



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 3/20/2018

Agenda Placement: 6W

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Heather Ruiz - Director
Human Resources

REPORT BY: Kevin Lemieux, Senior Human Resources Analyst - 253-4000

SUBJECT: Adoption of a Resolution Amending the Departmental Allocation List for the Self Sufficiency Services Division of the Health and Human Services Agency

RECOMMENDATION

Director of Human Resources and Director of Health and Human Services Agency request adoption of a resolution amending the Departmental Allocation List for the Self Sufficiency Services Division of the Health and Human Services Agency, as follows, effective March 20, 2018, with a net increase of three full-time equivalents and no increase to the General Fund:

1. Add one 1.0 FTE Staff Services Analyst II - Limited Term*; and
2. Add two 1.0 FTE Staff Services Analyst II - Limited Term**.

* Limited Term through June 28, 2019

** Limited Term through September 6, 2019

EXECUTIVE SUMMARY

The Self-Sufficiency Services Division within the Health and Human Services Agency requests three new limited term Staff Services Analyst II positions to support Workforce Alliance of North Bay (WANB). These new positions are fully funded by the Workforce Innovation and Opportunity Act (WIOA) and other special grant funds. With oversight provided by WANB, these new positions will function as business and community engagement leaders and administrative planners.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	The requested positions are 100% funded by the Workforce Innovation and Opportunity Act (WIOA) and Workforce Alliance of the North Bay (WANB) grant funding sources.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	This action will provide the WANB with the appropriate level of staff to address business engagement in Napa County, as well as ensure compliance with WIOA regulations.
Is the general fund affected?	No
Future fiscal impact:	The increased cost of salary and benefits for the remainder of Fiscal Year 2017-2018 for the requested limited term Staff Services Analyst IIs is estimated at \$75,946. The increased annualized cost for these positions is estimated at \$303,783, and will be budgeted accordingly in future fiscal years.

Consequences if not approved: If the request is not approved, the WANB will not have the proper levels of support to engage the workforce community, train job seekers, or have the administrative support necessary to conduct WIOA planning and compliance activities.

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 County is part of the Workforce Alliance of the North Bay (WANB), which leverages regional funding and aligns partners in the North Bay to ensure a skilled workforce in our community. They support a network of career centers, employment and training initiatives, and other programs that work to boost our regional talent pool and drive economic growth both for business and workers.

Napa County has secured WANB funding to provide additional support towards meeting community business and workforce goals. The Workforce Innovation and Opportunity Act (WIOA) is another source of workforce assistance funds for the County of Napa. The WANB and WIOA support, combined with existing special grant funds, will allow the County of Napa to add three limited term Staff Services Analyst II positions to support business engagement and provide administrative support to the workforce investment efforts within the Self Sufficiency Services (SSD) of the Health and Human Services Agency (HHSa).

Two of the proposed Staff Services Analyst IIs will have limited terms that run through September 6, 2019. They will

connect employers and community leaders to the workforce system, gather business intelligence, and assist in the development of a workforce and economic partnerships by developing relationships with businesses, economic development organizations and Small Business Development Centers. In response to business and community needs, they will work with community partners to plan events, meetings, workshops, programs and attend other gatherings to disseminate business solutions and other information. The Staff Services Analyst IIs will also serve as the point of contact for companies in the event of closure or layoffs and coordinate rapid response efforts, if necessary.

The third proposed Staff Services Analyst II will have a limited term that runs through June 28, 2019. This position will function in the capacity of administrative support and WIOA planning. The position will be responsible for ensuring regulatory compliance with WIOA from the board members, ensuring conflict of interest and ethics training, coordinating board and committee meetings, serving as the custodian of records, serving as a liaison with State, Federal and local agencies, analyzing actual performance outcomes of service providers, and maintaining the organizational calendar. The Staff Services Analyst II will make it possible for the Workforce Alliance to apply for and manage grants and other external funding sources, and will then analyze the effectiveness of regional workforce programs.

Therefore, the Director of Human Resources and the Director of the Health and Human Services Agency recommend the adoption of a resolution to amend the Departmental Allocation List as shown in Exhibit "A," effective March 20, 2018, with a net increase of three full-time equivalents.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi