



Agenda Date: 8/22/2006
Agenda Placement: 6C

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Shelli Brobst for Randy Snowden - Director
Health & Human Services
REPORT BY: Shelli Brobst, Contracts Analyst, 253-4720
SUBJECT: Renewal Agreement with Susan Tam

RECOMMENDATION

Director of Health and Human Services requests approval of and authorization for the Chair to sign the renewal of Agreement No. 6298 with Susan Tam for a maximum of \$14,000 for the term September 1, 2006 through December 31, 2006, to provide program administration and coordination services related to public health preparedness activities.

EXECUTIVE SUMMARY

Approval of this agreement will allow the contractor to provide coordination services for activities funded by the Health Resources and Services Administration, Center for Disease Control, and Pandemic Flu allocations. Services to be provided include program administration, policy development, and collaboration with emergency services and community health providers for education surveillance and response activities.

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:	This action is discretionary in that preparedness activities funded by the Health Resources and Services Administration, Pandemic Flu, and Centers for Disease Control public health preparedness allocations are not mandated. Approval of this agreement will allow the Public Health Division to continue paying the contractor for the coordination of activities funded by these

allocations in order to meet the benchmarks and program goals set forth in the funding agreements.

Is the general fund affected? No

Future fiscal impact: The agreement terminates December 31, 2006.

Consequences if not approved: If this agreement is not approved, HHSA will be unable to contract with this individual for the coordination of public health preparedness programs. This provider has been working with the County for over two years and has become an expert in Public Health Preparedness planning and has had a crucial role in developing Napa County's plans.

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

The Public Health Preparedness program focuses on county preparedness for a potential bioterrorism event or other public health emergency. This program is funded by three grant allocations:

1. The Health Resources Services Administration (HRSA) grant focuses on the medical community's preparedness for a bioterrorism event. Napa County serves as the Fiscal Agent and works with a planning group that includes hospitals, clinics, and other providers within the County.
2. The Center for Disease Control (CDC) allocation is intended to help prepare the County on their response to a public health emergency. Funds are used for a variety of purposes including large equipment purchases and the costs associated with hosting disaster drills.
3. The Pandemic Flu allocation is for the Public Health division to specifically prepare a response in the event of a major flu epidemic.

Ms. Tam has been assisting the Public Health Division for over two years, coordinating the activities funded by these allocations. Her role has been crucial in meeting and reporting on the benchmarks and goals of each allocation, as required by the funders.

The Agency has an executed Business Associate agreement on file with this provider.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Lorenzo Zialcita