



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 4/23/2019

Agenda Placement: 6B

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** JoAnn Melgar for Jennifer Yasumoto - Director  
Health & Human Services Administration

**REPORT BY:** JoAnn Melgar, Staff Services Analyst II - 707-253-4722

**SUBJECT:** Amendment No. 6 to Agreement No. 170210B with Universal Building Services, Inc.

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### **RECOMMENDATION**

Director of Health and Human Services requests approval of and authorization for the Chair to sign Amendment No. 6 to Agreement No. 170210B with Universal Building Services, Inc. increasing the amount by \$288 for a new annual maximum of \$3,492 to accommodate a change in the minimum wage for the term January 1, 2019 through June 30, 2019 with one additional automatic annual renewal, to provide janitorial services for the County's satellite campus in American Canyon, California.

### **EXECUTIVE SUMMARY**

Under the current agreement, the contractor provides janitorial services for the County's satellite campus in American Canyon two days per week for two office suites.

Approval of the recommended amendment will replace Exhibit B and all previous addenda with Addendum 5 to Compensation Exhibit B to increase the annual maximum amount payable the contractor for an increase in the minimum wage starting January 1, 2019. Due to the policy the Board approved on January 12, 2011, agreements over three years in length require approval by the Board. This agreement has extended beyond that time frame thus it must be brought to the Board for approval.

Universal Building, Inc., is not a local vendor.

### **FISCAL IMPACT**

Is there a Fiscal Impact?                      Yes

Is it currently budgeted?	Yes
Where is it budgeted?	Health & Human Services Administration
Is it Mandatory or Discretionary?	Mandatory
Is the general fund affected?	No
Future fiscal impact:	This agreement is set to auto-renew annually until 6/30/2020. Appropriations will be budgeted accordingly.
Consequences if not approved:	If this agreement is not approved, HHSA will not have contractual janitorial services at the American Canyon office.
Additional Information:	Approval of this action will enable HHSA to pay for janitorial services which support the provision of mandated services being provided at the American Canyon facility.

### **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**

Universal Building Services currently provides janitorial services two days per week for the County's Health and Human Services Agency (HHSA) satellite campus in American Canyon.

HHSA provides the following services in the satellite offices:

- | Career Center - This service assists County residents to find meaningful employment by developing career and interviewing skills. The Career Center is staffed by a "one stop" coordinator and employment and training workers. Customers can obtain career counseling, referrals, information related to the job market, child care, transportation and financial assistance. A computerized job bank, internet access, resume writing and cover letter software, and job search videos, along with photocopiers, telephone and fax machines, are available for clients to use.
- | Eligibility Services - For residents needing cash aid and food and/or medical benefits assistance, eligibility services are available on both a walk-in and by-appointment basis.
- | Women, Infants and Children (WIC) - The WIC program provides nutrition education, breastfeeding support and supplemental food vouchers to low-income women and children ages 0-5 years old. The program acts as a supplemental food program for clients at nutritional risk including pregnant and breastfeeding women.

HHSA also offers the following services by appointment:

- | Mental Health System Navigators - This service provides outreach, resources and referrals to mental health and related services throughout the County.
- | Child Welfare Services (CWS) - CWS provides a continuum of required services such as emergency response, family maintenance and family reunification.
- | Comprehensive Services for Older Adults - This program provides a variety of services to meet the needs of older adults and persons with disabilities, including Adult Protective Services and In-Home Supportive

Services (IHSS).

- | Alcohol and Drug Services - This program provides an array of treatment, prevention and education services and helps to connect people with community resources.

**SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Ben Guerrieri