Wellness Center (2018-2019)

Meeting Notes

NAME OF COUNCIL/TEAM: Wellness Center (2018-2019)	
OBJECTIVE OF MEETING: Review & select recommendations. Understand how contracts work.	
DATE: 11/09/2018 **TIME:** 8:30am	**LOCATION/ROOM #:** Fine & Applied Arts Conference Room **CALL-IN NUMBER:** **CALL-IN CODE:**
FACILITATOR(S): Parrish Geary, Breanne Holland	
TIMEKEEPER:	
ASSISTANT: Breanne Holland	
MEMBERS PRESENT: Parrish Geary, Breanne Holland, Pamela Whipple, Michele Arnott, Kolleen Ostgaard, Clint Allison, Matthew Blevis, JP Sherry	
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):	
Recommendations Input Compilation	
UPDATES AND BRIEF REPORTS:	

Topic	Person(s) Responsible	Notes
What information should we be aware of when contracting an outside providers?	JP Sherry	Contract: an agreement between two parties; has three critical components-(offer, acceptance, consideration) Typical/Standard three types of contracts through the district: PO, Services Agreement, Professional Services Agreement. Other types e.g. MOU Protections: what services, what level of quality, what time frames, ability to select provider and terminate/replace if it isn't working, build in an interview process for selection of actual service provider. Who is the contracted entities supervisor? The other entity. Examples of MOU's that did not establish a full contract agreement- Planned Parenthood & Women's Health (no financial involvement - we only provided space) had concerns with consistency in personnel and reliability In a Contract the Area Dean typically has oversight to address personnel or other concerns, not the area staff or faculty Our WEAVE contract is the current model in how to provide services in a "disconnected" way - continuous feedback loop on data exchange - if an issue with WEAVE representative arise -it is immediately addressed through our WEAVE agreed. It is important to protect the interest of the college when creating a contract. Therefore, make sure all concerns are addressed and agreed upon by both parties. JP's goal is to get a contract turned around in a week - more difficult ones can take two weeks - if there is a sensitive timeline, the contract will become a priority. Routing: negotiate terms; ask JP to check draft for red flags (during negotiation); (get a copy of Professional Services as a base); get a copy of WellSpace contract as an example (no HIPPA issues, good example); send to general services; What the colleges want/need comes first and then they'll figure out the legal side. Documentation - think about what you're getting, what you want to do, and document the scope of deliverables. ALWAYS want people who are insured. We determine scope of work - how much are we going to pay and when - what are going to do: you'll be here at these times/days, provide your own supplies, etc Be VERY specific about space, equipment, and access/software Do we need to include what we are going to provide e.g. "90sqft" - be as CLEAR as possible in what is being provided and what is expected of the contracted entity Write expectations unambiguously Independent contractor: Example-Medical care

		-Do we need to bid? Not required to be bid HOWEVER we are a public entity so being able to demonstrate that we are getting a good cost is important --no specified dollar limits for contracts Purchasing – should put out RFPs and work with Deborah Kristoff (identified as DO contact to assist with Wellness Centers RFPs) – should be able to set up an RFP process by the end of the semester. It's good to converse with other colleges to guide us based on their successes and failures. Working with other Los Rios Colleges to collaborate on ideas for contracts and/or services (and the "how") will benefit long term agreements "Sticky wickets": insurance requirements, ADA requirements, indemnities (an agreement that states "we don't give you what we promised, we'll give you your money back" will not work), termination per convenience (it's important to have a clear understanding of termination.) Example of an independent medical contract is our PSA agreement with the Los Rios Dr. There is still a limit on what a contractor may be able to do on-site. May still have to refer students off-site for additional services.
Survey	Parrish Geary	Reached out to Tyler to get an update on student survey. Have not heard back as of 11/9/18. The goal is to complete the survey by 11/16/18.

ACTION ITEMS:

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
Are there additional recommendation items needed?	Parrish Geary	0	
Activities needed to move forward with new space	Parrish Geary		Additional notes: We are episodic We are not a medical provider We are short term, episodic care Create a detailed referral process for off-site providers Offer a very specific menu of services Matthew – what furniture will be moving over (if any); what do we need? - Nurses to provide a list of items up to date enough to move - Nurses to provide a list of items needed to appropriately furnish new space o Priorities and ideals - Type of equipment that might need to be hooked up by mental health provider - Recommendations for computers o Reception area, offices - MediCat - Flooring needs to be VCT (unless nurses want carpet in offices) State allocation to ARC is $190,000 for mental health (per email from Chad) *needs to be expensed by 2020

DISCUSSION ITEMS:

Question	Person(s) Responsible	Notes and Next Steps
What is our strategy to incorporate survey responses from students?	Parrish Geary	Recommend focus groups from within the campus community.

ITEMS FOR FUTURE CONSIDERATION:

Topic	Contact Person
Continue to work with the survey Continue drafting recommendations	