



Agenda Date: 3/18/2008
Agenda Placement: 7E

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 SYA Group, Inc.

RECOMMENDATION

Director of Health and Human Services requests approval of and authorization for the Chair to sign an agreement with SYA Group, Inc., for a maximum of \$32,242 for the term March 18, 2008, through September 30, 2008, to develop an Agency-wide continuity of operations and continuity of government plan for the continuation of essential Health and Human Services Agency operations in the event of a disaster.

EXECUTIVE SUMMARY

Approval of the recommended agreement will enable the SYA Group, Inc. to assist the Health and Human Services Agency in the development of a continuity of operations and continuity of government plan for the continuation of essential Agency operations in the event of a disaster.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Health and Human Services Administration
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	This agreement is discretionary in that there is no mandate to provide these services. Approval of this agreement will allow SYA Group to provide carefully selected consulting services to the Health and Human Services Agency (HHSA) in connection with the development of a continuity of operations and continuity of government plan that delineates how the Agency will continue to provide critical services in the event of a disaster.

Is the general fund affected? Yes

Future fiscal impact: The agreement terminates September 30, 2008.

Consequences if not approved: If this agreement is not approved, SYA Group will be unable to provide consulting services to HHSA. This would delay the development of HHSA's plan for the continuity of operations in the event of a disaster and would likely reduce the plan's effectiveness and quality.

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 event of a significant community emergency, the Health and Human Services Agency (HHSA) may be called upon by the County's Department of Emergency Services to address a range of community needs. In addition, HHSA is expected to continue providing those of its regular services which address essential and immediate public needs. HHSA has adopted as a strategic goal the strengthening of its capability to carry out these responsibilities. This goal is being effectuated through a number of strategies, including increased training of Agency staff, outreach to and coordination with community partners, preparedness planning, and the development of additional emergency protocols. Approval of this contract will provide for expert consultation to HHSA in connection with the development of a new, comprehensive emergency response plan for the Agency's programs. The purpose of the plan is to improve the capability of the Agency to continue its essential operations in the event of a community emergency. SYA Group, Inc. has provided emergency preparedness consultation to the Agency in the past and, as a result, is already familiar with the Agency's structure and procedures.

SYA Group, Inc., is not a health care provider for purposes of HIPAA. This position is taken because there is no use or disclosure of protected health information by or to the vendor under this agreement; therefore, a Business Associate Agreement is not required.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Lorenzo Zialcita