



Agenda Date: 4/1/2008  
Agenda Placement: 7B

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Shelli Brobst for Randolph F. Snowden - Director  
Health & Human Services  
**REPORT BY:** Shelli Brobst, Contracts Analyst - 253-4720  
**SUBJECT:** Amendment No. 1 to Agreement with Napa Valley Unified School District, Napa Valley Adult School

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### **RECOMMENDATION**

Director of Health and Human Services requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 4597 with Napa Valley Unified School District, through its Napa Valley Adult School, increasing the amount by \$2,100 for a maximum of \$7,100 to provide training services to participants of the Training and Employment Center's programs.

### **EXECUTIVE SUMMARY**

Napa Unified School District, through its Napa Valley Adult School, provides services for participants in the County's Training and Employment Center's (TEC) Workforce Investment Act (WIA) programs for Adult and Dislocated Workers who are eligible for training services. Participants enrolled in WIA Adult and Dislocated Worker programs are eligible to participate in an education and/or training program if it is determined that the specific training is necessary for them to attain their employment goal(s) and they are deemed suitable for the course work. Approval of the recommended amendment will increase the maximum dollar amount, which will enable six more TEC clients to attend classes at Napa Valley Adult School this fiscal year.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Social Services
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	This action is discretionary in that there is no mandate to provide this service.

However, the Training and Employment Center must meet the requirements to spend a fixed portion of Workforce Investment Act funding on direct client services. Approval of the recommended amendment will allow Napa Valley Adult School to provide additional direct client services.

Is the general fund affected?	No
Future fiscal impact:	Although the agreement terminates June 30, 2008, it contains an automatic annual renewal provision, which allows the County the option to continue these services in the following fiscal year. The corresponding appropriation is being included in the Agency's requested budget for Fiscal Year 2008-2009.
Consequences if not approved:	If this agreement is not approved, Napa Valley Adult School will be unable to provide training to six more clients of the Training and Employment Center.
Additional Information:	The annual allocations received for the Workforce Investment Act Adult and Dislocated Worker programs fully fund the services being provided under the agreement.

### **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 current agreement provides for vocational and educational classroom training services for adult and dislocated workers participating in Workforce Investment Act (WIA) programs. The most requested classes include Introduction to Computers, Levels I, II, and III; Keyboarding; Computer Operations – Introduction (Word, Excel, Access, PowerPoint); Computer Operations – Advanced (Word, Excel, Access, PowerPoint); Business Applications (filing, office skills, business math, English grammar & spelling); Introduction to MS Office; Tips and Tricks of MS applications; MS Outlook; Introduction to Word; Introduction to Excel; Introduction to PowerPoint; Internet and email; Accounting Fundamentals; Bookkeeping Applications; Quick Books Pro Computerized Accounting; Medical Terminology; Medical Office Applications; and Administrative Medical Office Assistant. Eligible clients of the County's Training and Employment Center (TEC) avail of WIA funds to take these classes.

In accordance with the terms of the WIA funding, if WIA funds are used to pay for the client's training costs, the training course must fit into the participant's overall employment plan and the training vendor must be on the statewide Eligible Training Provider List (ETPL). Napa Valley Adult School is an eligible training provider. Public institutions such as the Napa Valley Adult School are generally the preferred provider of training for participants of WIA programs.

Approval of the recommended amendment will increase the maximum dollar amount to enable six more clients of TEC to attend classes at Napa Valley Adult School. If approved, the amendment will be effective January 1, 2008. It is anticipated more students will be enrolling in NVAS' training courses this spring.

Napa Valley Unified School District's Napa Valley Adult School is not a health care provider for purposes of HIPAA. This position was taken because there is no use or disclosure of protected health information by or to the vendor under these agreements.

**SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Lorenzo Zialcita