TO: Board of Supervisors

FROM: Shelli Brobst for Randolph F. Snowden - Director
Health & Human Services

REPORT BY: Shelli Brobst, Contracts Analyst - 253-4720

SUBJECT: Renewal Agreement with Jan Bouch

RECOMMENDATION

Director of Health and Human Services requests approval of and authorization for the Chair to sign the renewal of Agreement No. 7354 with Jan C. Bouch for maximum of $15,000, with a provision for annual renewal, for the term July 1, 2010 through June 30, 2011 to provide organizational and staff development services.

EXECUTIVE SUMMARY

Approval of the recommended action will allow the contractor to continue assisting the Agency to strengthen the effectiveness and accountability of executive managers and division management teams with the goal of improving client services and regulatory compliance.

FISCAL IMPACT

Is there a Fiscal Impact? Yes
Is it currently budgeted? Yes
Where is it budgeted? Health & Human Services
Is it Mandatory or Discretionary? Discretionary
Discretionary Justification: This agreement is discretionary in that there is no mandate to provide these services. Approval of this agreement will allow the contractor to provide carefully selected services to HHSA staff to achieve collaborative management goals.
Is the general fund affected? Yes

Future fiscal impact: Although the agreement terminates June 30, 2011, it contains a provision for automatic annual renewal, which allows the County the option to continue these services into the next fiscal year. Appropriations will be budgeted accordingly.

Consequences if not approved: If this agreement is not approved, HHSA will not have the benefit of the contractor’s expert organizational and staff development services to assist the Agency director to ensure that HHSA’s management staff are competent, accountable and able to implement the evidence-based “collaborative management” model of leadership that the Agency is working to institute.

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

HHSA seeks to support service delivery staff through (1) the use of current, evidence-based service models; (2) the development of competent leadership to provide training and oversight to service delivery staff; (3) regulatory compliance; (4) the maximization of program revenue through proactive but accurate billing; and (5) the exploitation of opportunities to expand or enhance services.

This agreement relates to the second of these strategies: developing management and other leadership staff to ensure that they are competent, accountable and able to implement the evidence-based "collaborative management" model of leadership that the Agency is working to institute. The consultant will work on a "project basis" at the direction of the Agency director to maximize the Agency’s “return on investment” in key management personnel by improving basic job performance and to reduce the risk of economic losses due to underperformance or turnover of these staff. This contractor was selected on a sole source basis because of her specialized expertise and reputation in the field of management training/coaching to improve job and team performance. Until recently she was a local contractor.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve
Reviewed By: Karen Collins