



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 4/9/2019

Agenda Placement: 6G

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: JoAnn Melgar for Jennifer Yasumoto - Director
Health & Human Services Administration
REPORT BY: JoAnn Melgar, Staff Services Analyst II - 707-253-4722
SUBJECT: Agreement with Business Health Systems, Inc.

RECOMMENDATION

Director of Health and Human Services requests approval of and authorization for the Chair to sign an Agreement with Business Health Systems, Inc. for a maximum of \$4,800 for the term March 1, 2019 through June 30, 2019 and one additional renewal period to revise and update training modules to reflect current Privacy and Information Security laws.

EXECUTIVE SUMMARY

On March 22, 2016, the Board approved an agreement with Business Health Systems (BHS) to deliver a County-wide privacy and information security training module to be used in a learning management system (LMS). That agreement expired, so the purpose of today's requested action is to approve a new Agreement with BHS to update those training modules and to add videos of the new Health and Human Services Agency (HHSA) Director and Privacy and Compliance Officer.

BHS is not a local vendor. Pursuant to the County Purchasing Manual this Agreement requires Board approval because the County has previously contracted with BHS within the last three years. This agreement is coming late to the Board for approval because of staff vacancies in the Quality Management unit of HHSA.

The total contract maximum of this Agreement is \$4,800 which covers the entire term of this Agreement through June 30, 2020.

FISCAL 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 pay for edits to the Privacy and Information Security training program for HHSA and other County departments.
Is the general fund affected?	No
Future fiscal impact:	This agreement terminates June 30, 2020.

Consequences if not approved: If this agreement is not approved, Health and Human Services Agency and other Napa County Departments will not be able to update and/or modify modules in their Privacy and Information Security trainings to reflect current Privacy and Security laws, and be in compliance with State and Federal regulations.

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 trainings are required annually for Health and Human Services Agency (HHSA) staff and other Napa County Departments. Business Health Systems, Inc. developed the current Privacy Trainings for both HHSA and Napa County, and has the knowledge and expertise to provide necessary revisions to two training modules. These modules need updates to reflect current Privacy and Information Security laws, and to add videos of the new Agency Director and Compliance/Privacy Officer.

Specifically, BHS edits will:

- | Develop the "Reasonable Safeguard" script to include new materials provided by staff;
- | Develop new interactions where needed;
- | Change out videos selected from archives by staff;
- | Include new narration, where needed, to support changes; and
- | Sync to animations.

BHS is not a local vendor.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Ben Guerrieri