



Municipality of Skagway

MEMO

TO:	Mayor and Assembly
FROM:	Emily Deach, Deputy Manager
DATE:	June 10, 2022
SUBJECT:	Approval of Clinic Operation Assessment Proposal

At its meeting of May 23, 2022, the Clinic Board reviewed proposals for an operational assessment of the Clinic, and voted “to authorize municipal staff to explore a contract with COORS Leadership Capital for an amount not to exceed \$25,000 and request that the Manager forward it to the Assembly, consistent with municipal policy.”

Pursuant to SMC 3.17.055(J), Clinic consultant contracts that exceed \$5,000 must be approved by the Clinic Board and Assembly.

Staff recommends the Assembly consider a motion **to approve the Clinic operation assessment proposal from COORS Leadership Capital in an amount not to exceed \$25,000.**



From: Stephen Hartz, FACHE, COO of COORS Leadership Capital
To: Lisa Mandeville and the Dahl Memorial Clinic Board of Directors
Re: Dahl Memorial Clinic Operation Assessment Proposal

Lisa and Board Members of Dahl Memorial Clinic, COORS Leadership Capital respectfully submits the following proposal for consideration as the organization to conduct the operational assessment. COORS Leadership Capital is a women owned, service-disabled veteran run retained executive search and consulting firm solely focused on the healthcare industry for the last 23 years. Our team and our contracted consults provide the very best for our clients. COORS serves government and civilian organizations, from six bed Critical Access Hospitals to large academic medical centers, such as, John Hopkins, and large health systems, such as, Trinity Health. Our consultation services include community needs assessments, organizational assessments, and cultural transformation, to name a few. Our team of experts exceeds our clients' expectations day in and day out. Our objective is to help your organization be the very best in can be, running as efficiently and effectively as possible. Below is our proposal for Dahl Memorial Clinic based on the information COORS was able to obtain :

Organizational Assessment

- **Onsite: 20-hours to include full operational and staffing assessment, in-person meetings, community meetings, facility tours, and evaluation of financials, policies, and procedures.**
- **Travel: Estimated 28-hours of travel time from Virginia to Skagway, Alaska.**
- **Offsite: 10-hours to include preparation of final assessment and recommendations.**
- **Assigned consultant in a seasoned executive healthcare leader with experience as a CEO of large not for profit hospital and Federally Qualified Health Center.**

800.507 6917 | 866.903.2575
6135 Park South Dr. Suite 510
Charlotte, NC 28210

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Operational Assessment
Location: Dahl Memorial Clinic, Skagway, AK
Time: 58-Hours
Date: TBD (between June 1 – September 1)
Quantity: up to 2 individuals
FEE: \$19,875 plus expenses*
<p>*Expenses can include but are not limited to:</p> <ul style="list-style-type: none"> - travel - baggage fees - transportation - lodging - per diem based on the GSA schedule - printing fees <p>All expenses are pre-approved by the organization before incurred.</p>

Very Sincerely,

S.J. Hartz
LCDR, USN (ret)

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From: Stephen Hartz, FACHE, COO of COORS Leadership Capital
To: Lisa Mandeville and the Dahl Memorial Clinic Board of Directors
Re: Scope of Work, Deliverables, and Timeline

Scope of Work:

- Complete Operational Assessment
- Complete Staffing Plan
- Evaluation of Past Financials and Future Financial Viability
- Onsite: 20-hours to include full operational and staffing assessment, in-person meetings, community meetings, facility tours, and evaluation of financials, policies, and procedures.
- Travel: Estimated 28-hours of travel time from Virginia to Skagway, Alaska.
- Offsite: 10-hours to include preparation of final assessment and recommendations.

Deliverables:

- Operational Assessment
- Staffing Plan
- Financial Evaluation
- Recommended Way Forward

Timeline:

- Contract Approval June 16
- Evaluator On-site Arrival June 20
- On-site June 21-22
- Deliverables no later than July 1

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Cost:

- **Fixed Fee: \$19,875**
- **Expenses: Not to exceed \$5,125**
 - o **Total contract not to exceed: \$25,000**

A handwritten signature in black ink, appearing to read "S.J. Hartz", written over a horizontal line.

S.J. Hartz, FACHE
LCDR, USN (ret)

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