



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 2/11/2020

Agenda Placement: 6F

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Shelli Brobst for Jennifer Yasumoto - Director
Health & Human Services Administration

REPORT BY: JoAnn Melgar, Staff Services Analyst II - 707-253-4722

SUBJECT: Amendment No. 1 to Agreement with Business Health Systems, Inc.

RECOMMENDATION

Director of Health and Human Services requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 190276B with Business Health Systems, Inc. increasing the amount by \$7,000 for a new maximum of \$11,800 per fiscal year commencing as of January 1, 2020, extending the term through June 30, 2021, updating the Scope of Work and Compensation exhibits to provide Privacy and Information Security and General Compliance trainings.

EXECUTIVE SUMMARY

Today's requested action will approve an amendment with Business Health Systems, Inc. to revise two training modules to reflect current and accurate privacy and information security and general compliance laws. Specifically, this Amendment will:

1. Increase the maximum by \$7,000 for a new maximum of \$11,800 per fiscal year;
2. Replace Exhibit A with Exhibit A-1 (Scope of Work) to revise the services and deliverables;
3. Replace Exhibit B with Exhibit B-1 (Compensation) to revise the payment amount and payment dates;
4. Revise Specific Term and Condition 3.4 to reflect the new termination date of June 30, 2021.

Business Health Systems, Inc. is not a local vendor.

FISCAL & STRATEGIC PLAN 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:	This agreement is discretionary in that there is no mandate to contract for these services. Approval of this action will enable HHSA to provide mandatory compliance trainings to all agency staff.
Is the general fund affected?	No
Future fiscal impact:	This agreement terminates date of June 30, 2021.
Consequences if not approved:	If this amendment is not approved, HHSA will be unable to obtain needed changes to training content from Business Health Systems.
County Strategic Plan pillar addressed:	Effective and Open Government
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

Privacy and Information Security and General Compliance trainings are required annually for all Health and Human Services Agency (HHSA) staff.

Business Health Systems, Inc. (BHS) developed the Privacy and Information and General Compliance trainings currently used by HHSA and has the knowledge and expertise to provide necessary revisions to these training modules. These modules require updates to accurately reflect changes to privacy and information security laws.

Approval of the amendment will include updating the training modules to reflect current privacy and security laws, drafting new scripts and filming new videos for the HHSA Privacy and Information Security Training as well as the General Compliance training. BHS will work collaboratively with Napa County HHSA to establish the new training curriculum, make edits as agreed upon to existing curriculum, and ensure timely completion of all contract deliverables.

BHS is not a local vendor.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Ben Guerrieri