



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 4/5/2016

Agenda Placement: 6F

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** JoAnn Melgar for HOWARD HIMES - Director  
Health & Human Services Operations  
**REPORT BY:** Shelli Brobst, Contracts Manager - 253-4720  
**SUBJECT:** Agreement with Kristie Brandt (Touchpoints)

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### **RECOMMENDATION**

Director of Health and Human Services requests approval of and authorization for the Chairman to sign an agreement with Kristie Brandt, NP, CNM, RN, for the term July 1, 2016 through June 30, 2017, with a provision for automatic renewal, for a maximum of \$1,500 to provide Touchpoints trainings at no cost for providers who live or work in Napa County.

### **EXECUTIVE SUMMARY**

Approval of today's recommended action will allow the County to utilize grant funding received from the First 5 Napa County Children and Families Commission to provide Touchpoints training by a four-member Touchpoints training team to local providers. The contractor is a trained Touchpoints trainer and has been providing such training since 1997. In addition, the contractor has previously provided such training to County staff.

Per the County's purchasing policy, services contracts exceeding three years in length must be approved by the Board of Supervisors.

The contractor is a local vendor.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes

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Where is it budgeted?	Health & Human Services Public Health
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	This is a discretionary activity in that there is no mandate to provide this training or contract with this individual. The Touchpoints training is free to providers servicing Napa's children age 0-5 and their families and is fully funded by an annual grant from First 5 Napa County Children and Families Commission received specifically for the provision of this training.
Is the general fund affected?	No
Future fiscal impact:	Although the agreement terminates June 30, 2017, it contains a provision for automatic annual renewal. This will allow the County to continue these services in future fiscal years. Appropriations will be included in the Agency's budget for Fiscal Year 2016-2017 and will be included in future requested budgets, as appropriate.
Consequences if not approved:	If the agreement is not approved, Health and Human Services will not be able to provide Touchpoints training and the available funding will need to be returned to the First 5 Napa County Children and Families Commission.
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**

Napa County Public Health has received grant funding from First 5 Napa County Children and Families Commission since 2001 to provide Touchpoints training at no cost for providers who live or work in Napa County. Each training is 20 hours in length with 25 to 35 participants per training. The training is provided by a four-member Touchpoints training team that has done Touchpoints training together since 1997, is nationally certified, and has been responsible for training more than 880 Napa providers in the Touchpoints Model. In addition, the contractor has provided Touchpoints training in the past to Napa County staff.

Approval of today's recommended action will enable the contractor to participate as a trainer and provide: services including lectures and other didactic presentations; facilitation of discussions; reflective mentorship of participants in learning Touchpoints principles; and demonstrations including infant, child and family interactions and analysis of interactions.

One Touchpoints training is provided per grant cycle in March of each fiscal year.

The contractor is a local vendor.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Karen Collins