



Agenda Date: 1/8/2008
Agenda Placement: 6C

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Randolph F. Snowden - Director
Health & Human Services
REPORT BY: Shelli Brobst, Contracts Analyst, 253-4720
SUBJECT: Agreement with Holmes Van and Storage, Inc.

RECOMMENDATION

Director of Health and Human Services requests approval of and authorization for the Chair to sign an agreement with Holmes Van and Storage, Inc. for a maximum of \$5,000 for the term January 8, 2008, through June 30, 2008, with a provision for automatic annual renewal, to provide moving assistance to clients of the Health and Human Services Agency.

EXECUTIVE SUMMARY

Health and Human Services Agency (HHSA) sometimes finds itself with a need to provide moving assistance to its clients. These situations arise when: (1) the scope of HHSA program activities requires or allows such moving assistance, such as in certain cases involving the Public Guardian and Adult Protective Services; or, (2) the County will save money by placing or maintaining a client at a less expensive level of care, such as the transfer of a client from an acute or residential psychiatric facility to a community based supportive living program; or, (3) the County will be averting risk by safeguarding property for which it has become responsible because HHSA has taken physical custody of the property owner, as in some cases encountered in the Adult Protective Services or Mental Health Crisis Response programs. Approval of the requested action will enable HHSA to utilize Holmes Van and Storage, Inc., to assist in the moving of client belongings in situations where the use of HHSA staff is inappropriate or infeasible. Whenever practicable, the move will be funded by allocated program funding.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Health & Human Services Administration
Is it Mandatory or Discretionary?	Discretionary

Discretionary Justification:	Approval of the recommended agreement is discretionary in that there is no mandate to provide these services. Approval of the agreement, however, will allow Holmes Van and Storage to provide moving assistance to HHSA clients in cases where the use of HHSA staff is inappropriate or infeasible. Expenses for Social Services (BU 501) clients will be claimed to Social Services State allocations if allowable. Expenses for non-Social Services clients will be paid with other programs' available allocated funds. If no other funding source is available, allocated County General Fund will be utilized as the last resort.
Is the general fund affected?	Yes
Future fiscal impact:	Although the agreement terminates June 30, 2008, the agreement contains an automatic annual renewal provision, which allows the County the option to continue these services in the following fiscal year. The corresponding appropriation will be included in the Agency's requested budget for future Fiscal Years.
Consequences if not approved:	If the recommended agreement is not approved, HHSA will not be able to provide assistance in relocating clients to more stable housing in some cases, due to its lack of appropriate resources.
Additional Information:	

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

In the course of carrying out their responsibilities, various Health and Human Services Agency (HHSA) programs are called upon to assist their clients to arrange or maintain housing. Approval of the requested action would give HHSA access to an additional resource in situations where HHSA is responsible for an individual and, in the course of handling the problem giving rise to that responsibility, staff determine that the individual's personal property is at risk. Typical situations when these moving services might be utilized include:

1. Adult Protective Services (APS) is called to a home where they find an elderly couple unable to keep food in the house, cook, or handle other basic living skills. In one actual case, the power had been shut off, there were no family willing to become responsible for the couple, and they did not have significant assets. APS caseworkers arranged for the couple to move to a residential setting where staff will provide some assistance to residents. They also arranged for the couple's belongings to be moved to the facility. This contract would give HHSA access to commercial moving services in situations like this if the circumstances make it infeasible for HHSA staff to move the belongings. In most cases like this, the cost of the move would ultimately be funded using APS funds designated for such contingencies.
2. A client in the mental health case management program is under a conservatorship. The client is receiving psychotropic medication and case management services to prevent long-term placement in an Institution for Mental Disease or state hospital. The client temporarily decompensates and requires acute hospitalization. Due to the client's unusual behavior in the period leading up to this intervention, the client's landlord terminates the client's rental agreement. The case manager must

arrange for the client's belongings to be collected from the apartment and stored while the client is in the hospital. The client is "stepped down" to a local residential facility for a few weeks and then is ready to move back into the community. The case manager arranges for placement in a community based supportive living program and for the client's belongings to be delivered there for the client's use. In this example, the source of funding would probably be county general funds -- from the Board-approved annual fixed County contribution to HHSa which is used to supplement funding for its various programs. However, if the mental health client was a participant in one of the new "full service partnerships" which the County was required to create under the Mental Health Services Act, then HHSa could utilize MHSa flexible funds to cover the moving cost.

In most situations, HHSa staff will first endeavor to locate a family member to assist the client with property and other needs. If none are available, the next course of action would be for HHSa staff themselves to assist clients with property arrangements. However, if the arrangements are time consuming, this may be an inappropriate use of the agency's limited resources, since many program staff are licensed mental health professionals. In addition, if the client's property is bulky or heavy, moving by untrained or unequipped staff could give rise to the risk of on-the-job injury. If it is infeasible, unsafe, or inappropriate for staff to move the property themselves, the HHSa Aide might be assigned to the job, if that person is available. If the aide is unavailable or if the property is particularly bulky or heavy, HHSa might use this contractor. This would normally be the solution of last resort. In these rare cases, the use of a contractor should be more cost effective and reduce the County's risks with respect to job-related injuries and responsibility for lost or damaged property.

Staff recommends approval of the requested agreement.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Lorenzo Zialcita