



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

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 Valley College (Small Business Development Center)

RECOMMENDATION

Director of Health and Human Services requests approval of and authorization for the Chair to sign an agreement with Napa Valley College for a maximum of \$12,500 for the term November 20, 2007 through June 30, 2008, with a provision for automatic annual renewal, to provide small business plan development, business plan counseling and mentoring services to businesses at risk of staff layoff or closure.

EXECUTIVE SUMMARY

Approval of the recommended agreement will allow Napa Valley College's Small Business Development Center to provide in-depth analysis of the operations of local businesses to improve productivity and avert closure or layoffs. All of the services to be delivered by the Center under this agreement are free to the local business.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Social Services
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The Health and Human Services Agency's (HHSA) Training and Employment Center program is required to spend a fixed portion of federal Workforce Investment Act (WIA) grants on direct services. Approval of the recommended agreement will allow Napa Valley College's Small Business Development Center to provide direct services to at-risk businesses and assist HHSA to meet WIA funding requirements.

Is the general fund affected?	No
Future fiscal impact:	Although the agreement terminates June 30, 2008, it contains a provision for automatic annual renewal, which allows the County the option to continue these services in the following fiscal year. The corresponding appropriation will be included in the Agency's requested budget for Fiscal Year 2008-2009.
Consequences if not approved:	If this agreement is not approved, Napa Valley College will be unable to provide small business plan development, business plan counseling and mentoring services to businesses at risk of closure or layoffs.
Additional Information:	The contract maximum of the recommended agreement with Napa Valley College is for a maximum of \$12,500. This maximum includes \$500 that the contractor may utilize for advertising in the local newspapers and through the Chamber of Commerce. The funding for this contract was provided via the Workforce Investment Act Rapid Response Special Project Grant. Napa Valley College Small Business Development Center was specifically identified in the grant as the provider of this service to the businesses of Napa County.

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

Under the recommended agreement, Napa Valley College's Small Business Development Center (SBDC), through its Rx for Business Program, will diagnose issues for businesses potentially at-risk of lay-offs or closure, and make specific recommendations for business improvement. Upon request, SBDC will provide the at-risk business with an in-depth analysis of business operations, financial statements, and marketing strategies. SBDC's assistance is designed to lead to higher business productivity and avert the risk of layoffs or closure.

The Rx for Business Program is operated by an experienced team of SBDC consultants. The consultants will conduct a review of at-risk businesses, including on-site interviews and observations. After the review, the lead consultant will prepare a written report for the at-risk business with recommendations on how to improve its operating efficiency. One-on-one counseling, the method by which the RX service is delivered, is available at no charge to help implement any new strategies or recommendations. The services to be delivered can have different focus areas such as marketing, finances, etc.

Napa Valley College is not a health care provider for purposes of HIPAA. There is no use or disclosure of protected health information by or to the vendor under the proposed agreement.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Lorenzo Zialcita