



Agenda Date: 4/26/2005
Agenda Placement: 6F

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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. 2 to Agreement with Napa Valley College

RECOMMENDATION

Director of Health and Human Services requests approval of and authorization for the Chair to sign Amendment No. 2 to Agreement No. 6281 with Napa Valley College extending the term through September 30, 2005 to provide small business plan development training for clients participating in the INCLUSION Program.

EXECUTIVE SUMMARY

Napa Valley College's Small Business Development Center provides customized training for persons with disabilities who are interested in self-employment/micro-enterprise opportunities. The amendment extends the term of the agreement through September 30, 2005 to use unexpended funds and allow additional participants to complete training courses.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Training and Employment Center - 100%
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	This agreement is funded in full by INCLUSION federal grants. The amendment does not increase the maximum amount; the purpose of the amendment is to extend the term of the agreement until September 30, 2005, which will coincide with the grant termination.
Is the general fund affected?	No

Future fiscal impact: These agreements are reviewed annually by the department.

Consequences if not approved: INCLUSION funding will revert to the state.

Additional Information: None.

ENVIRONMENTAL IMPACT

There is no Environmental Impact for this item.

BACKGROUND AND DISCUSSION

Napa Valley College Small Business Development Center provides small business plan development, counseling and mentoring services to clients participating in the Health and Human Services Agency's INCLUSION program. INCLUSION is a grant program to test customized employment strategies in the One-Stop workforce development system for persons with disabilities. The contract is scheduled to terminate on June 30, 2005. Since the contract maximum has not been exhausted, this amendment extends the term of the agreement to September 30, 2005 to allow additional participants to complete training courses.

The department has an executed Business Associate agreement on file for this provider.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Meegan Condon