



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 6/18/2019

Agenda Placement: 6F

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Kim Henderson for JOHN ROBERTSON JR. - Sheriff - Coroner  
Coroner

**REPORT BY:** Kim Henderson, Sheriff's Administrative Manager - 259-8674

**SUBJECT:** Amendment No. 2 to Agreement No. 170259B with United Forensic Services

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### **RECOMMENDATION**

Sheriff requests approval of and authorization for the Chair to sign Amendment No. 2 to Agreement No. 170259B with United Forensic Services in the amount of \$140,546 per fiscal year, plus \$1,500 per additional autopsy over 75 autopsies per fiscal year for the term July 1, 2019 through June 30, 2020, with an automatic renewal provision, to provide autopsy and forensic pathology services through June 30, 2025.

### **EXECUTIVE SUMMARY**

The Sheriff, in his role as Coroner, is responsible for investigating all unattended or suspicious deaths. This amendment automatically renews over a six year period with established annual increases to offset future costs. This amendment meets the expectations of both parties and provides cost and service certainty through the year 2025. The Sheriff is requesting approval of the amendment with United Forensic Services to provide autopsies and forensic pathology services.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Sheriff-Coroner
Is it Mandatory or Discretionary?	Mandatory
Is the general fund affected?	Yes

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Future fiscal impact:	This agreement is an ongoing expense and will be budgeted accordingly in future years.
Consequences if not approved:	If this agreement is not approved, the County will not be able to provide autopsy and pathology services for the deceased.
Additional Information:	Finding a high quality pathologist with the capacity to assume this work may make maintaining this mandated service in the future challenging.

### **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 Sheriff, in his role as Coroner, is responsible for investigating all unattended or suspicious deaths. The Sheriff is requesting approval of Amendment No. 2 to Agreement No. 170259B with United Forensic Services to provide autopsies and forensic pathology services. Services to be provided include autopsy examinations, medical record reviews, external examinations, Sudden Infant Death protocols and other miscellaneous services requested by the Sheriff acting as the Coroner.

The contract amount for Fiscal Year 2019-2020 is \$140,546; Fiscal Year 2020-2021 is \$143,357; Fiscal Year 2021-2022 is \$146,224; Fiscal Year 2022-2023 is \$149,148; Fiscal Year 2023-2024 is \$152,131; Fiscal Year 2024-2025 is \$155,174. The Pathologist will also receive \$1,500 for each additional autopsy over 75 autopsies in a fiscal year. Historically, the Department performs approximately 50-60 autopsies a year.

The current agreement ends on June 30, 2019, and this amendment would extend the agreement another six years. The amendment's term is impacted by the difficulty of finding a pathologist. Those pathologists currently under contract by surrounding agencies have insufficient capacity to assume Napa County's projected cases. This amendment also makes minor changes to the Scope of Services for the pathologist's duties. The amendment will allow for fiscal certainty and stability of services provided within the Coroner's Division.

United Forensic Services is not a local vendor. There are no known local forensic pathologists.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Susan Kuss