



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 2/2/2010
Agenda Placement: 7B

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Shelli Brobst for Snowden, Randolph F. - Director
Health & Human Services
REPORT BY: Shelli Brobst, Contracts Analyst - 253-4720
SUBJECT: Amendment No. 5 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. 5 to Agreement No. 4072-1 with Community Action of Napa Valley, Inc., increasing the amount by \$8,766 for a new annual maximum of \$143,522 and incorporating an Addendum to the Compensation section to include the revised budget of the contractor for the provision of Proposition 99 tobacco control services, with no impact to the General Fund.

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 will increase the maximum amount of the agreement by \$8,766 to include unexpended prior year revenue. The funds will allow the contractor to purchase additional materials and media needed to complete the Scope of Work and pre-pay allowable expenses for Fiscal Year 2010-11.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Alcohol & Drug Services
Is it Mandatory or Discretionary?	Discretionary

Discretionary Justification:	Approval of the requested action is discretionary in that, while the County is mandated by Health and Safety Code Section 104400-104415 to provide these services, there is no mandate to amend the contractor's budget to make use of the available funding. However, on September 11, 2007, the Board approved the State's 2007-2010 Comprehensive Tobacco Control Plan Guidelines, thereby agreeing to abide by and implement a County-developed and State-approved Workplan. This amendment conforms to that plan.
Is the general fund affected?	No
Future fiscal impact:	Although this agreement terminates June 30, 2010, it contains a provision for automatic annual renewal, which enables the County to continue these services into the next fiscal year. Appropriations will be budgeted accordingly.
Consequences if not approved:	If the recommended amendment is not approved, Community Action Napa Valley (CANV) will be unable to use the additional funding provided by the California Department of Public Health Tobacco Control Program to cover its increased costs.
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 a three-year Comprehensive Tobacco Control Plan Guidelines (Guidelines). The Guidelines set forth the requirements for developing counties' Scope of Work (also known as 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.

On September 11, 2007, the Napa County Board of Supervisors approved the State's 2007-2010 Comprehensive Tobacco Control Plan Guidelines. A comprehensive Tobacco Control Workplan was developed locally in line with the State's Guidelines and was subsequently approved by the California Department of Public Health Tobacco Control Program. The Workplan addresses four broad areas:

1. countering pro-tobacco influences;
2. decreasing access to tobacco products;
3. decreasing exposure to secondhand smoke; and
4. increasing cultural competence of tobacco control activities.

Working with a broad sector of constituents including youth, school administrators, health advocates, perinatal service providers, tobacco retailers and law enforcement, the Workplan is currently being implemented as an integral part of the County's Tobacco Control Program. Community Action Napa Valley (CANV) has been contracted to carry out the services covered by the County's Workplan.

Approval of the recommended amendment will increase the maximum amount of the agreement by \$8,766 to include unexpended Fiscal Year 2008-2009 revenue. The funds will allow the contractor to purchase additional materials and media needed to complete the Scope of Work and pre-pay allowable expenses for Fiscal Year 2010-11 in accordance with State Department of Public Health guidelines. These changes to the contractor's budget have been approved by the California Department of Public Health Tobacco Control Program. There is no impact on the General Fund.

The Agency has an executed Business Associate agreement on file with this provider.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Karen Collins