



Agenda Date: 1/29/2008
Agenda Placement: 6R

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Mark Gregersen - Director
Human Resources
REPORT BY: Olivia Soria, Staff Services Analyst II - 253-4945
SUBJECT: Amendment No. 5 to Agreement No. 4748 with Patti Peters dba Business Resource & Training Company

RECOMMENDATION

Human Resources Director requests approval of and authorization for the Chair to sign Amendment No. 5 to Agreement No. 4748 with Patti Peters, dba Business Resource and Training Company, amending the Scope of Work to include discussion meetings upon request at the compensation rate of \$175 per hour.

EXECUTIVE SUMMARY

The County contracts with Patti Peters, dba Business Resource and Training Company, to provide a variety of training to employees on subjects agreed upon by the Human Resources Director and Ms. Peters. The current agreement scope only includes compensation for training workshops at a flat rate of \$1,200 per session. The Human Resources Director would like to amend the scope to include consulting services on an hourly basis as requested by the County. The proposed amendment includes the contractor's participation in discussion meetings to be compensated on an hourly basis of \$175 per hour. The maximum amount compensation remains unchanged at \$20,000 per fiscal year.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Costs associated with contractor's participation in discussion meetings will be funded by the departments that are in need of contractor's services.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The County has been contracting with the Business Resource and Training

Company since 1987 to provide a variety of training workshops to employees. Patti Peters, owner of the Business Resource & Training Company, has also provided other services to the County, such as group facilitation and team building programs. Her participation in discussion meetings would help to identify conflicts or problems that may exist within certain departments, as well as help identify solutions.

Is the general fund affected? Yes

Future fiscal impact: Contractor's services would be requested by Human Resources or by departments on a as-needed basis and the costs will be funded accordingly.

Consequences if not approved: Patti Peters' services have been valuable in resolving conflicts that exist with certain County departments. Patti Peters is familiar with the way the County operates and is well respected in the community. If the proposed contract amendment is not approved, the County may have to look for other trainers to provide these services.

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

The County has been contracting with the Business Resource and Training Company since 1987 to provide a variety of training workshops to employees. Patti Peters, owner of the Business Resource & Training Company, has also provided other services to the County, such as group facilitation and team building programs. The current agreement scope only includes compensation for training workshops at a flat rate of \$1,200 per session. The Human Resources Director would like to amend the scope to include consulting services on an hourly basis as requested by the County. These services would be compensated at \$175 per hour. The maximum amount compensation remains at \$20,000 per fiscal year. The consultant's participation in discussion meetings would help to identify conflicts or problems that may exist within certain departments, as well as identify solutions. Her services would be requested by Human Resources or by departments on a as-needed basis.

Patti Peters' services have been valuable in resolving conflicts that exist within certain County departments. Patti Peters is familiar with the way the County operates and is well respected in the community. If the proposed contract amendment is not approved, the County may have to look for other trainers to provide these services. Therefore, Human Resources Director requests approval of the proposed amendment adding the contractor's participation in discussion meetings at the compensation rate \$175 per hour. The maximum amount compensation remains at \$20,000 for Fiscal Year 2007-2008.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Karen Collins