



SUMMARY REPORT

Agenda Date: 7/13/2021

To: Board of Supervisors of Sonoma County
Department or Agency Name(s): Department of Health Services
Staff Name and Phone Number: Christine Sosko, 565-6521
Vote Requirement: 4/5th
Supervisory District(s): Countywide

Title:

Environmental Health Data Management Software Agreement

Recommended Action:

- A) Authorize the Director of Health Services, or designee, to execute an agreement with HealthSpace USA, Inc. for data management software and support services in the amount of \$704,400 through June 30, 2025.
- B) Adopt a resolution adjusting the Department of Health Services fiscal year 2021-2022 final budget by increasing revenues and expenditures by \$485,700 to support the agreement with HealthSpace USA, Inc. (4/5 vote required)

Executive Summary:

Environmental Health's current data management contract with Envision Connect, an Accela product, is due to expire in December 2021. The Envision Connect database software is being utilized for standardized inspection services, including calendar scheduling, remote/in-field inspections, and plan review. In addition, the software currently tracks all time accounting and financial services, which include time management, billing, invoicing, permitting, accounts receivable, and accounts payable.

The Envision Connect software was originally purchased in 2003 through Decade Software, which was purchased in 2015 by Accela. Accela is currently standardizing the Envision Connect software into an Accela product and the current software used by the Department is scheduled to become obsolete in 2022. Sonoma County's Permit Resource and Management Department (PRMD) uses an Accela product for permitting and inspection fees, which is not integrated with Environmental Health's current Accela data system. There are no changes expected to the product PRMD uses and Environmental Health's future use of HealthSpace will not have any negative effect on PRMD's operations.

Through a request for proposals process, the Department has reviewed proposals, met with selected vendors and participated in a presentation by five vendors, ultimately selecting HealthSpace as the preferred vendor to provide operational software and support services.

Fund balance from the Environmental Health Fee Stabilization Fund will be used to cover the costs associated with the purchase of the software, implementation, and licensing fees through fiscal year 2023-2024.

Discussion:

On September 30, 2020, the Department of Health Services, in conjunction with the Information Systems Department, distributed a request for proposals. Nine proposals were received from vendors. The proposals

were reviewed and ranked and the top five companies were asked to present their product.

The selected vendors presented their software in early January 2021 and staff ranked the presentations accordingly. The request for proposals process was completed in February 2021. HealthSpace ranked the highest based on their cloud-based software, vast understanding of Environmental Health program needs, intuitive processes, excellent customer service, and reputation. HealthSpace contracts have been awarded in several of our neighboring counties and most recently completed an implementation with San Francisco.

Implementation for HealthSpace will take between 6 to 9 months. With HealthSpace software in place, it will expand upon Environmental Health services and facilitate many efficiencies such as providing a system for online payments and application submittals, expedited inspection service tracking, electronic plan review, time/task analysis, and integration with the County's Enterprise Financial System.

One significant change from our current contract with Accela is the change from a non-hosted product to a hosted product. With limited internal technical staff, Environmental Health requires a hosted service to support this transition and ongoing support.

Environmental Health manages a database that serves 40 users and 8,000 facilities with 36,500 records. Program fees are charged to recover costs for services to the public who receive permits and benefit from Environmental Health services. Implementation and support of the HealthSpace data management software will advance the much needed technology requirements of the Environmental Health Section and will improve efficiency, transparency, and customer service.

Fund balance from the Environmental Health Fee Stabilization Fund will be used to cover the costs associated with the purchase of the software, implementation, and licensing fees through fiscal year 2023-2024. There is sufficient projected fund balance at the end of fiscal year 2021-2022 to cover the costs of the software purchase and licensing.

Environmental Health Fee Stabilization fund was established in fiscal year 2013-2014 for the purpose of isolating costs of fee-based programs in Environmental Health to ensure costs are recovered by fees and stabilizes costs of fee-based programs. The Fund provides a mechanism to cover unanticipated overtime, extra help, capital costs, and legal costs that may arise from increased permit and enforcement activity. The use of the Fee Stabilization fund for the purchase of HealthSpace ensures the program continues to operate after the current software is obsolete.

Prior Board Actions:

N/A

FISCAL SUMMARY

Expenditures	FY 21-22 Projected	FY 22-23 Projected	FY 23-24 Projected
Budgeted Expenses		72,900	72,900
Additional Appropriation Requested	485,700		
Total Expenditures	485,700	72,900	72,900
Funding Sources			
General Fund/WA GF			
State/Federal			

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Fees/Other			
Use of Fund Balance	485,700	72,900	72,900
Contingencies			
Total Sources	485,700	72,900	72,900

Narrative Explanation of Fiscal Impacts:

Fee stabilization funds will be used for the purchase and implementation of the HealthSpace software. In FY 21-22, ongoing costs (\$145,800) for licensing and one-time costs (\$339,900) were not included in any fee rate development. The yearly licensing costs for FY 22-23 through FY 24-25 is \$72,900 and will be included in the recommended budgets. Licensing costs for FY 22-23 through FY 24-25 will be included in future fee rate development and funded through the permitting revenues.

Additional appropriations from the Environmental Health Fee Stabilization fund will be needed to support the cost for FY 21-22 (estimated at \$485,700) and will be added to the FY 21-22 budget via the attached resolution.

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 - Agreement with HealthSpace USA, Inc.

Attachment 2 - Budget Resolution

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

None