



Agenda Date: 4/12/2005
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 to Agreement with Madeira Group International

RECOMMENDATION

Chief Probation Officer requests approval of and authorization for the Chair to sign Amendment No.1 to Agreement No. 6268 with Wilbur H. Dixon and Dean R. Madeira, doing business as Madeira Group International increasing the current year maximum compensation from \$15,000 to \$29,000, for pre-employment background investigations of prospective public safety employees.

EXECUTIVE SUMMARY

Madeira Group International provides pre-employment background investigations of prospective public safety personnel of the Probation Department. 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?	Probation and Juvenile Hall
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. It is anticipated that the number of investigations for the subsequent fiscal year will be reduced and therefore, the maximum amount for next year has been reduced to \$12,600.

Consequences if not approved: The department would not be in compliance with California Government Code Section 1029 and minors would be at risk.

Additional Information: None

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 Probation Officers and Juvenile Hall Counselors. 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.

The Department generally conducts approximately 18-20 background investigations on an annual basis. With the opening of the new Juvenile Justice Facility, this number has increased. To date, the department has done 28 background investigations and has approximately six more to conduct for this fiscal year. In addition to regular employees, the department must conduct background investigations on extra help staff.

This action increases the maximum compensation for the current fiscal year contract from \$15,000 to \$29,000 and includes an automatic renewal for an additional year at the end of the fiscal year, with a maximum amount of \$12,600.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi