



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 12/20/2016

Agenda Placement: 6D

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** JoAnn Melgar for Howard Himes - Director  
Health & Human Services Administration

**REPORT BY:** Shelli Brobst, Employee Support and Development/Contracts Manager - 253-4720

**SUBJECT:** Amendment No 5 to Agreement with Napa Valley Child Advocacy Network dba Parent-Child Advocacy Network

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### **RECOMMENDATION**

Director of Health and Human Services requests approval of and authorization for the Chairman to sign Amendment No. 5 to Agreement No. 170450B-17 with Napa Valley Child Advocacy Network, increasing the amount by \$28,980 for a new maximum of \$249,695, incorporating an addendum to the Compensation section to include the revised budget and to incorporate new requirements from the Office of Management and Budget, dubbed the "Super Circular," for the provision of family advocacy services.

### **EXECUTIVE SUMMARY**

Napa Valley Child Advocacy Network provides family advocacy services including one-on-one support, information and training for parents who receive services through Health and Human Services and Probation. Approval of the requested action reflects a budget change and a contract maximum increase of a bilingual position from .5 FTE to .75 FTE. Also, because Napa Valley Child Advocacy Network is receiving federal funding under this agreement, it has been identified by Health and Human Services as a subrecipient or "pass through" entity. Included in the amendment are new Office of Management and Budget requirements dubbed the "Super Circular."

Napa Valley Child Advocacy Network is a local vendor.

### **FISCAL IMPACT**

Is there a Fiscal Impact?                      Yes

Is it currently budgeted?	Yes
Where is it budgeted?	Health & Human Services Child Welfare Services
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Approval of the requested action is discretionary in that there is no mandate to provide these services. However, approval will increase program services to bilingual clients. Additionally, Office of Management and Budget (OMB) on Administrative Requirements, Cost Principles, and Audit Requirements has recently updated requirements for recipients of federal awards, which is also known as the "Super Circular." Napa Valley Child Advocacy Network dba Parent-Child Advocacy Network has been identified as being subject to the Super Circular requirements.
Is the general fund affected?	No
Future fiscal impact:	This agreement is set to automatically renew, appropriations will be budgeted accordingly.
Consequences if not approved:	If the recommended amendment is not approved, increased services to bilingual clients will not be realized and HHSa will not be in compliance with OMB in regard to Super Circular requirements.
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**

Napa Valley Child Advocacy Network provides advocacy services to families whose children are in the Child Welfare Services (CWS) and SB 163 Wraparound systems. Services include support, information and training for parents and children about the court process, the disposition process, and the supervision of and family plans for reunification. By providing this support, it is hoped that families will become more knowledgeable about available resources and use them more effectively.

Approval of the recommended amendment will reflect a budget change and a contract maximum increase. A .5 FTE Family Advocate position will be moving from the SB163 line to the CWS line and this same position will increase from .5 FTE to .75 FTE bilingual (Spanish). This particular position has been incredibly beneficial in helping parents who are receiving services from CWS. We are increasing this position to address the increasing caseload of parents who are receiving services. This will ensure access to a Family Advocate will remain the same.

Also, because Napa Valley Child Advocacy Network is receiving federal funding under this agreement, it has been identified by Health and Human Services as a sub recipient or "pass through" entity. Included in the amendment are new Office of Management and Budget requirements dubbed the "Super Circular."

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**SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Bret Prebula