



SUMMARY REPORT

Agenda Date: 11/5/2024

To: Sonoma County Board of Supervisors
Department or Agency Name(s): Department of Health Services
Staff Name and Phone Number: Jennifer Solito, 707-565-4774
Vote Requirement: Majority
Supervisorial District(s): Countywide

Title:

Department of Health Services Infectious Disease Emergency Response Plan Update Agreement

Recommended Action:

Authorize the Director of Health Services, or designee, to execute an agreement with IEM International, Inc. to update the Health Services Infectious Disease Emergency Response Plan; and to execute amendments for non-substantive changes for the period of October 1, 2024 through June 1, 2025, in an amount not to exceed \$340,787.

Executive Summary:

The Department of Health Services, hereinafter “DHS” or “the Department,” requests Board authorization for the Director of Health Services, or designee, to execute an agreement with IEM International, Inc. to update the Department’s Infectious Disease Emergency Response (IDER) Plan. The contract period is October 1, 2024 through March 16, 2025, for an amount not-to-exceed \$340,787.

The updated plan will delineate Department Operations Center (DOC) positions and responsibilities, establish communication protocols, and define interdepartmental and interagency coordination procedures. Fiscal accountability measures will be emphasized, aligning with governmental financial standards and County procurement guidelines.

Discussion:

Sonoma County has faced considerable, significant infectious disease events throughout the last two decades, highlighted by H1N1, national Ebola concerns, the Zika Virus, and COVID-19. Several response efforts have required largescale emergency coordination and response from DHS and the County as a whole. DHS is responsible for the preparation, response and recovery efforts for all health-related emergencies, including infectious diseases. In preparation for potential disasters, the Department partners with community-based organizations, federally qualified health centers, local health systems, law enforcement, fire agencies, emergency medical services, Department of Emergency Management, the Human Services Department, Sonoma County Office of Education, health equity advisory groups, and various other businesses and agencies to ensure that residents of Sonoma County have equitable access to emergent disease testing, vaccines, and treatments.

The IDER Plan was last updated in 2017. The Plan currently covers naturally occurring high risk pathogens as well as potential intentional release event agents that may require a coordinated emergency response. The

IDER Plan also identifies DOC positions and responsibilities during large-scale response, as well as qualified current staff positions to staff them. The Plan details different levels of potential activations for different pathogens and the associated actions required to mitigate further spread.

The primary objective of updating the IDER Plan is to enhance the County's preparedness and response capabilities during infectious disease events. The updated Plan will delineate DOC positions and responsibilities, ensuring efficient coordination during large-scale responses. Furthermore, it will establish clear protocols for communication and collaboration with other County departments and external agencies, and work to define the roles and responsibilities of other County Departments, Cities, Special Districts, and Non-Governmental Organizations in infectious disease response.

The proposed update to the IDER Plan underscores DHS's proactive approach to infectious disease management. By enhancing preparedness, coordination, and fiscal accountability, the Department aims to safeguard the health and well-being of Sonoma County residents. This initiative reflects DHS's ongoing commitment to excellence in public health emergency response.

Procurement Process

Department staff published a Request for Proposals (RFP) on January 30, 2024. Formal questions from interested parties were due on February 21, 2024, and answers to all submitted questions were provided via addendum to the RFP on February 28, 2024.

Eight proposals were received by the due date of March 13, 2024.

After a thorough evaluation, the review panel recommended that two vendors move forward for consideration and contract negotiation. Interviews and presentations were held with the two finalists on April 3, 2024. At the completion of the evaluation and interview processes, IEM International, Inc. was ranked the highest of the proposals evaluated.

Funding

The subject contract will be funded by the COVID-19 ELC Expansion grant. On February 1, 2021, the Department was notified by the California Department of Public Health (CDPH), of available funding through the Coronavirus Response and Relief Supplemental Appropriations Act of 2021, Sonoma County's allocation was \$17,813,262. As of June 30, 2024, the Department has an available balance of \$5,533,406.

Strategic Plan:

This item directly supports the County's Five-year Strategic Plan and is aligned with the following pillar, goal, and objective.

Pillar: Healthy and Safe Communities

Goal: Goal 1: Expand integrated system of care to address gaps in services to the County's most vulnerable.

Objective: Objective 2: Identify gaps in the Safety Net system of services and identify areas where departments can address those gaps directly, and seek guidance from the Board when additional resources and/or policy direction is needed.

Racial Equity:

Was this item identified as an opportunity to apply the Racial Equity Toolkit?

No

Prior Board Actions:

On January 9, 2024, the Board adopted a resolution authorizing budgetary adjustments in the amount of \$12,042,570 to the fiscal year 2023-2024 adopted budget to reflect revenues and expenditures associated with Public Health grants awarded to the Sonoma County Department of Health Services. □

On November 28, 2023, the Board A) Authorized the Director of Health Services, or designee, to accept \$1,167,240 from the COVID-19 Epidemiology and Laboratory Capacity Enhancing Detection Expansion Advanced Molecular Detection Supplemental Funding for Major Construction for the design and construction of a new combined Public Health Lab/Morgue facility and B) Adopted a resolution authorizing budgetary adjustments to the Department of Health Services and the Capital Projects Fiscal Year 2023-2024 Adopted Budgets, increasing appropriations in the amount of \$1,167,240 for design and construction efforts related to a new Public Health Lab/Morgue facility.

On September 20, 2022, the Board A) Adopted a personnel resolution amending the Department Allocation List for the Department of Health Services, effective September 20, 2022, to extend a 1.00 full-time equivalent time-limited Assistant Public Health Laboratory Director allocation through September 30, 2023 and B) Adopted a budget resolution adjusting the Department of Health Services fiscal year 2022-2023 final budget by \$122,032 to support the Epidemiology and Laboratory Capacity Public Health Laboratory Preparedness Supplement 1 Grant Award.

On October 26, 2021, the Board adopted a personnel resolution amending the Department allocation list for the Department of Health Services to add 1.00 full-time equivalent (FTE), time-limited, Assistant Public Health Laboratory Director position through July 31, 2023, effective October 26, 2021.

On April 6, 2021, the Board A) Received a staff update on current COVID-19 response and enhanced COVID-19 strategy efforts and vaccination coordination, and B) Adopted a personnel resolution amending the County Administrator’s allocation list to extend the term of 2.0 full-time equivalent time-limited positions through December 31, 2021, and the Department of Health Services allocation list to extend the term of 3.0 full-time equivalent time-limited positions through June 30, 2022, and convert a 1.0 full-time equivalent time-limited position to a permanent position, as detailed in the attached resolution.

FISCAL SUMMARY

Expenditures	FY24-25 Adopted	FY25-26 Projected	FY26-27 Projected
Budgeted Expenses	\$340,787		
Additional Appropriation Requested			
Total Expenditures	\$340,787		
Funding Sources			
General Fund/WA GF			
State/Federal	\$340,787		
Fees/Other			
Use of Fund Balance			
General Fund Contingencies			

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Total Sources	\$340,787		
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Narrative Explanation of Fiscal Impacts:

Funding from COVID-19 ELC Expansion Award Number COVID-19ELC107 dated March 2, 2021, extended to July 31, 2026 is available and has been included in the FY 24-25 budget and any rollover will be carried over in FY 25-26 Q1 CBAs.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

N/A

Attachments:

Attachment 1 - Draft Agreement

Attachment 2 - ELC Expansion Grant Award and Extension Letters

Related Items "On File" with the Clerk of the Board:

None