



Agenda Date: 6/21/2005
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: Agreements with Holmes, Van and Storage, Inc.

RECOMMENDATION

Director of Health and Human Services requests approval of and authorization for the Chair to sign the following agreements with Holmes, Van and Storage, Inc.:

1. Agreement for a maximum of \$3,785 for the term June 21, 2005 through June 30, 2005 to provide moving services for office equipment and supplies of the Emergency Medical Services and Drinking Driver Programs to the campus of Health and Human Services; and
2. A Business Associate Agreement setting forth the terms and conditions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rule.

EXECUTIVE SUMMARY

Holmes, Van and Storage, Inc. will provide moving services for the Emergency Medical Services and Drinking Driver Programs from their current locations (First Street and the Carithers Building, respectively) to the Health and Human Services campus.

FISCAL IMPACT

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| 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: | The moves associated with this agreement are necessary and part of the proposed cuts in the Substance Abuse Division's 2005-2006 budget. |

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| | This agreement will be funded out of Fiscal Year 2004-2005 budgeted County dollar. |
| Is the general fund affected? | Yes |
| Future fiscal impact: | The agreement terminates June 30, 2005. |
| Consequences if not approved: | Proposed savings in the Fiscal Year 2005-2006 budget for the Substance Abuse Services Division will not be realized if the DDP Program continues paying rent for the Carithers space. |
| Additional Information: | None |

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

In order to save money in the Fiscal Year 2005-2006 Substance Abuse Services Division budget, it was determined that the Drinking Driver Program (DDP) should be moved from the Carithers Building on Coombs Street to the Health and Human Services Agency campus. This move will save the DDP program approximately \$36,000 a year in building and utility expenses, which will help to meet the goal of making the program cost neutral. It also was determined that the Emergency Medical Services (EMS) program should move onto the HHSA campus because of the high rent costs associated with the First Street building and the desire of the Public Health Officer to have all public health services located on campus. While County staff will be able to move miscellaneous boxes and files, a professional mover is needed to move furniture onto campus and/or into a storage unit.

Because the contractor will be moving confidential files, this item also includes a Business Associate Agreement setting forth the Health Insurance Accountability and Portability Act of 1996 (HIPAA) regulations to which the contractor is subject. This agreement provides the County with assurances that the contractor will comply with any and all HIPAA requirements.

This agreement is presented for approval by the Board as the provider's aggregate dollar amount for services exceeds the threshold for the County's Purchasing Agent to execute.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Meegan Condon