



Agenda Date: 10/2/2007
Agenda Placement: 6F

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Martha Burdick for Robert Peterson - Director
Public Works
REPORT BY: Nancy Owyong, STAFF SERVICES ANALYST I , 253-4603
SUBJECT: Space License Agreement at St. Helena Family Resource Center

RECOMMENDATION

Director of Public Works requests approval of and authorization for the Chair to sign a Space License Agreement with St. Helena Family Resource Center for the Health and Human Services Women, Infant and Children federally funded nutritional program, for a term beginning on October 1, 2007 and continuing on a month to month basis until terminated by either party, at no cost to the County.

EXECUTIVE SUMMARY

Since June 15, 1999, Napa County Health and Human Services Agency (HHSA) has subleased office space at 661 Main Street in St. Helena for \$262.50 per month for the Woman, Infant, and Children (WIC) Program. Due to space limitations, WIC was asked to find space elsewhere. The St. Helena Family Resource Center in St. Helena offered to provide space to the WIC Program at no cost to the County.

FISCAL IMPACT

Is there a Fiscal Impact? No

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 WIC program provides supplemental food, health care referrals, and nutrition education for low-income pregnant, nursing, and non-nursing postpartum women, and to infants and children up to age five who are found to be at nutritional risk. This program is available to all Napa County residents.

Since June 15, 1999, the Health and Human Services Agency (HHSA) has subleased office space at 661 Main Street in St. Helena at an annual cost of \$3,150. The annual rent was reimbursed by the State to the WIC Program. The space on Main Street became unavailable for future use, and the WIC program needed to find an alternative site. The St. Helena Family Resource Center offered space to the Program. The space was offered at no cost to the County so that residents of the upvalley communities can continue to receive community services at one location.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi