



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 2/10/2015

Agenda Placement: 6B

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Shelli Brobst for HOWARD HIMES - Director
Health & Human Services

REPORT BY: Shelli Brobst, Contracts Manager - 253-4720

SUBJECT: Amendment No. 1 to Agreement with Community Action of Napa Valley, Inc. (Tobacco)

RECOMMENDATION

Director of Health and Human Services requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 4072-1 with Community Action of Napa Valley, Inc., increasing the amount by \$5,550 for a new maximum of \$137,984 for Fiscal Year 2014-2015 for the provision of Proposition 99 tobacco control services.

EXECUTIVE SUMMARY

Community Action of Napa Valley, Inc. administers the Napa County Tobacco Control Program, the goal of which is tobacco use prevention. Approval of the recommended amendment utilizes unspent funds from Fiscal Year 2013-2014 to increase the dollar amount and incorporates the revised budget of the contractor for Fiscal Year 2014-2015 services. The funds will be used to purchase a laptop/notebook combination for use in the Scope of Work activities and to cover increases in space rent, telephone and internet service costs.

Community Action of Napa Valley 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 2013-2014 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. Funding for this agreement will be included in future fiscal year appropriations.
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), which 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.

Approval of the recommended amendment is requested to carry forward \$5,550 of unspent funds from Fiscal Year 2013-2014 to Fiscal Year 2014-2015 as noted and recognized by the Department of Public Health California Tobacco Control Program (CTCP) and amend the contractor's operating budget. The funds will be used to purchase a laptop/notebook combination for use in the Scope of Work activities and cover increases in space rent, telephone and internet service costs.

The contract will revert to the original contract maximum of \$132,434 for the remaining term of the multi-year (2014-2017) agreement.

CANV is a local vendor.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Karen Collins