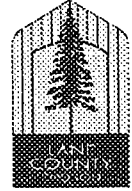


AGENDA COVER MEMO

W. 10. B. 2.

AGENDA MEMORANDUM

AGENDA DATE: April 26, 2006
TO: Board of County Commissioners
DEPARTMENT: Health & Human Services
PRESENTED BY: Rob Rockstroh



AGENDA TITLE: ORDER _____ / IN THE MATTER OF DELEGATING AUTHORITY TO THE COUNTY ADMINISTRATOR TO SIGN AN AMENDMENT TO INCREASE AVAILABLE FUNDS BY \$24,703.12 FOR PRACTICE MANAGEMENT SERVICES PROVIDED BY THE OREGON COMMUNITY HEALTH INFORMATION NETWORK, INC., FOR THE PERIOD OF JULY 1, 2005 THROUGH JUNE 30, 2006.

I. MOTION

ORDER _____ / In the Matter of Delegating Authority to the County Administrator to Sign an Amendment to Increase Available Funds by \$24,703.12 for Practice Management Services Provided by the Oregon Community Health Information Network, Inc., for the Period of July 1, 2005 through June 30, 2006.

II. ISSUE OR PROBLEM

Additional funds of \$24,703.12 are estimated to be required to adequately fund needed practice management system services, including software access, support and technical infrastructure for the Community Health Centers of Lane County (CHCLC). In order to amend an existing agreement with the Oregon Community Health Information Network (OCHIN) to make available these funds, the amendment must be accepted and the County Administrator must be delegated authority to sign the amendment.

III. DISCUSSION

A. Background/Analysis

The Oregon Community Health Information Network (OCHIN) currently provides practice management system services for the Community Health Centers of Lane County (CHCLC). This service includes software, technical support and billing clearing house services for the management of patient accounts. The original contract was awarded to OCHIN beginning in March 2004. Board Order 04-3-10-9 delegated authority to the County Administrator to sign the contract with OCHIN in the amount of \$110,000. The additional \$24,703.12 added exceeds the County Administrator's signature authority based on the original delegated authority for the agreement.

The existing agreement with OCHIN is unique from most other contracts in that it is an ongoing agreement with no specified end date (although the contract can be terminated by either party) or financial limit. The County is billed monthly for services provided by OCHIN based upon how much the services of OCHIN are utilized. Because the contract is open ended with regards to the period and amount of the agreement, an amendment is not technically required. However, in an effort to keep the board informed of the ongoing expenses associated with this contract, the Lane County Health & Human Services administration will process unilateral contract amendments, signed only by the County and will seek Board authorization whenever funds made available for this contract will exceed the authority granted to the County Administrator as described in the Lane Manual and as authorized by the Board. This will provide a paper trail to aid in the management and oversight of public funds made available for OCHIN's services.

The requested amendment described here will result in a sum total of funds expended upon this contract that exceeds the authority originally granted in Board Order 04-3-10-9. It is necessary to delegate authority to the County Administrator to approve an amendment to increase funds made available for this contract in order to continue utilizing the services of OCHIN.

B. Alternatives / Options

1. To accept the amendment and to delegate authority to the County Administrator to sign this amendment.
2. Not to accept the amendment and not to delegate authority to the County Administrator to sign this amendment.

C. Recommendation

To approve #1 above. This will allow Lane County to continue to effectively manage patient services provided through the Community Health Clinics of Lane County.

D. Timing

Funding for these services has been made available, and actions to implement the proposed change will take place as soon as the Board has acted.

IV. IMPLEMENTATION/FOLLOW-UP

Upon approval by the Board, the amendment will be forwarded to the County Administrator for signature. Once signed funds will be made available for continued services through the Oregon Community Health Information Network.

V. ATTACHMENTS

Board Order

THE BOARD OF COUNTY COMMISSIONERS, LANE COUNTY, OREGON

RESOLUTION) IN THE MATTER OF DELEGATING AUTHORITY TO THE COUNTY
AND ORDER:) ADMINISTRATOR TO SIGN AN AMENDMENT TO INCREASE
) AVAILABLE FUNDS BY \$24,703.12 FOR PRACTICE MANAGEMENT
) SERVICES PROVIDED BY THE OREGON COMMUNITY HEALTH
) INFORMATION NETWORK, INC., FOR THE PERIOD OF JULY 1,
) 2005 THROUGH JUNE 30, 2006.

WHEREAS, Lane County has desires to continue an agreement with Oregon Community Health Information Network (OCHIN), for the Community Health Centers of Lane County to purchase practice management services, including software, technical support, and billing clearing house services for the period; and

WHEREAS, an agency contract amendment for the above services exceeds the signature authority of the county administrator per Lane Manual 21.147; and

NOW THEREFORE IT IS HEREBY RESOLVED AND ORDERED that the Board of County Commissioners delegate authority to the County Administrator to sign an amendment to an agreement with Oregon Community Health Information Network in the amount of \$24,703.12 for the period of July 1, 2005 through June 31, 2006 for these services.

DATED this 26th day of April, 2006.

Bill Dwyer, Chair
Lane County Board of Commissioners

APPROVED AS TO FORM
date 4/14/06 lane county
J. Kaidan
OFFICE OF LEGAL COUNSEL