



# Napa County

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## Legislation Details (With Text)

**File #:** 23-0846 **Version:** 1

**Type:** Agreement **Status:** Agenda Ready

**File created:** 5/8/2023 **In control:** Board of Supervisors

**On agenda:** 5/16/2023 **Final action:**

**Title:** Director of Human Resources requests approval of and authorization for the Chair to sign Agreement No. 230412B with Self-Insured Services Company d.b.a. Benefit Coordinators Corporation with a maximum amount of \$60,000 for the term of May 16, 2023, through June 30, 2024, with an option to extend for two additional years, to provide specialized administrative services related to COBRA administration and leave of absence/retiree billing.

**Sponsors:** Human Resources – Division of CEOs Office

**Indexes:**

**Code sections:**

**Attachments:** 1. Agreement

Date	Ver.	Action By	Action	Result
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**TO:** Board of Supervisors

**FROM:** Christine Briceño, Director of Human Resources

**REPORT BY:** Kevin Lemieux, Staff Services Manager

**SUBJECT:** Approval of Professional Services Agreements with Self-Insured Services Company d.b.a. Benefit Coordinators Corporation

### RECOMMENDATION

Director of Human Resources requests approval of and authorization for the Chair to sign Agreement No. 230412B with Self-Insured Services Company d.b.a. Benefit Coordinators Corporation with a maximum amount of \$60,000 for the term of May 16, 2023, through June 30, 2024, with an option to extend for two additional years, to provide specialized administrative services related to COBRA administration and leave of absence/retiree billing.

### EXECUTIVE SUMMARY

Self-Insured Services Company d.b.a. Benefit Coordinators Corporation provides specialized administrative services related to COBRA administration and leave of absence/retiree billing. The proposed action would approve a new Professional Service Agreement to provide such services to the County.

### **FISCAL & STRATEGIC PLAN IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	COBRA administration and leave of absence/retiree billing functions are growing in complexity. The proposed agreement is essential to ensuring County compliance and oversight of these functions.
Is the general fund affected?	No
Future fiscal impact:	The costs for the proposed agreement were previously accounted for within existing Human Resources budgetary constraints for Benefits Administration vendors.
Consequences if not approved:	The County will not have the best possible support to ensure compliance and oversight to COBRA administration and leave of absence/retiree billing functions.
County Strategic Plan pillar addressed:	Effective and Open Government

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

Self-Insured Services Company d.b.a. Benefit Coordinators Corporation provides specialized administrative services related to COBRA administration and leave of absence/retiree billing. In the past, Human Resources has administered these programs, however, complex compliance and regulatory requirements tied to these activities necessitated the requested action. The proposed action would approve a new Professional Service Agreement for Benefit Coordinators Corporation to provide these specialized services to the County.

The Director of Human Resources requests approval of and authorization for the Chair to sign an agreement No. 230412B Self-Insured Services Company d.b.a. Benefit Coordinators Corporation with a maximum amount of \$60,000 for the term of May 16, 2023, through June 30, 2024, with an option to extend for two additional years.