



Agenda Date: 6/6/2006  
Agenda Placement: 6N

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Shelli Brobst for Randy Snowden - Director  
Health & Human Services  
**REPORT BY:** Shelli Brobst, Contracts Analyst, 253-4720  
**SUBJECT:** Actions regarding Allen, Shea & Associates (Mental Health Services Act and In Home Supportive Services)

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### **RECOMMENDATION**

Director of Health and Human Services requests approval of and authorization for the Chair to sign the following agreements with Allen, Shea & Associates:

1. Renewal of Agreement No. 6410 for a maximum of \$30,000 for the term July 1, 2006 through June 30, 2007 to serve as a consultant for the County's Mental Health Services Act Plan (Proposition 63); and
2. Amendment No. 1 to Agreement No. 4367 increasing the amount by \$3,875 for a new maximum of \$18,375 and incorporating agency-wide changes to the General Terms and Conditions to provide consultation and administrative support for the In-Home Supportive Services Advisory Board.

### **EXECUTIVE SUMMARY**

Under these agreements, Allen, Shea & Associates will continue to serve as a consultant to Napa County on the planning and implementation of the Mental Health Services Act (Proposition 63) Plan and will provide consultation and administrative support for the In-Home Supportive Services Advisory Board.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Behavioral Health Social Services
Is it Mandatory or Discretionary?	Discretionary

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Discretionary Justification:	<p>Approval of the renewal of Agreement No. 6410 will allow Allen Shea &amp; Associates to continue providing consultation services to the County for further community planning and implementation of the Mental Health Services Act (MHSA) Plan.</p> <p>Approval of Amendment No. 1 to Agreement No. 4317 will allow Allen, Shea &amp; Associates to continue to assist the members of the In-Home Supportive Services Advisory Board with administrative duties and attendance at selected seminars. It will also enable the contractor to provide consultation services to the members of the Advisory Board.</p>
Is the general fund affected?	No
Future fiscal impact:	Although both of the agreements terminate June 30, 2007, each agreement contains an automatic renewal clause, which allows the County the option to continue these services into the next fiscal year. Appropriations will be budgeted accordingly.
Consequences if not approved:	<p>Current County staff does not have the necessary experience nor time available to complete needed MHSA planning and implementation activities required to meet requirements related to additional community planning funds being rolled over into Fiscal Year 2006-2007 for the implementation of the MHSA programs.</p> <p>If the amendment is not approved, the IHSS Advisory Board would have fewer staffing resources to carry out its mandate, and County staff would have to cover these duties.</p>
Additional Information:	<p>The MHSA renewal agreement will be funded with an extension of MHSA funding approved by the California Department of Mental Health.</p> <p>As part of its IHSS administrative allocation, Napa County HSSA receives \$52,966 per year in federal and state funding specifically designated for the continued operation of In-Home Supportive Services Advisory Committees. There is no County match required for this funding.</p>

## **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**

### Agreement No. 6410:

Allen, Shea & Associates will provide consultation to Napa County throughout the Proposition 63 planning and implementation process. Proposition 63, the Mental Health Services Act (MHSA), is legislation passed in November 2004 which provides funding for the expansion of mental health services to meet the needs of severely mentally ill persons not served by existing resources. The County has submitted a three-year expenditure plan, which has been approved by the Department of Mental Health. The plan must now be developed and implemented with significant, meaningful input from stakeholder groups. Additional Community Planning Funds have been

approved for Napa. If the requested action is approved, the contractor will assist HHSA with the planning for the use of these funds and the implementation of the MHSA-funded services.

Agreement No. 4367:

The In-Home Supportive Services (IHSS) administrative allocation contains a funding component for the support of IHSS Advisory Committees. This funding is provided to counties which have elected Public Authorities as the employer of record for IHSS providers per the requirements of AB 1682 (1999). This contract provides the Napa County IHSS Advisory Board with the support it needs to carry out its duties. The contractor provides administrative support as well as consultation to the Board on relevant IHSS issues. Duties may include developing an annual report to the IHSS Governing Board and assisting the Advisory Board with public hearings and surveys it may want to conduct. In addition, the contract provides support in the screening, recruitment, and training of Advisory Board members. The amendment incorporates Agency-wide changes to the General Terms and Conditions (HIPAA, insurance, and County policies) and increases the maximum dollar amount to allow the contractor to increase the number of hours of facilitator support in anticipation of the Advisory Board joining the California In-Home Supportive Services Consumer Alliance.

Allen, Shea & 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 the vendor under these agreements. Therefore, a Business Associate Agreement is not required.

**SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Lorenzo Zialcita