



Agenda Date: 4/12/2005  
Agenda Placement: 6F

## 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:** Actions regarding the INCLUSION Program

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### **RECOMMENDATION**

Director of Health and Human Services requests approval of and authorization for the Chair to sign the following agreements to provide job-related training and counseling services to clients of the Training and Employment Center's INCLUSION Program:

1. Amendment No. 1 to Agreement No. 6029 with Napa Personnel Systems increasing the amount by \$10,000 for a new maximum of \$25,000;
2. Amendment No. 2 to Agreement No. 6030 with Goodwill Industries of the Redwood Empire increasing the amount by \$15,000 for a new maximum of \$45,000; and
3. Agreement with Dreamcatchers Empowerment Network for a maximum of \$10,000 for the term April 12, 2005 through September 30, 2005.

### **EXECUTIVE SUMMARY**

The INCLUSION Program is a federally funded, four-county project aimed at building capacity of the workforce development system, specifically the One Stop employment center, to serve people with disabilities. Napa Personnel Systems, Goodwill Industries of the Redwood Empire and Dreamcatchers Empowerment Network provide services for this program.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Training and Employment Center
Is it Mandatory or Discretionary?	Discretionary

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Discretionary Justification:	All of the agreements are fully reimbursed from the annual allocation for the INCLUSION program.
Is the general fund affected?	No
Future fiscal impact:	All of the agreements terminate September 30, 2005, which coincides with the grant termination.
Consequences if not approved:	If this contract is not approved, Napa County will not be able to provide the level of direct service to participants required under the terms of the grant agreement.
Additional Information:	These contracts provide services to people with disabilities to assist them in obtaining and maintaining employment. Contract usage depends on the number of clients enrolled in the program. The enrollment of INCLUSION participants has increased over the last three months. This contract increase is necessary to adequately serve the clients currently enrolled in the INCLUSION program.

### **ENVIRONMENTAL IMPACT**

There is no Environmental Impact for this item.

### **BACKGROUND AND DISCUSSION**

The purpose of the INCLUSION project is to build a network of providers that are available to assist persons with disabilities to obtain and maintain unsubsidized employment. North Bay Employment Connection is the grantee, and HHS provides oversight and coordination of INCLUSION project operations in Napa. The vehicle developed to expand the provider network is the INCLUSION Eligible Services Provider List (ESPL). The ESPL, modeled after the Workforce Investment Act's Eligible Training Provider List (ETPL), is a listing of providers who are eligible to receive INCLUSION funds for services they provide. Napa Personnel Systems, Goodwill and Dreamcatchers provide job coaching and employment services to people with disabilities and were selected because they are part of the INCLUSION Eligible Services Provider List.

The agreements with Napa Personnel Systems and Goodwill are being amended due to an increase in the enrollment of INCLUSION participants.

The new agreement with Dreamcatchers provides job placement, supervision in a work environment, job coaching and supportive services for each participant. Dreamcatchers will also maintain contact with the employer to ensure the participant's progress, employer satisfaction and job success.

Napa Personnel Systems, Goodwill and Dreamcatchers are not health care providers for purposes of HIPAA. The position is taken because there is no use of protected health information by or to the vendors under these agreements.

**SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Meegan Condon