



Agenda Date: 5/1/2007
Agenda Placement: 6I

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 \$64,712 for the term May 1, 2007 through August 30, 2007 to review and develop required emergency preparedness plans and procedures.

EXECUTIVE SUMMARY

Approval of this agreement will allow SYA Group, Inc. to review and develop public health emergency preparedness plans and procedures to ensure compliance with California Department of Health Services requirements.

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 is a discretionary action in that there is no mandate to contract with this provider. State funding allows the County to contract with a provider to develop the State-mandated emergency preparedness plans and procedures to ensure compliance with California Department of Health Services requirements.
Is the general fund affected?	No
Future fiscal impact:	The agreement terminates August 30, 2007.

Consequences if not approved: If this contract is not approved, HHSa will not be able to meet the requirements of the funding received from CDHS. HHSa will therefore have to find another contractor, or, be out of compliance with California Department of Health Services requirements and return the funding back 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 California Department of Health Services (CDHS) is providing funding to Napa County, Health and Human Services Agency's (HHSa) Public Health Division, to continue to upgrade preparedness and response plans to disasters, outbreaks of infectious diseases, and other public health threats and emergencies. Subject to Board approval, the contractor will review existing public health emergency plans to ensure compliance with new CDHS guidelines and create additional plans and procedures required by CDHS. The plans to be reviewed are:

1. the Department Operations Center (DOC) Plan,
2. Risk Communications Plan,
3. Outbreak Investigation Plan,
4. Strategic National Stockpile (SNS) Plan, and
5. the Mass Prophylaxis Plan.

In addition, the contractor will draft and provide the framework for HHSa's Mass Care and Shelter Plan and Local Assistance Center Plan. These plans will address the care and support of Napa residents in the event of an emergency and/or disaster. The consultant will also review and adjust the plans to be National Incident Management System (NIMS)-compliant, and will develop the Isolation and Quarantine Plan. The Isolation and Quarantine Plan is a new requirement from the State for this year.

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