



Agenda Date: 12/5/2006
Agenda Placement: 6D

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Alice Hughey for Randy Snowden - Director
Health & Human Services
REPORT BY: Shelli Brobst, Contracts Analyst, 253-4720
SUBJECT: Agreement with Napa Valley College

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 \$10,500 for the term December 5, 2006 through June 30, 2007 to provide small business plan development training for clients participating in the Training and Employment Center Program.

EXECUTIVE SUMMARY

Approval of this agreement will allow Napa Valley College's Small Business Development Center to provide customized training for persons who are interested in self-employment/micro-enterprise opportunities.

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:	This agreement is discretionary in that there is no Workforce Investment Act (WIA) mandate to provide customized training services or to contract with this provider. Approval of this agreement will allow Napa Valley College's Small Business Development Center (SBDC) to provide customized training for persons participating in WIA programs who are interested in self-employment/micro-enterprise opportunities. SBDC is on the Eligible Training Provider List (ETPL) supplied by the State Employment Development

	Department. HHS is unaware of any other local provider on the ETPL with the expertise to provide these services.
Is the general fund affected?	No
Future fiscal impact:	Although the agreement terminates June 30, 2007, the agreement contains an automatic renewal provision, which allows the County the option to continue these services into the next fiscal year. Appropriations will be budgeted accordingly.
Consequences if not approved:	If this agreement is not approved, HHS would not be able to offer self-employment/micro-enterprise training to participants of the Training and Employment Center through Napa Valley College's SBDC. If this funding is not fully utilized in Fiscal Year 2006-2007, HHS can use it in Fiscal Year 2007-2008.
Additional Information:	The annual allocation received from the Workforce Investment Act Adult, Dislocated Worker, and Youth initiative programs will fund the services 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

Napa Valley College's Small Business Development Center provides small business plan development, counseling and mentoring services to clients participating in the Health and Human Services Agency's Workforce Investment Act programs. This agreement is part of an ongoing customized employment strategy for the One-Stop workforce development system.

Napa Valley College is not a Business Associate of Napa County. This position was taken because there is no use or disclosure of protected health information by or to the vendor under this agreement. Therefore, a Business Associate agreement is not required.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Lorenzo Zialcita