



Agenda Date: 6/5/2007
Agenda Placement: 6T

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: Amendment No. 1 to Agreement with Amistad and Associates

RECOMMENDATION

Director of Health and Human Services requests approval of and authorization for the Chair to sign Amendment No. 1 to an agreement (formerly AUD 5868) with Amistad and Associates increasing the amount by \$65,000 for a new maximum of \$85,000, revising the Scope of Work to include additional consulting services, revising the Compensation section to reimburse the contractor for the additional services, and extending the term through June 30, 2008 for the contractor to provide consultation on the development of an Agency-wide cultural diversity initiative and the implementation of a collaborative management model.

EXECUTIVE SUMMARY

Amistad and Associates was contracted to provide consultation services on the development and implementation of an HHS-wide cultural diversity initiative. Based on Amistad's performance to date, staff is requesting the revision of the contract's Scope of Work to enable the provision of additional management consultation services relating to the second phase of the diversity initiative and the implementation of a collaborative management model within the Agency, to compensate the contractor for those additional services, and to extend the term of the agreement through June 30, 2008.

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 contract will allow Amistad and Associates to provide carefully selected consulting services to broaden staff understanding of and respect for cultural interaction and to work with senior management to create a collaborative management model within the Agency.

Is the general fund affected? Yes

Future fiscal impact: This amendment extends the term of the contract through June 30, 2008.

Consequences if not approved: If the requested action is not approved, HHSA employees will not receive the benefit of guidance from respected consultants in providing culturally competent services to the Agency's clients. In addition, Agency managers will not receive assistance in creating a collaborative management model, which may hinder the Agency's efforts to increase collaboration across disciplines and functions and improve management interaction and processes.

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

Napa County Health & Human Services is committed to identifying and reducing barriers to services, and at the same time, optimizing the delivery of services to all clients. To assist in the achievement of this goal, the Agency issued a statewide "Request for Information" and in 2006 contracted with Amistad & Associates to undertake a multi-year, multi-phase diversity initiative. This initiative calls for the creation of an Agency-wide diversity strategic plan.

Phase One of the initiative focused on the orientation of Agency management and staff, the development of a shared approach to diversity within the Agency, and the development of recommendations to be included in a detailed plan for the initiative. The second phase will focus on refining recommendations, developing a 3-5 year plan based on those recommendations, and the development of training, service methodologies and staffing strategies. Monitoring, evaluation and institutionalization activities will be frequent and ongoing. Amistad & Associates will assist an "Implementation Team" made up of Agency staff to carry out the plan.

Based on Amistad & Associates' extensive knowledge of and experience with the Agency, the consultants also have been asked to assist the senior management team in implementing a collaborative management model within the Agency. Based on Amistad's previous success in the Agency's diversity efforts and Amistad's ability to achieve measurable results, the Agency determined that the firm would be a good fit and possessed the necessary skills and expertise to bring the collaborative management initiative to success.

With these two initiatives occurring concurrently, the billable hours for each are approximate. Based on need, the hours may be moved between the initiatives subject to the overall contract maximum.

Approval of the requested action will extend the term of the agreement through the end of Fiscal Year 2007-2008, add additional phases to the scope of work, and increase the contract maximum by \$65,000. Upon contract approval, Amistad will begin Phases 2 and 3 in the current fiscal year and continue work until completed, subject to

the contract termination date.

Amistad & Associates 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 this vendor under this agreement.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Lorenzo Zialcita