



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 6/18/2013

Agenda Placement: 7H

## 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 4 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 Chairman to sign Amendment No. 4 to Agreement No. 7381 with Boston Reed Company, Inc., increasing the annual maximum by \$21,285 for a new maximum of \$40,000 and incorporating an addendum to the Class/Course List 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 increases the maximum amount of the compensation to enable additional clients to attend training and updates the Class/Course List for Fiscal Year 2013-2014.

Boston Reed Company, Inc., is not a local vendor.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Health & Human Services Self Sufficiency Services
Is it Mandatory or Discretionary?	Mandatory

Is the general fund affected? No

Future fiscal impact: The terms of this contract contain an automatic renewal provision which allows the County the option to continue these services in the following fiscal year. The corresponding appropriation will be included in the subsequent fiscal years' requested budget.

Consequences if not approved: If this contract is not approved we will not be able to provide client training opportunities to eligible clients as required by the Workforce Investment Act.

Additional Information:

### **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 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. Under the Workforce Investment Act program, job skills training is procured by customer choice. Each school is required to meet designated requirements and once these requirements are met, the school is placed on the State's Eligible Training Provider List (ETPL). The participant has the right to choose any school from this list for their job skills training.

Boston Reed Company offers a variety of health career certificate programs: 1) Clinical Medical Assistant; 2) Pharmacy Technician; 3) Phlebotomy; and 4) Medical Biller training. Approval of the amendment will add: 1) Guide to Medical Billing/Coding; 2) Personal Trainer; 3) EKG Technician; and 4) Electronic Health Record Specialist to the list of course it offers.

Approval of the amendment will raise the contract maximum to accommodate increases in the tuition costs for Fiscal Year 2013-2014.

Boston Reed is a local vendor.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Karen Collins