



Agenda Date: 8/28/2007
Agenda Placement: 6F

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: Amendment No. 1 to Agreement with SYA Group, Inc.

RECOMMENDATION

Director of Health and Human Services requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 6802 with SYA Group, Inc., increasing the amount by \$11,368 for a maximum of \$76,080, revising the Scope of Work to add the development of an emergency operations plan and procedures for the County's Health and Human Services' Old Sonoma Road campus, revising the Compensation section to reimburse the contractor for the additional services, and extending the term of the agreement through December 31, 2007.

EXECUTIVE SUMMARY

On May 1, 2007, the Board approved an Agreement with the SYA Group, Inc., to review and develop public health emergency preparedness plans and procedures to ensure compliance with California Department of Health Services requirements. Today's requested Amendment will add the development of emergency operations plans and procedures for HHSA's Old Sonoma Road campus. Approval of the requested Amendment will also increase the maximum amount of the Agreement to compensate the contractor for the additional services to be provided, and will extend the term of the Agreement through December 31, 2007.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Public Health Health & Human Services Administration
Is it Mandatory or Discretionary?	Discretionary

- Discretionary Justification: Approval of the requested action is discretionary in that there is no mandate to contract with this provider for these specific activities. For the Public Health portion of the contract, State funding allows the County to contract with a provider to develop the State-mandated emergency preparedness plans and procedures to ensure compliance with California Department of Health Services requirements.
- Approval of the Amendment will also allow the contract maximum to be increased so that the SYA Group may provide additional selected consulting services to HHSA staff to create an emergency preparedness plan for the Agency. The increase in the Agreement's maximum will be paid with funds budgeted in HHSA's Administration Fiscal Year 2007-2008 budget for one-time infrastructure and compliance initiatives.
- Is the general fund affected? Yes
- Future fiscal impact: The Agreement terminates December 31, 2007.
- Consequences if not approved: If the requested Amendment is not approved, the SYA group will be unable to assist HHSA in the following tasks relating to the Agency's emergency preparedness plan:
1. ensure existing plans comply with California Department of Health Services (CDHS) guidelines,
 2. draft and provide the framework for HHSA's Mass Care and Shelter plan and Local Assistance Center Plan to ensure National Incident Management System (NIMS) compliance, and
 3. develop an Isolation and Quarantine plan to meet the new state requirement.

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 California Department of Health Services (CDHS) provides funding to Napa County's Health and Human Services Agency's (HHSA) Public Health Division to continue to upgrade preparedness and response plans for disasters, outbreaks of infectious diseases, and other public health threats and emergencies. Under the terms of the existing agreement, the contractor is reviewing existing public health emergency plans to ensure compliance with new CDHS guidelines and creating additional plans and procedures required by CDHS. The plans being reviewed are:

1. Department Operations Center (DOC) plan;
2. Risk Communications plan;

3. Outbreak Investigation plan;
4. Strategic National Stockpile (SNS) plan; and
5. Mass Prophylaxis plan.

In addition, the contractor is drafting and providing the framework for HHSA's Mass Care and Shelter plan and Local Assistance Center plan. These plans will address the care and support of Napa residents in the event of an emergency and/or disaster. The consultant also is reviewing and adjusting the plans to ensure National Incident Management System (NIMS) compliance and is developing an Isolation and Quarantine plan, a new state requirement this year.

Approval of the requested Amendment will allow for the development of a comprehensive emergency response plan for a variety of situations that could occur at HHSA's Old Sonoma Road campus, such as an explosion or an earthquake. Specifically, the Amendment will revise the Scope of Work to include the review of the existing draft plan and production of a final Campus Emergency Operations Plan that is consistent with other existing emergency operation plans. The Amendment will also increase the maximum amount of the current Agreement to reimburse the contractor for the additional services and will extend the Agreement's term through December 31, 2007.

SYA Group, Inc., 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 this agreement; therefore, a Business Associate Agreement is not required.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Lorenzo Zialcita