



Agenda Date: 11/7/2006
Agenda Placement: 6A

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Shelli Brobst for Randy Snowden - Director
Health & Human Services
REPORT BY: Shelli Brobst, Contracts Analyst, 253-4720
SUBJECT: Amendment No. 1 to Agreement No. 6298 with Susan Tam

RECOMMENDATION

Director of Health and Human Services requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 6298 with Susan Tam increasing the amount by \$36,000 for a new maximum of \$50,000 and extending the term through March 31, 2007 to provide additional program administration and coordination services related to public health preparedness activities.

EXECUTIVE SUMMARY

Approval of the requested amendment will allow the contractor to increase the total hours spent providing program administration and coordination services. The extension of the term date of the contractor's agreement and the additional hours are required while the Public Health Division recruits to fill a vacancy. The contractor's scope of work will include the preparation and submission of the Fiscal Year 2005-2006 Year End Reports and the Fiscal Year 2006-2007 funding applications, as well as continue working with emergency services and community health providers on education surveillance and response activities.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Public Health
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	This action is discretionary in that specific preparedness activities funded by the Health Resources and Services Administration, Pandemic Flu, and Centers for Disease Control and Prevention public health preparedness

allocations are not mandated. Approval of this amendment will allow the Public Health Division to continue paying the contractor for program administration and coordination services funded by these allocations in order to meet the benchmarks and program goals set forth in the funding agreements. This contract is crucial at this time as the 2006-2007 funding allocation applications are due in late November. If Napa County does not submit these applications, the funding may be in jeopardy.

Is the general fund affected?	No
Future fiscal impact:	The agreement terminates March 31, 2007.
Consequences if not approved:	If this amendment is not approved, the contractor will not be able to continue working with the public health preparedness programs. An alternative plan will need to be developed to ensure that the preparedness programs continue to meet their benchmarks and that the new funding applications are completed and submitted to the State.

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

The Public Health Preparedness program focuses on County preparedness for a potential bioterrorism event or other public health emergency. The program is funded by three grant allocations:

1. The Health Resources Services Administration (HRSA) grant focuses on the medical community's preparedness for a bioterrorism event. Napa County serves as the fiscal agent and works with a planning group that includes hospitals, clinics, and other providers in the County.
2. The Centers for Disease Control and Prevention (CDC) allocation assists the County to prepare to respond to a public health emergency. Funds are used for a variety of purposes including large equipment purchases and costs associated with hosting disaster drills.
3. The Pandemic Flu allocation assists the Public Health Division to prepare to respond to a major flu epidemic.

The contractor has assisted the Public Health Division in providing program administration and coordination services funded by these allocations. Her role has been crucial in meeting and reporting on the benchmarks and goals of each allocation over multiple fiscal years as required by the funders. The Agency is now requesting the amendment of the current contract to extend the term of the agreement and to increase the compensation to allow the contractor to provide additional services due to the recent vacancy of the Bioterrorism Program Manager in the Public Health Division. Until the vacancy is filled, the contractor will be responsible for the continuity of these grant programs to ensure that the County continues to meet its benchmarks and completes the Fiscal Year 2006-2007 funding applications.

The Agency has an executed Business Associate Agreement on file with this provider.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Lorenzo Zialcita