



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: July 16, 2024
Placement: Administrative
Estimated Tme:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Mouhanad Hammami, Director
Director(s) Public Health Department
Contact Info: Paola Hurtado, Assistant Deputy Director, 698-2418
SUBJECT: **Third Amendment to the Iron Mountain Information Management, LLC Agreement**

County Counsel Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors consider the following:

- a) Approve, raftify, and authorize the Chair to execute a Third Amendment to the Agreement with Iron Mountain Information Management, LLC (BC 15-120) for information management services to extend the Agreement for five years for a revised end date of June 30, 2029, and to add \$33,800 for each additional Fiscal Year, totaling \$169,000 for a total revised Agreement amount of \$621,000; and,
- b) Determine that the recommended action is not a "Project" within the meaning of California Environmental Quality Act, pursuant to CEQA Guideline Section 15378(b)(4), since the recommended action is a government fiscal activity which does not involve commitment to any specific project which may result in a potentially significant physical impact on the environment.

Summary Text:

This item is on the agenda to execute a Third Amendment to the Agreement with Iron Mountain Information Management, LLC (Attachment A). This Third Amendment is to extend the term, update the Pricing Schedule, and increase the amount of the Agreement for continued information management services provided by Iron Mountain Information Management, LLC. The Third Amendment extends the term date through June 30, 2029.

Background:

On December 2, 2014, the Board approved the Agreement with Iron Mountain Information Management, LLC for the period of January 1, 2014 through December 31, 2016 (Attachment D). On May 2, 2017 the Board approved the First Amendment (Attachment C) increasing funding for a total Agreement amount not to exceed \$320,000 for the performance period of January 1, 2014 through June 30, 2019. On June 18, 2019, the Board approved the Second Amendment (Attachment B) increasing funding for a total Agreement amount not to exceed \$452,000 for the performance period of July 1, 2019 through June 30, 2024.

Iron Mountain stores and manages hard copy medical records allowing the Public Health Department (PHD) health care centers to free up valuable space for use of exam rooms and other areas dedicated to patient care rather than storage. This Agreement with Iron Mountain also reduces demands on PHD staff while ensuring efficient and quick access to and retrieval of critical clinical files. In order to take advantage of favorable ongoing service rates, PHD is requesting the Agreement be extended through June 30, 2029.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

This action will increase the Public Health Department Agreement with Iron Mountain Information Management, LLC by \$33,800 each year from July 1, 2024 to June 30, 2029 for a total increase of \$169,000. This will bring the total Agreement amount to \$621,000. An allotment of \$33,800 for the Iron Mountain Agreement is included in the Fiscal Year 2024-25 Recommended Budget, and the same amount will be included in the Recommended Budgets for each fiscal year through 2028-29.

Key Contract Risks:

Iron Mountain Information Management, LLC is a nationwide company. This Agreement limits the liability for Iron Mountain to an established value for each medical record stored and any incomplete projects such as re-organization of existing inventory to facilitate future record destruction that may occur during the Agreement. This is standard industry practice in offsite storage.

This Agreement allows Iron Mountain to subcontract services if necessary. It is not anticipated that this will impact storage activities but may impact transportation of records to and from offsite storage as requested by PHD. This is to allow Iron Mountain flexibility to manage transportation in the most cost effective manner as they currently subcontract some transportation services.

Staffing Impacts:

Legal Positions:

0

FTEs:

0

There are no impacts as a result of this action.

Special Instructions:

Please execute two (2) original Third Amendments to the Information Management Services Agreement with Iron Mountain Information Management, LLC and retain one (1) original Third Amendment and one (1) Minute Order for pick-up by the department. Please email phdcu@sbcphd.org when available for pickup.

Attachments:

- A. Third Amendment to Information Management Services Agreement with Iron Mountain Information Management, LLC
- B. Second Amendment to Information Management Services Agreement with Iron Mountain Information Management, LLC
- C. First Amendment to Information Management Services Agreement with Iron Mountain Information Management, LLC
- D. Information Management Services Agreement with Iron Mountain Information Management, LLC

Authored by:

Paola Hurtado, Assistant Deputy Director, PHD Primary Care and Family Health