



Agenda Date: 11/1/2005
Agenda Placement: 6F

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Shelli Brobst for Randolph F. Snowden - Director
Health & Human Services
REPORT BY: Shelli Brobst, Contracts Analyst, 253-4720
SUBJECT: Agreement with Resource Development Associates, Inc.

RECOMMENDATION

Director of Health and Human Services requests approval of and authorization for the Chair to sign an agreement with Resource Development Associates, Inc., for a maximum of \$53,375 for the term November 1, 2005 through June 30, 2006 to provide consultation on the development of an agency-wide Quality Management System.

EXECUTIVE SUMMARY

Approval of the requested agreement will enable Resource Development Associates, Inc to assist the Health and Human Services Agency in the development of an agency-wide Quality Management System.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Health & Human Services
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Without RDA's expertise, HHSA's new quality management system may not be as effective as possible, which could lead to problems in service delivery and lack of compliance with mandates and regulations.
Is the general fund affected?	Yes
Future fiscal impact:	The agreement terminates June 30, 2006.
Consequences if not approved:	See above.

Additional Information: This contract will provide carefully selected consulting services designed to assist the Agency to improve its staffing infrastructure and operational efficiency.

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

Napa County Health and Human Services is undertaking a multi-year quality management initiative. The initiative calls for the creation of an agency-wide system to provide management and the agency's governing body with the information necessary to assure sound strategic planning, the improvement of service outcomes and efficiencies, compliance with applicable regulations and other mandates, and the ongoing improvement of services. The Quality Management Division will oversee the development, implementation and operation of the new system.

Resource Development Associates (RDA), a consulting firm, will work with the manager of the new Quality Management Division and other managers and staff of HHSA to develop an agency-wide quality management system. RDA has significant experience in the development and operation of quality management programs within health, behavioral health and/or social service agencies in California. RDA will advise HHSA on the most appropriate steps for the collaborative development of the quality management system and then assist HHSA in implementing the new system.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Lorenzo Zialcita