



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: Public Health
Department No.: 041
For Agenda Of: 10-09-07
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Elliot Schulman, MD, MPH, Director and Health Officer
Director Public Health Department
Contact Info: Nancy Lapolla, MPH
Emergency Medical Services Director (681-5264)

**SUBJECT: Contractor on Payroll Professional Services Agreements
(Jessica Osborn and Cheryn Watkins)**

County Counsel Concurrence:

As to form: Yes No N/A

Auditor-Controller Concurrence:

As to form: Yes No N/A

Other Concurrence: Risk Management

As to form: Yes No N/A

Recommended Action(s):

That the Board of Supervisors:

Consider recommendations regarding Professional Services Contracts for Jessica Osborn and Cheryn Watkins, as follows:

- a) Approve and authorize the Chair to execute an agreement with Contractor on Payroll Jessica Osborn (a local vendor), to provide Emergency Planner services for the Public Health Department Emergency Preparedness Program for the period August 31, 2007 through August 30, 2008 in an amount not to exceed \$43,680 plus benefits.
- b) Approve and authorize the Chair to execute an agreement with Contractor on Payroll Cheryn Watkins (a local vendor), to provide Emergency Planner services for the Public Health Department Emergency Preparedness Program's HRSA Hospital Preparedness grant for the period September 1, 2007 through August 31, 2008 in an amount not to exceed \$62,400 plus benefits.
- c) Authorize the Public Health Director to execute any amendments to the agreements with Jessica Osborn and Cheryn Watkins provided that the amendment does not exceed the agreement amounts by ten percent (10%).

Summary Text:

The Centers for Disease Control and Prevention (CDC) and the Department of Health and Human Services allocate funding to state health departments for public health and hospital preparedness and

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response to bioterrorism, infectious disease, and other public health threats and emergencies. These federal dollars are being administered to local jurisdictions in California through the California State Department of Health Services. Jessica Osborn and Cheryn Watkins work as contractors on payroll to meet the objectives of these grants. Since 2002, the Public Health Department has applied and received these funds on a yearly basis, and has received notification that it will be awarded these grants in 2007-2008.

The two Contractor on Payroll contracts requested were reviewed and approved by CEO/Human Resources and met the criteria set forth in the County policy on Contractors on Payroll.

a) Jessica Osborn has been a contractor since June 2006 working as an Emergency Planner for the Public Health Emergency Preparedness Program. Because of the tenuous nature of the funding, Ms. Osborn has been working under contract rather than creating a County-ordinance position. During her previous contract period Ms. Osborn has provided professional services in planning, training, and preparedness activities in conjunction with program needs and CDC grant objectives. Ms. Osborn's duties for the stated contract period will include coordination of preparedness trainings, drills, and exercises; maintenance of Department Operations Center plans, supplies and materials; revision of the Receive, Store, and Stage plan, Point of Distribution site assessments, risk communication plan organization, support for pandemic planning activities, coordination with partner agencies in preparedness activities, and general Public Health Emergency Preparedness Program administrative support.

b) Cheryn Watkins, PHN has been a contractor since January 2006, working as Nurse Emergency Planner for the Hospital Preparedness Program. Ms. Watkins is a public health nurse with specific nursing experience in disaster response. Ms. Watkins' disaster response nursing skills are specifically applied in this position to the protocols for technical training, including decontamination in a hospital setting, and medical equipment purchasing decisions necessary to insure treatment of patients in surge scenarios at our local hospitals. During her previous contract period, Ms. Watkins has provided professional services in planning, training, and preparedness activities for the five hospitals in Santa Barbara County. Ms. Watkins' duties for the stated contract period will include coordination of hospital and outpatient disaster plans and trainings, pandemic planning activities, and drills and exercises. Because of the tenuous nature of the funding, Ms. Watkins has been working under contract rather than creating a County-ordinance position.

