



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 6/6/2017

Agenda Placement: 6L

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: JoAnn Melgar 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 Trilogy Integrated Resources, LLC (Compliance Training)

RECOMMENDATION

Director of Health and Human Services requests approval of and authorization for the Chair to sign Amendment No. 4 to Agreement No. 170538B-17 with Trilogy Integrated Resources, LLC increasing the amount by \$7,000 for a new maximum of \$38,620, extending the term through June 30, 2018 and incorporating Addendum 4 to the Scope of Work (Exhibit A) and Addendum 4 to the Compensation section (Exhibit B) for development and ongoing maintenance of the Health and Human Services Agency's general compliance training and electronic learning management system.

EXECUTIVE SUMMARY

Trilogy Integrated Resources, LLC developed the Learning Management System (LMS), which is an e-learning course that tracks participation in and completion of the e-learning course and generates information necessary to manage the Health and Human Services Agency (HHSA) compliance training program.

The recommended amendment proposes to extend the term of the agreement for one year and increase the contract maximum to reimburse Trilogy Integrated Resources, LLC for ongoing maintenance of the LMS to support delivery of: a) General Compliance and Ethics Training; b) Code of Ethics Certification (COEC); and c) annual Privacy Training.

Trilogy Integrated Resources, LLC 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 Health & Human Services Mental Health
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	This agreement is discretionary in that there is no mandate to contract with Trilogy Integrated Resources LLC. In doing so, HHSA ensures that annual General Compliance training is provided to all "covered" employees and contractors.
Is the general fund affected?	No
Future fiscal impact:	This contract terminates June 30, 2018.
Consequences if not approved:	If this contract is not approved, HHSA will be at risk for employee non-compliance due to a lack of training on federal regulations.
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

Trilogy Integrated Resources, LLC provides assistance with compliance with regulatory guidelines for annual general compliance training and Code of Ethics certification for Health and Human Services Agency (HHSA) staff. This training, tracking and certification e-system applies to all Agency employees (full time, part time and extra help), temporary employees, interns, volunteers, and on-site contractors. Through a web-based link, the system is also available to designated organizational and individual contracted providers to fulfill their annual general compliance training and screening requirements.

The recommended amendment proposes to extend the term of the agreement for one year and increase the contract maximum to reimburse Trilogy Integrated Resources, LLC for ongoing maintenance of the LMS to support delivery of: a) General Compliance and Ethics Training; b) Code of Ethics Certification (COEC); and c) annual Privacy Training. Specifically, Trilogy will:

- | Continue providing access for all users to the HHSA Administration/ Training and Organizational Development Programs and the Compliance Program e-learning modules.
- | Continue use of the LMS to support delivery of; a) Training and Organizational Development courses b) General Compliance and Ethics Training; c) Code of Ethics Certification; and d) annual Privacy Training;.
- | Provide technical support to county staff to upload these curriculums; and
- | Continue to offer the LMS "Walk Up Window" feature available to all enrollees, who will be able to purchase trainings and Continuing Education Units through this feature, independent of funding related to this contract.

Trilogy Integrated Resources, LLC is not a local vendor.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Bret Prebula