



Agenda Date: 11/20/2007
Agenda Placement: 6B

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Shelli Brobst for Randolph F. Snowden - Director
Health & Human Services
REPORT BY: Shelli Brobst, Contracts Analyst, 253-4720
SUBJECT: Agreement with Napa County Children and Families Commission (TCCC)

RECOMMENDATION

Director of Health and Human Services requests approval of and authorization for the Chair to sign a revenue agreement with First 5 Napa Children and Families Commission for \$31,855 for the term July 1, 2006 through December 31, 2007 for the provision of occupational therapy services in the Therapeutic Child Care Center.

EXECUTIVE SUMMARY

On April 25, 2006, the Board rescinded revenue Agreement No. 6503 and replaced it with a new revenue agreement (No. 6611), under which First 5 Napa Children and Families Commission provided \$50,000 to fund ten hours of occupational therapy services per week for children enrolled in the Therapeutic Child Care Center (TCCC). Agreement No. 6611 specified a termination date of June 30, 2006. The understanding of both parties was that the Agreement would be extended to allow more time to fully expend the grant if all of the grant funds were not spent by June 30, 2006. However, the grant extension was not processed before the Agreement expired. Approval of the requested action will authorize the expenditure of a total of \$31,855 (the balance of the grant funds before Agreement No. 6611 expired) during the period July 1, 2006 through December 30, 2007. As envisioned by the First 5 Commission, the grant has been funding the provision of Occupational Therapist services at the Therapeutic Child Care Center since April 2006.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Public Health
Is it Mandatory or Discretionary?	Discretionary

Discretionary Justification:	Approval of the requested action is discretionary in that there is no mandate to spend the balance of the grant funds. However, retroactive approval of the recommended agreement will authorize the full expenditure of the First 5 grant and continued provision of Enhancement Services at the Therapeutic Child Care Center during the period July 1, 2006 through December 31, 2007.
Is the general fund affected?	No
Future fiscal impact:	The Agreement will terminate December 31, 2007.
Consequences if not approved:	If the Agreement is not approved, HHSA will not have the authority to have spent \$31,855 in grant funds during Fiscal Year 2006-2007 nor for the period July 1, 2007 through December 31, 2007. Additionally, \$31,855 in grant funds will have to be returned to the First 5 Napa Children and Families Commission.

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

On April 25, 2006, the Board rescinded revenue Agreement No. 6503 with First 5 Napa Children and Families Commission. Agreement No. 6503 included \$50,000 for County staff to provide ten hours per week of occupational therapy services for children at the Therapeutic Child Care Center and another \$50,000 for Napa County to serve as the fiscal agent for the Infant-Parent Mental Health Fellowship and Early Childhood Education Certificate Program. Napa County, however, chose not to perform any fiscal agent services for the Infant-Parent Mental Health Fellowship and Early Childhood Education Certificate Program.

On April 25, 2006, Agreement No. 6503 was replaced with a new revenue agreement (Napa County Agreement No. 6611), under which First 5 provided \$50,000 to fund ten hours of occupational therapy services per week for children enrolled in the Therapeutic Child Care Center (TCCC). Agreement No. 6611 specified a termination date of June 30, 2006. The understanding of both parties was that if the grant funds were not fully spent by June 30, 2006, the Agreement would be extended to allow more time to fully expend the grant. \$18,145 was spent by the end of June 2006, and another \$24,829 was spent during Fiscal Year 2006-2007, leaving only \$7,206 currently unexpended.

Staff recently discovered, however, that Agreement No. 6611 inadvertently had not been extended before it terminated on June 30, 2006. Approval of today's requested action will thus retroactively authorize the expenditure of a total of \$24,829 spent during Fiscal Year 2006-2007, and additionally authorize the expenditure of \$7,206 during the first half of this Fiscal Year. Without the requested Board authorization, \$31,855 in grant funds will have to be remitted back to the First 5 Napa Children and Families Commission.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Lorenzo Zialcita