



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 3/21/2017

Agenda Placement: 6B

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Mary Butler - Chief Probation Officer
Probation
REPORT BY: Ferlyn Buenafe, Staff Services Manager - 707.253.4126
SUBJECT: Agreement with Madeira Group International

RECOMMENDATION

Chief Probation Officer requests approval of and authorization for the Chair to sign an agreement with Wilbur H. Dixon, doing business as Madeira Group International, for a maximum of \$35,775 for the term July 1, 2017 through June 30, 2018 for pre-employment background investigations of certain prospective employees in the Probation Department.

EXECUTIVE SUMMARY

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

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Funds for this Agreement are appropriated in both the Probation and Juvenile Hall budgets and are funded through General Fund dollars.
Is it Mandatory or Discretionary?	Mandatory
Is the general fund affected?	Yes
Future fiscal impact:	The Agreement contains an automatic renewal clause, which allows the

County the option to continue these services each fiscal year. Appropriations will be budgeted accordingly.

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. Probation staff do not have the necessary experience, time available to complete the pre-employment background investigations, and 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 employment. There are two (2) background investigation tiers. Level I investigations are modified pre-employment background investigation for non-direct service public safety personnel, i.e., Cook, Food Service Director, Staff Services Analyst, Staff Services Manager. Level II background investigations for direct service personnel include staff who work directly with Adults and Juveniles. Probation Officers are required to have these background investigations 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.

In addition to regular employees, the Department must conduct background investigations for Extra Help staff. Extra Help staff is primarily for the Juvenile Hall to assist with providing 24-hour staff coverage. The contractor also provides the Probation Department with consultation services as requested by the Department to assist in interpreting the findings.

The Department has had an Agreement with the contractor since 2005. The cost for a Level I and Level II investigations are \$795 and \$895 respectively. These rates increased for next fiscal year \$100 for each level of investigation. They have not been increased since July 1, 2007. The Agreement also includes an automatic renewal clause under the same terms and conditions.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi