



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 6/6/2017

Agenda Placement: 6I

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Shelli Brobst for Howard Himes - Director
Health & Human Services Operations

REPORT BY: JoAnn Melgar, Staff Services Analyst II - 707-253-4722

SUBJECT: Amendment No. 4 to Agreement with Kim Murphy Consulting, LLC

RECOMMENDATION

Director of Health and Human Services requests approval of and authorization for the Chair to sign Amendment No. 4 to Agreement No. 170235B-17 with Kim Murphy Consulting, LLC, establishing an annual maximum of \$60,000, rescinding Specific Terms and Conditions 3.4 to enable the agreement to automatically renew for the term July 1 through June 30 each fiscal year, and incorporating Addenda to the Scope of Work and Compensation to provide consultation services regarding the records management program for the Health and Human Services Agency.

EXECUTIVE SUMMARY

In February 2015, HHSA contracted with Kim Murphy Consulting, LLC, to provide HHSA with professional health information management consulting services to support HHSA's Records Management and Privacy and Security programs. Approval of the recommended amendment will:

- | rescind the provision that terminates the agreement on June 30, 2017 so that the agreement, at the County's option, will automatically renew each fiscal year;
- | establish the maximum amount of \$60,000 for Fiscal Year 2017-2018, and each annual renewal;
- | incorporate Addenda to the Scope of Work and Compensation to enable Ms. Murphy to continue providing consultation services to the Records Management and Privacy and Security programs. Specifically, Ms. Murphy is developing policies and procedures to assist HHSA in responding to HIPAA audits.

Ms. Murphy is not a local vendor.

FISCAL IMPACT

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:	Napa County is not mandated to contract with Kim Murphy Consulting. However, Kim Murphy provides expertise to ensure that the HHSA is in compliance with complex records management, privacy and security requirements.
Is the general fund affected?	No
Future fiscal impact:	This agreement will automatically renew and will be budgeted accordingly.
Consequences if not approved:	If the amendment is not approved, HHSA will be at risk for compliance issues with regard to records management, privacy, and security policies and procedures.
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

Under Ms. Murphy's existing agreement, Ms. Murphy provides HHSA with professional health information management consulting services to support the HHSA Records Management and Privacy and Security programs.

Approval of the recommended amendment will:

- | rescind the provision that terminates the agreement on June 30, 2017 so that the agreement, at the County's option, will automatically renew each fiscal year;
- | establish the maximum amount of \$60,000 for Fiscal Year 2017-2018, and each annual renewal; and
- | incorporate Addenda to the Scope of Work and Compensation to enable Ms. Murphy to continue providing consultation services to the Records Management and Privacy and Security programs. Specifically, Ms. Murphy is developing policies and procedures to assist HHSA in responding to HIPAA audits.

Ms. Murphy is not a local vendor. Ms. Murphy worked with HHSA as a consultant under a contract the department had with Prime Health Information Consulting, which resulted from a formal RFP. Ms. Murphy, the previous contractor and HHSA decided that it is beneficial to all parties to contract directly with her.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Bret Prebula