



Office of the City Manager

CONSENT CALENDAR  
February 25, 2025

To: Honorable Mayor and Members of the City Council  
 From: Paul Buddenhagen, City Manager  
 Submitted by: Scott Gilman, Director, Health, Housing, and Community Services  
 Subject: Contract No. 32300185 Amendment: JSI Research & Training Institute, Inc.  
 for Community Health Assessment, Innovation, and Improvement Plan  
 Consultant

RECOMMENDATION

Adopt a Resolution authorizing the City Manager or his designee to execute an amendment to Contract No. 32300185 with JSI Research & Training Institute, Inc increasing the contract by \$25,000 to serve as a Community Health Assessment, Innovation, and Improvement Plan consultant for the City of Berkeley's Health, Housing, and Community Services Department (HHCS) in a total amount not to exceed \$274,413 with a contract end date of November 1, 2025.

FISCAL IMPACTS OF RECOMMENDATION

The total not-to-exceed amount of this contract will be \$274,413. Resources for the amended contract will be provided by the Future of Public Health grant (Fund 302) received by the City of Berkeley's HHCS department from the California Department of Public Health.

CURRENT SITUATION AND ITS EFFECTS

The City currently has a contract with JSI Research & Training Institute, Inc. to serve as a consultant on the Community Health Assessment, Innovation, and Improvement Plan for the City of Berkeley's HHCS Department. These consultant services include conducting a landscape scan for partnership opportunities to reduce chronic racial disparities and improve Berkeley's public health strategy, conduct a Community Health Assessment (CHA), and develop a Community Health Improvement Plan (CHIP).

The current contract with JSI Research & Training Institute, Inc. expires on May 1, 2025 and this item requests that it be extended to November 1, 2025 to allow for completion of contract deliverables. The contract was approved by Council on April 11, 2023 with Resolution No. 70,754-N.S.

The HHCS Department's health equity work, which includes completion of the Community Health Assessment and Improvement Plan, is a priority project under the

Department's Strategic Plan for Health Equity, advancing our goal to champion and demonstrate social and racial equity and achieving health equity.

BACKGROUND

The State of California encourages all public health jurisdictions to complete a CHA and a CHIP on a regular basis. These are prerequisites for public health department accreditation, which has been discussed as a state priority.

JSI Research & Training Institute, Inc. entered into the current contract with the City on May 1, 2023 to complete the City's CHA and develop the City's CHIP. They have recently completed the CHA phase of the project, which involved the creation of a community steering committee, development and implementation of a community survey, and community focus groups. The CHA has been completed and JSI has initiated the CHIP phase.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no identifiable environmental effects or opportunities associated with the action requested in this report.

RATIONALE FOR RECOMMENDATION

The process of completing the CHA took more time in identifying and working with the Community Steering Committee and completing the report. It is anticipated that more hours will be needed to complete the Community Health Improvement Plan phase.

In addition, HHCS staff has asked JSI Research & Training Institute, Inc. to provide support to the department conducting outreach with HHCS leadership and other city leaders to present and discuss the CHIP plans. They have also been asked to assist the department in engaging the Alameda County's Managed Care Plans (MCP) to identify ideas for using the resources that the MCPs have dedicated to this process.

ALTERNATIVE ACTIONS CONSIDERED

If the Department is unable to amend and extend the contract with JSI Research & Training Institute, Inc. completion of the CHIP is unlikely, or will be delayed.

CONTACT PERSON

Kellie Knox, Future of Public Health Coordinator, HHCS (510) 981-5301

Attachments:

1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT NO. 32300185 AMENDMENT – JSI RESEARCH & TRAINING  
INSTITUTE, INC. FOR COMMUNITY HEALTH ASSESSMENT, INNOVATION, AND  
IMPROVEMENT PLAN CONSULTANT

WHEREAS, on May 1, 2023, the Health, Housing and Community Services Department entered into a contract with JSI Research & Training Institute, Inc. (Contract No. 323000185) serve as a consultant on the Community Health Assessment, Innovation, and Improvement Plan for the City of Berkeley's Health, Housing, and Community Services (HHCS); and

WHEREAS, Contract No. 323000185 with JSI Research & Training Institute, Inc. was approved by Council on April 11, 2023 with Resolution No. 70,754-N.S; and

WHEREAS, JSI Research & Training Institute, Inc. has partially completed this contract and is requesting more staff hours and more time to complete it; and

WHEREAS, JSI Research & Training Institute, Inc. has provided necessary services through the completion of the Community Health Assessment and continues their work with the Community Health Implementation Plan.

NOW THEREFORE, BE IT RESOLVED that the Council of the City of Berkeley approves a resolution authorizing the City Manager or designee to amend Contract No. 32300185 with JSI Research & Training Institute, Inc. for consultation to add \$25,000 in Future of Public Health grant funding (Fund 302), for a total not to exceed amount of \$274,413, and extend the contract to November 1, 2025.

BE IT FURTHER RESOLVED that the City Manager or his designee, is hereby authorized to execute all original or amended documents or agreements to effectuate this action; a signed copy of said documents, agreements and any amendments will be kept on file in the Office of City Clerk.

