



Agenda Date: 12/18/2007
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: Amendment No. 1 to Agreement with Jim Cassio, Inc., doing business as Workforce Information Group

RECOMMENDATION

Director of Health and Human Services requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 6803 with Jim Cassio, Inc., doing business as Workforce Investment Group, increasing the amount by \$4,500 for a new maximum of \$43,500 and extending the term through June 30, 2008 for additional consulting services in relation to the At-Risk Business Identification Program.

EXECUTIVE SUMMARY

In May 2007 HHSA contracted with Jim Cassio, Inc., dba Workforce Investment Group, to conduct in-depth research to identify at-risk businesses throughout Napa County. This information is used by HHSA's Training and Employment Center to provide targeted services that may help avert a business layoff or closure. Approval of the requested action will extend the term of the agreement through June 30, 2008, and allow the contractor to provide an occupational analysis of specific hospitality occupations identified through an Industry Workforce Report.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Training and Employment Center
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Approval of the recommended action is discretionary in that there is no mandate to provide these services. Approval of the recommended amendment will, however, allow the Workforce Investment

	Group to provide additional services intended to help avert layoffs in the community.
Is the general fund affected?	No
Future fiscal impact:	The agreement will terminate June 30, 2008.
Consequences if not approved:	If the recommended amendment is not approved, the Workforce Investment Group will be unable to continue to provide support to the Training and Employment Center.
Additional Information:	The allocation received from the federal Workforce Investment Act Rapid Response Special Projects program funds the services being provided under this agreement.

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

Effective July 1, 2006, the Board of Supervisors, through the Workforce Investment Board, accepted responsibility to implement a locally-based 2006-2007 Formula Rapid Response Program (FRRP) on behalf of the State of California Employment Development Department (EDD). The intent of the FRRP program is to respond to and assist businesses and employees experiencing layoff events. In accordance with the State's Rapid Response program, funding may also be used for layoff aversion purposes, which may include the identification of at-risk businesses.

Under the existing agreement, the contractor is conducting a series of activities that result in the identification of businesses within Napa County that may be at risk of reducing their workforce and/or closure. These activities include:

1. Establishing and utilizing an effective stakeholder group tentatively entitled the Strategic Early Warning Network. The Network helps the Napa County Workforce Investment Board identify and assess possible at-risk businesses for the purpose of providing a real-time list to the County's designated response team.
2. Conducting an Industry Focused Workforce Study of the local tourism and hospitality industry. This activity: (a) informs the Napa County Workforce Investment Board of the workforce characteristics and needs of the businesses in the tourism and hospitality industry within Napa County, and (b) contributes to the identification of at-risk businesses.

Approval of the recommended amendment will extend the termination date through June 30, 2008 and increase the contract maximum to reimburse the contractor for an additional report within the Industry Focused Workforce Study. The new report will provide an "occupational outlook" analysis for specific hospitality occupations identified through the Industry Workforce Report and will include:

- | employment statistics
- | wage information
- | training, education and other requirements

- | supply and demand assessment
- | identification of where the jobs are
- | methods used to fill job openings
- | knowledge, skills and abilities
- | career information
- | related occupations
- | results of interviews with individuals currently in the hospitality industry, if additional information is needed.

Businesses will be able to use the data from the additional analysis to assess growth, and wage and salary levels in the community. Clients will be able to use the data to review training needs for specific hospitality industry positions, predicted job openings, promotional opportunities, and wage and salary information. Occupational outlooks are an invaluable tool used frequently by clients and staff.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Lorenzo Zialcita