



**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: 1/23/2007
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Director(s) Elliot Schulman, MD, MPH, Director and Health Officer
Public Health Department
681-5105
Contact Info: Nancy Lapolla, MPH, Director.
Emergency Medical Services Agency
Public Health Emergency Preparedness Program
681-5274
**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:

- 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 January 29, 2007 through August 30, 2007 in an amount not to exceed \$24,640 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 January 29, 2007 through August 31, 2007 in an amount not to exceed \$36,000 plus benefits.

Alignment with Board Strategic Plan:

The recommendation is primarily aligned with Goal No. 2: A Safe and Healthy Community in Which to Live, Work and Visit.

Summary:

The Centers for Disease Control and Prevention (CDC) and the Health Resources Service Administration (HRSA) allocate funding to state health departments for public health and hospital

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preparedness and 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. The allocation for 2006-2007 is \$431,476 from the CDC and 300,744 from HRSA. Each year the department must submit an application for funding and the amount awarded is variable and subject to cuts.

The two Contractor on Payroll contracts being 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, a Contractor on Payroll, has been working under a purchasing contract since June of 2006 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; completion 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.

As the maximum amount of her \$24,999 purchasing contract will be reached in January, the Board is requested to approve this agreement. Ms. Osborn will work full time until August 30, 2007, which is the end of the funding period.

b) Cheryn Watkins, PHN: 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. As a Contractor on Payroll, Ms. Watkins has been working under a purchasing contract since January 2006 as an Emergency Planner for the Public Health Emergency Preparedness Program's HRSA Hospital Preparedness grant. Because of the tenuous nature of the funding, Ms. Watkins has been working under contract rather than creating a County-ordinance position.

As the maximum amount of her \$24,999 purchasing contract will be reached in January, the Board is requested to approve this agreement. Ms. Watkins will work part-time until August 31, 2007, which is the end of the funding period.

Background:

Mandates and Service Levels:

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

Performance Measures:

- a) Jessica Osborn will support the following performance measures already in place for the Public Health Emergency Preparedness Program: 1.) Measure 0230: “100% of 80 Public Health Department nurses will be prepared to respond to a public health disaster as demonstrated by completion of Incident Command System 700 series FEMA course and Public Health Department response training.”; and 2.) Measure 0232 “Conduct 1 emergency response drill per year, including activation of the Department Operation Center, test use of the Standardized Emergency management System (SEMS) and the disaster plan by the Public Health Department.”
- b) Cheryn Watkins will support the following performance measures already in place for the Public Health Emergency Preparedness Program: Measure 0231: “Complete a pandemic planning inventory of surge capacity for 100% of 5 county hospitals and 6 alternate care sites county-wide between FYs 05-07.”, and measure 0233: “Measure the capacity of 5 county hospitals, EMS providers, 5 law enforcement agencies and the Public Health Department to ensure their ability to receive alerts via the California Health Alert Network (CAHAN) and to communicate via satellite phone.”

Fiscal and Facilities Impacts: (A and B).

Budgeted: Yes No

Fiscal Analysis:

a)

<u>Funding Sources</u>	<u>FY 06-07</u> <u>Costs:</u>	<u>FY 07-08</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	\$ 18,106	\$ 9,777		\$ 27,883
Fees				
Other:				
Total	\$ 18,106	\$ 9,777	\$ -	\$ 27,883

b)

<u>Funding Sources</u>	<u>FY 06-07</u> <u>Costs:</u>	<u>FY 07-08</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	\$ 27,159	\$ 13,579		\$ 40,738
Fees				
Other:				
Total	\$ 27,159	\$ 13,579	\$ -	\$ 40,738

Narrative:

- a) This agreement for Jessica Osborn is covered by The Centers for Disease Control and Prevention (CDC) Bioterrorism grant. The cost associated with this contract amount of \$27,883 is as follows; \$24,640 for contractor’s salary and \$3,243 for benefits. \$18,106 of this amount is included as part of the adjusted Public Health Department Fiscal Year 2006-07 budget. For Fiscal Year 2007-08, \$9,777 will be part of the Public Health Department’s recommended

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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-188 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.

- b) This agreement for Cheryn Watkins is covered by The Health Resources Service Administration (HRSA) grant. The cost associated with this contract amount of \$40,738 is as follows; \$36,000 for contractor's salary and \$4,738 for benefits. \$27,159 of this amount is included as part of the adjusted Public Health Department Fiscal Year 2006-07 budget. For Fiscal Year 2007-08, \$13,579 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-188 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:

N/A

FTEs:

N/A

Special Instructions:

Please send one copy of each executed Agreement 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:

Authored by: Jan Koegler