



Agenda Date: 3/21/2006
Agenda Placement: 6A

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Lynn Perez for Mary Butler - Chief Probation Officer
Probation
REPORT BY: Lynn Perez, Staff Services Manager, 253-4126
SUBJECT: Amendment No. 3 to Agreement with Madeira Group International

RECOMMENDATION

Chief Probation Officer requests approval of and authorization for the Chair to sign Amendment No. 3 to Agreement No. 6268 with Wilbur H. Dixon, doing business as Madeira Group International, increasing the Fiscal Year 2005-2006 maximum compensation by \$9,800 for a new maximum of \$32,500 for pre-employment background investigations of certain prospective employees of County's Probation and Juvenile Hall Departments.

EXECUTIVE SUMMARY

Madeira Group International provides pre-employment background investigations of certain prospective employees of the Probation and Juvenile Hall Departments. California Government Code Section 1029 requires that pre-employment background investigations must be completed for the peace officers.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Funds for this contract are appropriated in both the Probation and Juvenile Hall budgets. This increase was taken into consideration during the six-month EA process. There are sufficient savings within the budget units to absorb this \$9,800 increase in the maximum amount.
Is it Mandatory or Discretionary?	Mandatory
Is the general fund affected?	Yes
Future fiscal impact:	The agreement contains an automatic renewal, which allows the county the option to continue these services into the next fiscal year.

Consequences if not approved: The department would not be in compliance with California Government Code Section 1029 and minors in juvenile hall would be at risk. In addition, the department would not have accurate information to be able to make wise hiring decisions.

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

Pre-employment background investigations commence only for those prospective employees who are being considered for job offers. Level II background investigations for direct service personnel include staff who work directly with juveniles including Juvenile Hall Counselors. Probation Officers are also required to have these checks prior to hiring. These investigations include in home investigations, background synopsis, subject photograph, interviews with relatives and former landlords, collection of degrees, transcripts and other relevant documents. Level I investigations are modified pre-employment background investigation for non-direct service public safety personnel, i.e., Cook. The contractor will also provide the Probation Department with consultation services as requested by the Department to assist it in interpreting the Contractors findings.

In addition to regular employees, the department must conduct background investigations on extra help staff. With the opening of the new Juvenile Justice Facility, this number has increased because of the additional positions and the depletion of the extra help pool. The department must maintain a viable pool of trained extra help in order to provide 24 hour coverage for the detention facility. During the first eight months of this fiscal year, the department has done 32 background investigations.

This action increases the maximum compensation for the current fiscal year contract from \$22,700 to \$32,500. The agreement includes an automatic renewal for an additional year at the end of the fiscal year.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi