



County of Monterey

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Board Report

File #: A 17-461, **Version:** 1

Approve and authorize the Director of Health or Assistant Director of Health to sign Amendment No. 3 to the Agreement with Scarr Moving and Storage, Inc., to extend the term for one (1) additional year, for a new term of July 1, 2015 to December 31, 2018, and to increase the contract amount by \$45,000, for a revised contract amount not to exceed \$143,380, to provide document storage and retrieval services.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

Approve and authorize the Director of Health or Assistant Director of Health to sign Amendment No. 3 to the Agreement with Scarr Moving and Storage, Inc., to extend the term for one (1) additional year, for a new term of July 1, 2015 to December 31, 2018, and to increase the contract amount by \$45,000, for a revised contract amount not to exceed \$143,380, to provide document storage and retrieval services.

SUMMARY/DISCUSSION:

The Health Department Clinic Services Bureau (Clinic Services) operates nine community clinic sites designated as Federally Qualified Health Center Look-Alikes (FQHC-LA), which provide preventative, primary, and specialty medical care services.

Clinic Services entered into an Agreement with Scarr Moving and Storage, Inc. for document storage and retrieval services with an initial term of July 1, 2015 through June 30, 2016, in the amount of \$25,880. Since then, the Agreement has been revised through Amendment No. 1, which extended the term for one (1) additional year through June 30, 2017, and increased the total contract amount to \$78,380, and Amendment No. 2, which extended the term for an additional six (6) months through December 31, 2017 and increased the total contract amount to \$98,380.

Scarr Moving & Storage, Inc is a locally owned and operated business that has the resources and staff necessary to store and maintain records in a secure off-site facility. The storage facility conforms to all applicable federal, state and local laws and regulations pertaining to the storage of confidential medical records, including health information privacy laws set forth in the Health Insurance Portability and Accountability Act (HIPAA), the Confidentiality of Medical Information Act (CIMA) and California Civil Code § 56 *et seq.*, Senate Bill 541.

Approval of the recommended action will allow Clinic Services to continue storing records at this secure off-site facility in a manner that conforms to all applicable federal, state and local laws and regulations pertaining to the storage of confidential medical records.

This work supports the Monterey County Health Department 2011-2015 Strategic Plan initiatives: 2) Enhance community health and safety by emphasizing prevention. It also supports of one or more the ten essential public health services, specifically: 6) Enforce laws and regulations that protect health and ensure safety.

OTHER AGENCY INVOLVEMENT:

County Counsel and the Auditor-Controller have reviewed Amendment No. 3 as to legal form and fiscal provisions and concurs with this recommendation.

FINANCING:

Sufficient funds are available in the Clinic Services Bureau, Health Department FY 2017-18 Adopted Budget and will be included to FY 2018-19 Proposed Budget 4000-HEA007. This Amendment No. 3 will be funded by revenues generated from Medi-Cal and Medicare. There is no financial impact to the General Fund resulting from approval of this Amendment No. 3.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

Check the related Board of Supervisors Strategic Initiatives:

Economic Development:

- Through collaboration, strengthen economic development to ensure a diversified and healthy economy.

Administration:

- Promote an organization that practices efficient and effective resource management and is recognized for responsiveness, strong customer orientation, accountability and transparency.

Health & Human Services:

- Improve health and quality of life through County supported policies, programs, and services; promoting access to equitable opportunities for healthy choices and healthy environments in collaboration with communities.

Infrastructure:

- Plan and develop a sustainable, physical infrastructure that improves the quality of life for County residents and supports economic development results.

Public Safety:

- Create a safe environment for people to achieve their potential, leading businesses and communities to thrive and grow by reducing violent crimes as well as crimes in general.

Prepared by: Sheena Morales, Management Analyst III, x1393

Approved by: Elsa M. Jimenez, Director of Health, x4526

Attachments:

Amendment No. 3 is on file with the Clerk of the Board

Amendment No. 2 is on file with the Clerk of the Board

Amendment No. 1 is on file with the Clerk of the Board

Agreement is on file with the Clerk of the Board