



Agenda Date: 5/1/2007
Agenda Placement: 6J

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: Agreement with Jim Cassio, Inc., doing business as Workforce Information Group, Inc.

RECOMMENDATION

Director of Health and Human Services requests approval of and authorization for the Chair to sign an agreement with Jim Cassio, Inc., doing business as Workforce Information Group, Inc., for a maximum of \$39,000 for the term May 1, 2007 through December 31, 2007 for consulting services in relation to the At-risk Business Identification Program.

EXECUTIVE SUMMARY

Approval of the requested action will allow the contractor to conduct in-depth research which will result in the identification of at-risk businesses throughout Napa County. HHSA's Training and Employment Center can then provide certain services which may help avert a layoff or closure from occurring.

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
Discretionary Justification:	This agreement is discretionary in that there is no mandate to provide this service. Approval of this contract will allow the contractor to provide valuable services and enable HHSA to meet Workforce Investment Act requirements to spend a portion of grants on direct client services.
Is the general fund affected?	No

Future fiscal impact:	This agreement terminates December 31, 2007.
Consequences if not approved:	If this agreement is not approved, the contractor will be unable to provide these services, and the Training and Employment Center will not be able to identify at-risk businesses and provide services that may help to avoid a layoff or closure event.
Additional Information:	If the requested action is approved, this agreement will be funded with budgeted Workforce Investment Act Rapid Response funding.

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

Effective July 1, 2006, the Board of Supervisors, through the Workforce Investment Board, accepted responsibility to implement a locally-based 2006-2007 Formula Rapid Response Program on behalf of the State of California Employment Development Department (EDD). The EDD, through a unilateral amendment of Napa's WIA Subgrant Agreement, has provided \$147,475 in total funding to support Napa's local rapid response program efforts. The intent of this program is to respond to and assist businesses and employees experiencing layoff events. In accordance with the State's Rapid Response program, funding may also be used for layoff aversion purposes, which may include the identification of at-risk businesses. Approval of the requested action will allow the contractor to conduct a series of activities that will result in the identification of businesses within Napa County which may be at risk of reducing their workforce and/or closure

The Program to be developed by the contractor will include the following elements:

1. Contractor will establish and utilize an effective stakeholder group tentatively entitled the Strategic Early Warning Network. The Early Warning Network will be a group of stakeholders who will help the Napa County Workforce Investment Board identify and assess possible at-risk businesses for the purpose of providing a real-time list to the County's designated response team. A key function of the Early Warning Network in the initial stages will be to assess the various information resources available in order to determine the best "early warning" indicators of at-risk businesses.
2. Contractor will conduct an Industry Focused Workforce Study of the local tourism and hospitality industry. This activity will (a) serve to inform the Napa County Workforce Investment Board of the workforce characteristics and needs of the businesses in the tourism and hospitality industry within Napa County, and (b) contribute to the identification of at-risk businesses.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Lorenzo Zialcita