



Agenda Date: 6/20/2006
Agenda Placement: 6U

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Shelli Brobst for Randy Snowden - Director
Health & Human Services
REPORT BY: Shelli Brobst, Contracts Analyst, 253-4720
SUBJECT: Agreement with Moore Iacofano Goltsman, Inc. (Public Health)

RECOMMENDATION

Director of Health and Human Services requests approval of and authorization for the Chair to sign an agreement with Moore Iacofano Goltsman, Inc., for a maximum of \$950 for the term June 13, 2006 through June 30, 2006 to prepare a report on the Pandemic Influenza and Public Health Law Broadcast and Tabletop Exercise.

EXECUTIVE SUMMARY

Moore Iacofano Goltsman, Inc. (MIG) will prepare a report of the June 8, 2006 Pandemic Influenza and Public Health Law Tabletop Exercise that analyzes and categorizes the discussions, summarizes major findings, and identifies and prioritizes needed planning initiatives.

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:	Approval of this contract will allow Moore Iacofano Goltsman, Inc. to be paid to prepare a report of findings from the June 8, 2006 Pandemic Influenza and Public Health Law Broadcast and Tabletop Exercise. Without a detailed after-action report, corrections to existing plans and implementation of new planning activities will not occur. In this case, Public Health does not have the staff resources needed to analyze the discussions, summarize major findings, identify and prioritize needed planning initiatives and write a detailed

	after-action report.
Is the general fund affected?	No
Future fiscal impact:	None.
Consequences if not approved:	If this agreement is not approved, the Public Health Division will not receive a report of findings from the June 8, 2006 tabletop exercise and corrections to existing plans and implementation of new planning activities will not occur.
Additional Information:	Payment to the contractor will be funded by HHSA's Centers for Disease Control and Prevention allocation from the State.

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 is providing funds through its Centers for Disease Control (CDC) Cooperative Agreement to Napa County Health and Human Services Agency to plan and implement components of the County's Pandemic Influenza Preparedness Plan. The State paid for the contractor, Moore Iacofano Goltsman, Inc., to attend and facilitate discussions at Napa County's June 8, 2006 Pandemic Influenza and Public Health Law Tabletop Exercise. Having a facilitator at this training allowed the Public Health Officer and County staff to participate in the training and evaluate the discussions as they occurred. In addition to County staff, community health care providers attended the training.

If the proposed agreement with Moore Iacofano Goltsman is approved, HHSA will use some of its CDC allocation from the State to pay the contractor to prepare a report summarizing major findings from the exercise, including discussion items, small group/tabletop results, and agreements regarding roles and responsibilities and follow-up actions. The contractor will analyze and categorize the discussions, identify and prioritize key planning initiatives that are needed, and identify community partners with whom to engage in these activities.

After-action reports are a critical part of the disaster planning process. Without a detailed analysis and after-action report, corrections to existing plans and implementation of new planning activities will not occur. In this case, Public Health does not have the staff resources needed to analyze the discussions, prioritize key planning initiatives needed, and write a detailed after-action report. Moore Iacofano Goltsman was selected from a list of contractors provided by the State because the contractor is familiar with the Napa community and located nearby.

Since Moore Iacofano Goltsman is an established vendor with the County, the amount of the agreement exceeds the County Executive Officer's signature authority.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Lorenzo Zialcita