



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 12/15/2015

Agenda Placement: 6G

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Shelli Brobst for HOWARD HIMES - Director
Health & Human Services Operations
REPORT BY: JoAnn Melgar, STAFF SERVICES ANALYST II - 253-4722
SUBJECT: Agreement with Napa Valley College (At-Risk Businesses)

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 \$15,000 for the term December 15, 2015 through June 30, 2016, with a provision for annual renewal, to provide consultation to at-risk businesses in order to avert downsizing, layoffs or business closures.

EXECUTIVE SUMMARY

Approval of the recommended action will enable the Napa Valley College, through its Small Business Development Center (SBDC), to assist small businesses with planning, development and growth management in order to avert downsizing, layoffs or business closure. SBDC is uniquely capable of providing this service and has been successful in providing this service for many years.

Napa Valley College is a local vendor.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Health & Human Services Self Sufficiency Services
Is it Mandatory or Discretionary?	Discretionary

Discretionary Justification:	This contract will allow at-risk small businesses in Napa County to receive assistance from the Napa Valley College Small Business Development Center (NVC SBDC). This assistance will come in the form of an intensive review of the business operations and a comprehensive report of findings and recommendations/strategies to implement. This assistance will be fully funded through the Workforce Investment Act grant.
Is the general fund affected?	No
Future fiscal impact:	Yes. Although the agreement terminates June 30, 2016, the agreement contains an automatic renewal provision which allows the County the option to continue to utilize the contractor's services in subsequent fiscal years. The corresponding appropriation will be included in the Agency's requested budget for Fiscal Year 2016/2017.
Consequences if not approved:	If this contract is not approved, at-risk small businesses in Napa County will be unable to receive free assistance through the Napa Valley College Small Business Development Center.
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

The Small Business Development Center (SBDC) of Napa Valley College is designed to diagnose business operational issues for businesses who are potentially at risk of closing and to make specific recommendations for business improvement, which will lead to higher business productivity and avert the risk of lay-offs or closure. Qualified businesses must be located in Napa County, be at least one year old, and have recent financial statements.

Under the program, a SBDC certified Business Advisor will conduct an intensive review of the business covering the following areas:

1. Existing business plan;
2. Financial/operations statement;
3. Product cost of goods/gross margin;
4. Administrative/organizational structure;
5. On-site interviews with key personnel; and
6. Operations (work scheduling, inventory & quality control).

After the thorough review, the SBDC Business Advisor will generate a comprehensive report highlighting his/her findings and recommendations/strategies. The Business Advisor and business owner will review the report together and work on a plan for implementing the recommendations/strategies. To ensure the business owner implements and maintains their business, follow-up services will include a 10 hour Scope of Work agreed upon between the SBDC Business Advisor and the business owner (client).

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SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Leanne Link