



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 10/22/2019

Agenda Placement: 6M

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Steven Lederer - Director of Public Works  
Public Works

**REPORT BY:** Andrea Salter, Staff Services Analyst I - 7072598603

**SUBJECT:** Commercial Lease Agreement with OLE Health NMTC at 300 Hartle Court to house SSSD staff

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### **RECOMMENDATION**

Director of Public Works requests approval of and authorization for the Chair to sign a lease agreement with Ole Health NMTC for County to lease space at 300 Hartle Court, in the city of Napa, at no cost, for the term October 22, 2019 through June 30, 2022, with an automatic renewal for an additional year at the end of each fiscal year, to house Self-Sufficiency Services Division staff of the Health and Human Services Agency.

### **EXECUTIVE SUMMARY**

Self-Sufficiency Services Division (SSSD) of the Health and Human Services Agency (HHS) currently leases space from Ole Health at 1141 Pear Tree Lane for a staff person assigned to perform Medi-Cal eligibility benefit assistance services. The current lease, Lease Agreement No. 170070B, will be terminated due to renovations at the Pear Tree Lane site effective October 22, 2019. SSSD would like to relocate its Medi-Cal eligibility benefits staff person to an approximately 92 square feet office space in Room 111 located at Ole Health's new location at 300 Hartle Court, in the city of Napa, for no fee, for the term October 22, 2019 through June 30, 2022 with an automatic renewal for an additional year at the end of each fiscal year. This new lease would allow the SSSD employee to be co-located with OLE Health NMTC.

### **FISCAL & STRATEGIC PLAN IMPACT**

Is there a Fiscal Impact? No

County Strategic Plan pillar addressed: Healthy, Safe, and Welcoming Place to Live, Work, and Visit

**ENVIRONMENTAL IMPACT**

**Consideration and possible adoption of a Categorical Exemption Class 1:** It has been determined that this type of project does not have a significant effect on the environment and is exempt from the California Environmental Quality Act. [See Class 1 ("Existing Facilities") which may be found in the guidelines for the implementation of the California Environmental Quality Act at 14 CCR §15301; see also Napa County's Local Procedures for Implementing the California Environmental Quality Act, Appendix B.]

**BACKGROUND AND DISCUSSION**

Since 2002, Ole Health has worked with Napa County to facilitate the use of space at their Pear Tree Lane location for the Health and Human Services Agency (HHS) Self-Sufficiency Services Division (SSSD) staff. SSSD staff provides Medi-Cal Eligibility services for the clients of Ole Health. Medi-Cal is health care coverage for qualifying persons who have income and resources below established limits. All services are provided in English and Spanish.

The proposed lease will allow SSSD staff to continue to be on-site providing these services at Ole Health's new location at 300 Hartle Court. Co-locating staff within the Ole Health site is an important step in continuing to improve access to County social services to all residents. Current services at Pear Tree Lane are being terminated due to renovations at the Pear Tree Lane site. After renovations at Pear Tree Lane are completed, it is anticipated that an Eligibility Specialist will again be housed at this site. Staff will bring forward a new lease agreement for Pear Tree Lane as appropriate.

The proposed lease agreement will provide approximately 92 square feet of office space in Room 111, including adjacent parking in the public area, fixtures and equipment, and privileges to any common areas. Due to the public benefit contribution, Ole Health will not charge rent for use of the premises. Both parties agree that the lease may be terminated at any time with at least 30 days written notice.

Staff is recommending approval of the Lease Agreement in order to facilitate the provision of Medi-Cal Eligibility services onsite at Ole Health.

**SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Leigh Sharp