



Agenda Date: 11/22/2005  
Agenda Placement: 6C

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Lynn Perez for Mary Butler - Chief Probation Officer  
Probation  
**REPORT BY:** Lynn Perez, Staff Services Manager, 253-4126  
**SUBJECT:** Amendment No. 2 to Agreement with Madeira Group International

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### **RECOMMENDATION**

Chief Probation Officer requests approval of and authorization for the Chair to sign Amendment No. 2 to Agreement No. 6268 with Wilbur H. Dixon, doing business as Madeira Group International, increasing the Fiscal Year 2005/2006 maximum compensation from \$12,600 to \$22,700 for pre-employment background investigations of certain prospective employees of County's Probation and Juvenile Hall Departments.

### **EXECUTIVE SUMMARY**

Madeira Group International provides pre-employment background investigations of certain prospective employees of the Probation and Juvenile Hall Departments. California Government Code Section 1029 requires that pre-employment background investigations must be completed for the peace officers.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Funds for this contract are appropriated in both the Probation (\$5,600) and Juvenile Hall (\$7,000) budgets. There are sufficient savings within the services and supplies budget to absorb the \$10,100 increase in the maximum amount.
Is it Mandatory or Discretionary?	Mandatory
Is the general fund affected?	Yes
Future fiscal impact:	The agreement contains an automatic renewal, which allows the county the option to continue these services into the next fiscal year.

Consequences if not approved: The department would not be in compliance with California Government Code Section 1029 and minors in juvenile hall would be at risk. In addition, the department would not have accurate information to be able to make wise hiring decisions.

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**

Pre-employment background investigations commence only for those prospective employees who are being considered for job offers. Level II background investigations for direct service personnel include staff who work directly with juveniles including Juvenile Hall Counselors. Probation Officers are also required to have these checks prior to hiring. These investigations include in home investigations, background synopsis, subject photograph, interviews with relatives and former landlords, collection of degrees, transcripts and other relevant documents. Level I investigations are modified pre-employment background investigation for non-direct service public safety personnel, i.e., Cook. The contractor will also provide the Probation Department with consultation services as requested by the Department to assist it in interpreting the Contractors findings.

The Department generally conducts approximately 18-20 background investigations on an annual basis. With the opening of the new Juvenile Justice Facility, this number has increased. During the first four months of this fiscal year, the department has done 12 background investigations and has approximately 6 more currently in process. In addition to regular employees, the department must conduct background investigations on extra help staff.

This action increases the maximum compensation for the current fiscal year contract from \$12,600 to \$22,700. The agreement includes an automatic renewal for an additional year at the end of the fiscal year.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Maiko Klieman