Ms. Osborn and Ms. Watkins previously had eight month Board approved contracts. The requested twelve month contracts would exceed the 10% of Board approval. Their previous Board approved contracts were due to expire and purchasing contracts were processed which was the wrong format for Contractors-On-Payroll Subject to Retirement. The Board is requested to approve the agreements to the retroactive starting date of August 31, 2007 for Ms. Osborn and September 1, 2007 for Ms. Watkins to correct the inadvertent incorrect action.

Background:

Health and Safety Code 101040 lends authority to the Health Officer to take preventive measures that may be necessary to protect the public.

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Performance Measures:

- a) Jessica Osborn will support the following performance measures already in place for the Public Health Emergency Preparedness Program: 1.) “The Public Health Operations Center will be functional (10 positions staffed) within 120 minutes of notification to exercise a comprehensive public health response to a disaster.”
- b) Cheryn Watkins will support the following performance measures already in place for the Public Health Emergency Preparedness Program: “Increase from 0 to 10 the number of outpatient clinics with disaster plans consistent with the Public Health Department’s model.”

Fiscal and Facilities Impacts: (A and B).

Budgeted: Yes No

Fiscal Analysis:

a)

<u>Funding Sources</u>	<u>FY 07-08</u> <u>Costs:</u>	<u>FY 08-09</u> <u>Costs:</u>	<u>Annualized</u> <u>On-going Cost:</u>	<u>Total One-Time</u> <u>Project Cost</u>
General Fund				
State				
Federal	\$ 41,190	\$ 8,238		\$ 49,428
Fees				
Other:				
Total	\$ 41,190	\$ 8,238	\$ -	\$ 49,428

b)

<u>Funding Sources</u>	<u>FY 07-08</u> <u>Costs:</u>	<u>FY 08-09</u> <u>Costs:</u>	<u>Annualized</u> <u>On-going Cost:</u>	<u>Total One-Time</u> <u>Project Cost</u>
General Fund				
State				
Federal	\$ 58,843	\$ 11,769		\$ 70,612
Fees				
Other:				
Total	\$ 58,843	\$ 11,769	\$ -	\$ 70,612

Narrative:

- a) This agreement for Jessica Osborn is covered by The Centers for Disease Control and Prevention (CDC) Bioterrorism/Pandemic Influenza grant. The cost associated with this contract amount of \$49,428 is as follows; \$43,680 for contractor’s salary and \$5,748 for benefits. \$41,190 of this amount is included as part of the adjusted Public Health Department Fiscal Year 2007-08 budget. For Fiscal Year 2008-09, \$11,769 will be part of the Public Health Department’s recommended budget submission. The allotment is included in the EMS cost center of the Community Health Division of the Public Health Department shown on page D-190 of the County’s Operating Plan Document. There is no increase in the use of the County’s General Fund resources as a result of executing this agreement.

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- b) This agreement for Cheryn Watkins is covered by The Health Resources Service Administration (HRSA) grant. The cost associated with this contract amount of \$70,612 is as follows; \$62,400 for contractor's salary and \$8,212 for benefits. \$58,843 of this amount is included as part of the adjusted Public Health Department Fiscal Year 2007-08 budget. For Fiscal Year 2008-09, \$11,769 will be part of the Public Health Department's recommended budget submission. The allotment is included in the EMS cost center of the Community Health Division of the Public Health Department shown on page D-190 of the County's Operating Plan Document. There is no increase in the use of the County's General Fund resources as a result of executing this agreement.

This action will not result in a need for additional facilities.

Staffing Impact(s):

Legal Positions:

0

FTEs:

0

Special Instructions:

Please return two fully executed originals along with a copy of the minute orders to PHD Contracts Unit, 300 North San Antonio Road, Building 8, Santa Barbara, CA 93110 Attn: Dawn McGrew (805) 681-5205.

Attachments:

Jessica Osborn Agreement

Cheryn Watkins Agreement

Authored by:

Jan Koegler, MPH, Emergency Preparedness Program Administrator