



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 4/23/2019

Agenda Placement: 6A

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: DINA JOSE - Director
Corrections

REPORT BY: Wendi Agans, Supervising Staff Services Analyst - (707) 253-6133

SUBJECT: Amendments to Agreements with Bombola Agency, Inc., Los Carneros Investigative Services and Valley Clinical & Consulting Services

RECOMMENDATION

Director of Corrections requests approval of and authorization for the Chair to sign the following amendments extending each term through June 30, 2022, with automatic rollovers at the end of each fiscal year for up to two additional years, for pre-employment services:

1. Amendment No. 1 to Agreement No. 170074B with Bombola Agency, Inc., not to exceed \$40,000 per fiscal year, for background investigations;
2. Amendment No. 2 to Agreement No. 170721B with Los Carneros Investigative Services, not to exceed \$15,000 per fiscal year, for polygraph examinations; and
3. Amendment No. 3 to Agreement No. 160106B with Valley Clinical and Consulting Services, not to exceed \$15,000 per fiscal year, for psychological evaluations.

EXECUTIVE SUMMARY

California Government Code 1031 requires peace officers to be of "good moral character" and free from any "emotional or mental condition which might adversely affect the exercise of powers". In order to comply with the code, Napa County Department of Corrections (Corrections) has contracted with Bombola Agency, Inc. for pre-employment background investigations, Los Carneros Investigative Services for polygraph examinations, and Valley Clinical and Consulting Services for psychological evaluations. Corrections has been satisfied with the services provided and would like to continue utilizing their expertise.

This item supports Strategic Plan pillar: Healthy, Safe & Welcome Place to Live, Work, and Visit.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Department of Corrections
Is it Mandatory or Discretionary?	Mandatory
Is the general fund affected?	Yes
Future fiscal impact:	These pre-employment services are currently budgeted in the Department of Corrections and will continue to be budgeted accordingly in future fiscal years.
Consequences if not approved:	If these amendments are not approved, the Department of Corrections will have to seek out other vendors to conduct the pre-employment services, which are required by the State of California in order to work in a correctional facility.
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

The Bombola Agency, Inc. has conducted pre-employment background investigations for Corrections since 2014. Amendment No. 1 to Agreement No. 170074B with Bombola Agency, Inc. is for the term July 1, 2019 through June 30, 2022, with an automatic rollover at the end of each fiscal year for up to two additional years. The per fiscal year maximum compensation will remain \$30,000 for background investigation services and \$10,000 for expense reimbursement.

Los Carneros Investigative Services has provided Corrections with polygraph examinations since 2017. Amendment No. 2 to Agreement No. 170721B with Los Carneros Investigative Services is for the term July 1, 2019 through June 30, 2022, with an automatic rollover at the end of each fiscal year for up to two additional years. Based on historical spending and anticipated needs, the per fiscal year compensation will increase by \$5,000, for a new maximum of \$15,000 which includes pre-employment polygraph examinations, retests for "specific issues" and criminal-specific or internal affairs-related polygraphs.

Valley Clinical and Consulting Services has provided Corrections with psychological evaluations of prospective employees since 2016. Amendment No. 3 to Agreement No. 160106B with Valley Clinical and Consulting Services is for the term May 1, 2019 through June 30, 2022, with an automatic rollover at the end of each fiscal year for up to two additional years. Based on historical spending and anticipated needs, the per fiscal year compensation will decrease by \$5,000, for a new maximum of \$15,000.

Today's requested action is for the approval of the three amendments, which will align expiration dates of related agreements and allow Corrections to continue receiving these pre-employment services, on an as-needed basis.

Bombola Agency, Inc. and Los Carneros Investigative Services, both located in Napa, CA, are local vendors. Valley Clinical and Consulting Services, located in Woodland, CA is not a local vendor.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Susan Kuss