

Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Joe Angelo

**SUBJECT: ALTERNATIVE SERVICE
DELIVERY EVALUATION FOR
EMPLOYEE HEALTH SERVICES**

DATE: December 1, 2014

Approved



Date

12/2/14

INFORMATION

The purpose of this information memo is to inform Council that Human Resources will proceed with exploring an alternative service delivery evaluation for the Employee Health Services unit (EHS). A Request for Information (RFI) must be conducted to gather information from the industry in order to educate the City of San José's Human Resources Department as to the availability and pricing of private medical providers. Responses to this RFI and the information obtained through associated responses and discussions will assist the City in determining whether or not it is appropriate for the City to formally obtain vendor services through the City's RFP and Public Private Competition Policy at a future date. The RFI process may not result in the award of any type of contract nor does it seek any confidential or proprietary information. Vendors who offer occupational health services pursuant to the scope of services are invited to participate in this process.

The City is seeking information from qualified vendors to provide medical and health services to City employees as required by OSHA and the City's Memorandum of Agreements.

Currently, EHS provides medical and health services to City employees which include annual physical examinations, medical surveillance examinations, annual hearing and respiratory examinations, pre-placement medical examinations and exit physical examinations. In addition to the medical services provided, the Medical Assistants are responsible for maintenance of paperwork, medical files, spreadsheets, invoices, record keeping, scheduling and ordering supplies. Since EHS does not have a database system, spread sheets are manually entered and maintained.

The current staffing of EHS is: Medical Director; 2 Nurse Practitioners (vacant); and 2 Medical Assistants (one backfilled with a temporary employee due to leave of absence). Prior reports relating to the performance of the unit reveal the staff had the process "down to a Science." However, long term absences and lack of support staff has resulted in a backlog.

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An alternative service delivery method may provide an appropriate solution to the City's Employee Health Services issues. Most medical facilities have adequate staffing and locations to accommodate the needs of the customers. According to statistics, 250 physical examinations can be completed by an outside medical facility in one week. Since these medical facilities are in the business of providing top notch competitive medical care, they have invested in state of the art technology, able to maintain accurate record keeping and provide timely medical reports to their customers.

/s/

JOE ANGELO

Director of Human Resources

For questions, please contact Carmen Angeles, Health & Safety Division Manager at (408) 975-1418 or Joe Angelo, Director of Human Resources at (408) 975-1428.

