



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 12/6/2016

Agenda Placement: 6B

## 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 Operations

**REPORT BY:** JoAnn Melgar, Staff Services Analyst II - 707-253-4722

**SUBJECT:** Amendment No. 2 to Agreement with Community Action of Napa Valley, Inc. (Tobacco)

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### **RECOMMENDATION**

Director of Health and Human Services requests approval of and authorization for the Chairman to sign Amendment No. 2 to the Agreement formerly No. 4072-1 with Community Action of Napa Valley, Inc., increasing the amount by \$24,558 for a new annual contract maximum of \$156,992 commencing Fiscal Year 2016-2017 for the provision of Proposition 99 tobacco control services.

### **EXECUTIVE SUMMARY**

The California Department of Public Health Tobacco Control Program periodically issues three-year Comprehensive Tobacco Control Plan Guidelines (Guidelines). The Guidelines set forth the requirements for developing counties' Scope of Work (the "Workplan") and corresponding budget. To receive dedicated Proposition 99 funding, the County Board of Supervisors must certify that the County will comply with the Guidelines in the implementation of the County's Workplan.

The purpose of this amendment is to carry forward \$24,558 of unspent funds to Fiscal Year 2016-17 as noted and recognized by the Department of Public Health California Tobacco Control Program (CTCP) and amend the Budget to reflect those roll-overs.

This agreement, which was originally for a three-year term, terminates June 30, 2017.

Community Action of Napa Valley, Inc. is a local vendor.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Health & Human Services Alcohol & Drug Services
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	While approval of this amendment is not mandatory, it will allow the contractor to utilize unspent Fiscal Year 2014-2015 and Fiscal Year 2015-2016 funds to carry out services mandated by Health and Safety Code 104400-104415.
Is the general fund affected?	No
Future fiscal impact:	This is a multi-year agreement that terminates June 30, 2017.
Consequences if not approved:	If this amendment is not approved, the County will have to return unspent funds to the California Department of Public Health Tobacco Control Program.
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 California Department of Public Health Tobacco Control Program periodically issues three-year Comprehensive Tobacco Control Plan Guidelines (Guidelines). The Guidelines set forth the requirements for developing counties' Scope of Work (the "Workplan") and corresponding budget. To receive dedicated Proposition 99 funding, the County Board of Supervisors must certify that the County will comply with the Guidelines in the implementation of the County's Workplan. The program works with a broad sector of constituents including youth, school administrators, health advocates, perinatal service providers, tobacco retailers and law enforcement. The Scope of Work and Budget for Fiscal Years 2014-2015, 2015-2016, and 2016-2017 was previously approved by the State Department of Public Health Tobacco Control Section.

The purpose of this amendment is to carry forward \$24,558 unspent funds to Fiscal Year 2016-17 as noted and recognized by the Department of Public Health California Tobacco Control Program (CTCP) and amend the Budget to reflect those roll-overs.

This agreement terminates June 30, 2017.

Community Action Napa Valley, Inc. is a local vendor and continues to operate the tobacco control program effectively.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Bret Prebula