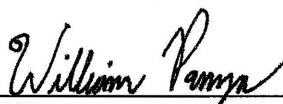
The total cost of this action is \$401,820 for a five-year term, with the option to extend the term for two additional one-year periods for \$76,960 each year. It is anticipated that in FY2024, \$93,980 of the contract value will be expended. Sufficient funds are included in the recommended FY2024 Public Health Department Operating Budget. There are no anticipated impacts to other programs or to the General Fund as a result of this action.

Respectfully submitted,



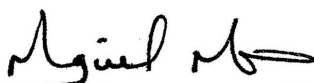
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