



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 10/24/2017

Agenda Placement: 6A

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Mary Butler - Chief Probation Officer
Probation
REPORT BY: Ferlyn Buenafe, Staff Services Manager - 707.253.4126
SUBJECT: Agreement with Doris Pick, Ph.D.

RECOMMENDATION

Chief Probation Officer requests approval of and authorization for the Chair to sign an agreement with Doris Pick, Ph.D., doing business as Fox, Pick and Associates, for a maximum of \$35,000 for the term October 24, 2017 through June 30, 2018 to conduct psychological assessments of Probation Department clients and pre-employment psychological screening examinations on peace officer candidates.

EXECUTIVE SUMMARY

The Department has contracted with Doris Pick, Ph.D. to obtain pre-employment psychological screening examinations on peace officer candidates considered for hire by the County. This new contract includes updated general terms and conditions and adds psychological assessments for Probation clients.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Probation
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Staff has worked with Dr. Pick since FY 2007-2008 and she is very familiar with the Probation Department's vision and assures staff will be a good fit. She understands the role of a peace officer and uses this knowledge in her

	evaluations and recommendations.
Is the general fund affected?	Yes
Future fiscal impact:	Funds will be budgeted accordingly in subsequent fiscal years. There is an annual, automatic renewal feature not to exceed two additional years.
Consequences if not approved:	Pre-employment psychological screening examinations are a mandatory step in the selection process of peace officer positions. A psychiatric evaluation assessment for Probation clients is performed to help diagnose any number of emotional, behavioral, or developmental disorders to assist in case management. If the Agreement is not approved a new provider must be identified to perform 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

Probation has contracted with Dr. Pick since 2007 for pre-employment psychological screening examination which is one of the required steps in the peace officer selection process. Under the current agreement, Dr. Doris Pick, dba Fox, Pick & Associates, conducts pre-employment psychological screening examinations at the Department's request. The screening examinations consist of a written test taken by the candidate, followed by an oral interview of the candidate by Dr. Pick. Dr. Pick then prepares accurate and complete reports for each examination, as required by law. Dr. Pick is required to maintain each screening examination and report as part of her records for a minimum of 10 years. In addition, Dr. Pick provides a letter to the Department indicating whether or not the candidate is found to be free of any emotional or mental condition that might adversely affect the candidate's exercise of peace officer powers. Finally, Dr. Pick meets with the Chief Probation Officer to discuss the results of the screening examination.

In order to provide updated general terms and conditions, the Department is requesting a new agreement rather than amending the 2007 agreement. The requested Agreement includes updated general terms and conditions, an automatic one-year renewal at the end of the fiscal year, not to exceed two additional years, additional services to perform psychological assessments for Probation clients, and an increase in the contract maximum from \$25,000 to \$35,000.

Dr. Pick is a local vendor.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi