



Agenda Date: 8/2/2005
Agenda Placement: 6D

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: Agreement with Embassy Suites Hotel

RECOMMENDATION

Director of Health and Human Services requests approval of and authorization for the Chair to sign an agreement with Embassy Suites Hotel Napa Valley for a maximum of \$500 for the rental fee of a meeting room to conduct a bioterrorism training on August 15, 2005.

EXECUTIVE SUMMARY

The Public Health Division is hosting a training called "PHocus on Disaster" at the Embassy Suites Hotel in August 2005 and seeks meeting space for a table top training exercise and focus group discussions. Board approval of meeting room rental fees is required.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Public Health
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Funding for this training is provided by the Centers for Disease Control and Prevention Bioterrorism Grant. There is no cost to the General Fund.
Is the general fund affected?	No
Future fiscal impact:	None.
Consequences if not approved:	If funds are not spent on this training, an alternative plan will need to be developed or funds will need to be returned to the State.

Additional Information: None

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

The Public Health Division is hosting a training titled "PHocus on Disaster," which is designed to assist in integrating public health and emergency management functions. The majority of the participants will be employees and contractors of the Public Health Division. The goals of this training include: reviewing types of incidents that may affect Napa County, identifying public health's role in managing disasters, analyzing the impacts of emergencies on Public Health's clientele, and developing a plan of action to prepare for emergencies in one's personal and professional life.

The Embassy Suites was selected to accommodate the number of employees and contractors attending the training. The Embassy Suites has the space needed to conduct a table top training activity and small group discussions.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Meegan Condon