



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 3/21/2017

Agenda Placement: 6G

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** JoAnn Melgar for Howard Himes - Director  
Health & Human Services Operations  
**REPORT BY:** JoAnn Melgar, Staff Services Analyst II - 707-253-4722  
**SUBJECT:** Amendment No. 1 to Agreement with Pamela Dodson

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### **RECOMMENDATION**

Director of Health and Human Services requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 160020B-17 with Pamela Dodson increasing the amount by \$38,000 for a new annual maximum of \$76,000 and amending Exhibit B to include Addendum 1 to Exhibit B to coordinate various aspects of the County's specialty care systems (cardiac arrest, STEMI, stroke and trauma).

### **EXECUTIVE SUMMARY**

Pamela Dodson was selected through a request for proposals process to serve as the County's Emergency Medical Services (EMS) Systems of Care Coordinator. The Systems Care Coordinator is responsible for coordinating various aspects of Napa County's specialty care systems (cardiac arrest, STEMI, stroke and trauma) including, but not limited to: stakeholder meetings, contract development/revision, system policy and guidelines development, system quality improvement, data review and reporting, research, and advising the EMS Administrator and EMS Medical Director on matters related to specialty care system performance.

The purpose of this amendment is to increase the contract maximum because the EMS Agency is anticipating a significant increase in the Agency's workload over the next 18 months. This increasing workload is the result of current EMS System improvement projects and changes that are anticipated in the near future as the result of statutory and regulatory changes. The current contract for Systems of Care Coordinator will not be sufficient to cover major projects.

Pamela Dodson is not a local vendor.

**FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Health & Human Services Public Health
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The requested action is discretionary in that there is no mandate to have this specific contract nor is it mandatory to contract with this contractor. However, this agreement will allow the County the ability to coordinate various aspects of Napa County's specialty care system.
Is the general fund affected?	No
Future fiscal impact:	This agreement expires June 30, 2018. Subsequent fiscal years appropriations will be budgeted accordingly.
Consequences if not approved:	If the contract is not approved, the County will not be in compliance with state statute and will not be able to provide adequate care to a vulnerable population. In addition, the county could lose potential revenue through oversight fees with local hospitals.
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**

Pamela Dodson (Contractor) was selected through a request for proposals process to serve as the County Emergency Medical Services (EMS) Systems of Care Coordinator. Contractor's duties include: ·

- | Coordinating various aspects of Napa County's specialty care systems (cardiac arrest, STEMI, stroke and trauma) including, but not limited to: stakeholder meetings, contract development/revision, system policy and guidelines development, system quality improvement, data review and reporting, research, and advising the EMS Administrator and EMS Medical Director on matters related to specialty care system performance;
- | Attending specialty care-related meetings as required in Napa County with EMS Agency, local hospitals, EMS providers, and other EMS system stakeholders; Conducting regular conference call or office visit with Napa County EMS Agency at Agency's discretion;
- | Participating in periodic verification review of the local trauma center(s) by American College of Surgeons Committee on Trauma;
- | Developing and maintaining proficiency in creating ad hoc reports from specialty care registries; Assisting hospitals with uploading of registry data to California Emergency Medical Services Information System (CEMSIS) and/or National Emergency Medical Services Information System (NEMSIS) as needed;

- | Following up on system quality improvement recommendations; and
- | Coordinating regularly scheduled Pre-hospital Trauma Advisory Committee meeting in Napa County.

Coordinated work on systems of care (Trauma, stroke, STEMI, cardiac arrest, and EMS for children) is required by state statute. Without this coordination, the EMS system would struggle to respond to and care for the sickest patients.

The purpose of this amendment is to increase the contract maximum because the EMS Agency is anticipating a significant increase in the Agency's workload over the next 18 months. This increasing workload is the result of current EMS System improvement projects and changes that are anticipated in the near future as the result of statutory and regulatory changes. The major projects listed below highlight much of the work required of the EMS Agency in the next 18 months. The current contract for Systems of Care Coordinator will not be sufficient to cover these major projects:

- | Electronic Patient Care Reporting (ePCR) System and EMS Health Information Exchange (HIE), which includes new statutory requirements for EMS System compliance with the National EMS Information System;
- | Treatment Guidelines and Policy revisions; and
- | State EMS Authority Regulatory Changes.

If approved, the increase in the contract will help mitigate the increasing workload anticipated over the next 18 months. This increase will double the hours of the contractor from approximately 12 hours per week, to 24 hours per week.

#### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Bret Prebula