



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 4/6/2010  
Agenda Placement: 7E

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Shelli Brobst for Randolph F. Snowden - Director  
Health & Human Services  
**REPORT BY:** Shelli Brobst, Contracts Analyst - 253-4720  
**SUBJECT:** Amendment No 3 to Agreement with Boston Reed Company, Inc.

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### **RECOMMENDATION**

Director of Health and Human Services requests approval of and authorization for the Chair to sign Amendment No. 3 to an agreement (formerly AUD 5690) with Boston Reed Company, Inc., increasing the annual maximum by \$8,790 for a new maximum of \$18,715 and amending the scope of work to include additional courses to provide training services to clients participating in Workforce Napa programs.

### **EXECUTIVE SUMMARY**

Boston Reed Company provides educational opportunities to adults seeking careers in the healthcare industry by offering a variety of health career certificate programs. Approval of the recommended action will increase the maximum amount of the compensation to enable nine additional clients to attend training. Since the aggregate amount paid to this contractor will exceed the Purchasing Agent's authority to sign the amendment, it is being presented to the Board for its approval.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Social Services
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	This contract is discretionary in that the service provided by this contractor is

not mandated. As the Workforce Investment Act (WIA) provider for the County, Napa County Workforce Napa programs must spend a portion of WIA grant money on direct client services. Approval of this amendment will allow Boston Reed to continue providing direct client services.

Is the general fund affected? No

Future fiscal impact: The agreement contains an automatic renewal provision, which allows the County the option to continue these services in the following fiscal year. Funding for Fiscal Year 2010-2011 has been included in HHSA's Fiscal Year 2010-2011 budget request.

Consequences if not approved: If this amendment is not approved, the contractor will be unable to provide additional training to Workforce Napa programs.

Additional Information: This agreement may be funded by Workforce Investment Act (the annual "formula" Adult, Youth, and Dislocated Worker funding) or American Recovery and Reinvestment Act (ARRA) funding Napa County received in the Adult, Youth, and Dislocated Worker programs that is intended to be spent as quickly as possible in an effort to re-train workers and get them back into the workforce.

### **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**

Participants enrolled in Workforce Investment Act (WIA) adult, dislocated worker, and youth programs are eligible to participate in an education and/or training program if it is determined that it is necessary for them to attain their employment goal and they are deemed suitable for the coursework. Boston Reed Company offers a variety of health career certificate programs including Clinical Medical Assistant, Pharmacy Technician, and Phlebotomy. Under the WIA program, job skills training is procured by customer choice. The State requires that each school meet designated requirements; once these requirements are met, the school is placed on the State's Eligible Training Provider List (ETPL). Participants have the right to choose any school from this list for their job skills training. Boston Reed Company is on the State's ETPL.

Approval of this amendment will enable the contractor to receive an increase in tuition and to include Phlebotomy for Medical Professionals, Medical Biller, and Administrative Medical Assistant courses on the list of certificate programs offered. The increase will allow HHSA to train nine additional clients. Since the aggregate amount paid to this contractor will exceed the Purchasing Agent's authority to sign the amendment, it is being presented to the Board for its approval.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Karen Collins