



## Legislation Text

File #: 2017-039, Version: 1

### Report to Mayor and City Council

Tuesday, January 24, 2017

Discussion

#### **SUBJECT:**

**APPROVE CONTRACT FOR DR. PAUL L. PENOLIAR, OCCUPATIONAL THERAPIST  
FOR THE JOSEPH B. JR. AND MARY ANNE O'NEAL STROKE CENTER**

#### **I. SUMMARY**

Effective June 15, 2015, the City of Carson entered into a three-year Memorandum of Understanding (MOU) with the Occupational Therapy Department at California State University Dominguez Hills (CSUDH) (Exhibit No. 1). The MOU stipulates that "CSUDH shall assign a Fieldwork Coordinator from the OT program who will coordinate and be responsible for student FWS activities." The City has engaged the services of Dr. Paul L. Penoliar to meet the Fieldwork Coordinator stipulation. Since the annual contract sum will exceed \$25,000, the contract is being presented to the City Council for approval (Exhibit No. 2).

#### **II. RECOMMENDATION**

TAKE the following actions:

1. APPROVE the contract of Dr. Paul L. Penoliar, Occupational Therapist for the Joseph B. Jr. and Mary Anne O'Neal Stroke Center.
2. AUTHORIZE the Mayor to execute the contract of Dr. Paul L. Penoliar.

#### **III. ALTERNATIVES**

The City Council may take any other action deemed appropriate.

#### **IV. BACKGROUND**

Effective June 15, 2015, the City of Carson entered into a three-year MOU with the Occupational Therapy Department at CSUDH which requires the assignment of a

Fieldwork Coordinator. Since Dr. Penoliar's services were obtained as the Fieldwork Coordinator, attendance has increased at the Stroke Center along with the need for Occupational Therapy services. As a result, Dr. Penoliar is working more hours and supervising more student interns. Prior to FY 2016-17, Dr. Penoliar had a Term Purchase Order with the City of Carson. He was submitting invoices every two to four weeks, and staff would process payment through receiving reports. Beginning in July of 2016, the processing of purchase orders was updated. Due to the update, staff was notified that not all Term Purchase Orders would be renewed and a contract was requested, as Dr. Penoliar continued to provide ongoing service. His payments have been withheld since the end of October 2016, pending completion of his contract; therefore, since the entire compensation exceeds \$25,000.00, staff is seeking Council approval.

This fiscal year, \$18,260.00 has already been paid to Dr. Penoliar, as demonstrated in Exhibit No. 3. Additionally, the City is still in need of Dr. Penoliar's services for the remainder of this fiscal year. The remaining contract amount for fiscal year 2016-17, including both outstanding and forthcoming invoices, is \$25,740.00. Therefore, the contract being presented to the City Council for approval is \$44,000.00.

The contract requires approval of the City Council to pay outstanding invoices for services already performed by Dr. Paul L. Penoliar.

## **V. FISCAL IMPACT**

The line-item budget for 01-90-983-049-6004 is only \$33,000. However, Staff expects there is availability in other line item budgets to cover the full cost of the contract. Staff will analyze the budget; and if an amendment is necessary, include a request in the Finance Department's Midyear Financial Report.

The Purchase Order was originally issued for \$45,760 (Exhibit No. 4); but will be reduced to the \$44,000 contract amount.

## **VI. EXHIBITS**

1. MOU between the City of Carson and the Occupational Therapy Department at California State University Dominguez Hills (pgs. 3-6)
2. Contract with Dr. Paul L. Penoliar (pgs. 7-28)
3. Payment Schedule for Dr. Paul L. Penoliar (pg. 29)
4. Purchase Order for Dr. Paul L. Penoliar (pg. 30)

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