



Agenda Date: 5/10/2005
Agenda Placement: 6B

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 First Impressions, Inc.

RECOMMENDATION

Director of Health and Human Services requests approval of and authorization for the Chair to sign Amendment No. 2 to Agreement No. 4888 with Napa Valley First Impressions, Inc., incorporating agency-wide changes to the General Terms and Conditions and decreasing the amount by \$573 for a new maximum of \$25,313 to provide career clothing to CalWORKs clients.

EXECUTIVE SUMMARY

Napa Valley First Impressions provides career clothes services to CalWORKs clients who are seeking employment. Participants also receive image consulting and referrals to resources that help prepare candidates to make a good first impression for a job. This amendment incorporates agency-wide changes to the General Terms and Conditions and revises the maximum compensation payable for Fiscal Year 2005-2006.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Social Services
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Welfare-to-Work regulations stipulate that necessary supportive services shall be available to every participant in order to participate in the program activity to which he or she is assigned or to accept or retain employment. This contract helps HHSA to fulfill the requirement for supportive services for this population.

Is the general fund affected?	No
Future fiscal impact:	Although the agreement terminates June 30, 2006, the agreement contains an automatic renewal, which allows the County the option to continue these services into the next fiscal year.
Consequences if not approved:	The contract maximum will be too high.
Additional Information:	None.

ENVIRONMENTAL IMPACT

There is no Environmental Impact for this item.

BACKGROUND AND DISCUSSION

The key requirement of a CalWORKs recipient is to participate in a welfare-to-work plan that will ultimately lead to employment. Many recipients of cash aid do not own clothing appropriate for a job interview or job start. In addition, these low-income job seeking women have been out of the labor market for some time and lack the self-image necessary to make a great first impression with an employer. First Impressions provides not only the clothing for the interview and job start, but also image consulting to enhance the candidate's self-esteem. As a result of these one-on-one services, the candidate feels confident, looks the part, and can enthusiastically present herself to an employer, thus increasing her chances of being hired.

The amendment incorporates agency-wide changes to the General Terms and Conditions and decreases the compensation payable to the contractor for Fiscal Year 2005-2006. The vendor has changed the method of billing to fee for service, which results in a slight decrease in the budget. The Scope of Work remains unchanged.

Napa Valley First Impressions is not a health care provider for purposes of HIPAA. This position is taken because there is no use or disclosure of protected health information by or to the vendor under this agreement.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Meegan Condon