



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 5/10/2011

Agenda Placement: 7G

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. 1 to Agreement with On The Move, Inc. (prevention coordinator)

RECOMMENDATION

Director of Health and Human Services requests approval of and authorization for the Chairman to sign Amendment No. 1 to Agreement No. 7509 with On The Move, Inc., revising the Compensation exhibit to enable reimbursement of payroll taxes for On the Move staff providing assistance with the implementation of the County's primary Alcohol and Drug prevention activities.

EXECUTIVE SUMMARY

The Health and Human Services Agency's Alcohol and Drug Services Division coordinates and implements a variety of primary prevention strategies through its Prevention and Early Intervention and Youth Treatment Program. On December 7, 2010, the Board approved Agreement No. 7509 with On The Move to provide services to assist in the implementation of the County's major primary prevention initiatives. The Contractor assists the County by coordinating meetings related to the Friday Night Live Program, conducting program evaluation, collecting and entering data, and compiling and preparing reports. The agreement is being amended to include the reimbursement of payroll taxes for the Contractor's employee.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Alcohol & Drug Services
Is it Mandatory or Discretionary?	Discretionary

Discretionary Justification:	This action is discretionary in that there is no requirement to contract with On The Move to provide assistance with the achievement of Primary Prevention goals set forth in HHSA's strategic plan required by the State Department of Alcohol and Drug Programs. This action is necessary, however, to allow Napa County to reimburse On The Move for payroll taxes paid on behalf of its employee for time spent performing duties outlined in the original agreement. There is no change to the total compensation under this agreement.
Is the general fund affected?	No
Future fiscal impact:	This agreement terminates June 30, 2011.
Consequences if not approved:	If this amendment is not approved, the County will not be able to reimburse On The Move for payroll taxes incurred by its employee while providing assistance under this agreement. Failure to pay the taxes is a violation of the intention of the agreement and may mean the employee will no longer be able to perform the duties approved in this agreement. Without that assistance, the County may be out of compliance with deadlines required by Substance Abuse Prevention and Treatment Block Grant Primary Prevention funding and may have to return funds.

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

The Health and Human Services Agency's Alcohol and Drug Services Division coordinates and implements a variety of primary prevention strategies through its Prevention and Early Intervention and Youth Treatment Program. On December 7, 2010, the Board approved Agreement No. 7509 with the Contractor to provide services to assist in the implementation of the County's major primary prevention initiatives. The Contractor assists the County by coordinating meetings related to the Friday Night Live Program, conducting program evaluation, collecting and entering data, and compiling and preparing reports.

The contractor has been providing the following activities under this agreement:

- | In collaboration with the County's Friday Night Live Coordinator, provide logistical support to the Friday Night Live Youth Council including but not limited to meeting logistics, agenda preparation and facilitation of certain components of the Youth Council meeting;
- | Coordinate collection and entry of California Outcomes Measurement Service for Prevention (Cal OMS PV) data from Friday Night Live chapter sites;
- | Compile primary prevention evaluation data and prepare reports;
- | Research primary prevention programs and strategies to inform the County's underage drinking and adult driving under the influence prevention campaigns;
- | Prepare printed materials such as brochures and flyers that promote County initiatives and events;

- | Participate in the County's strategic planning process to update primary prevention strategic plans;
- | Assist Friday Night Live Coordinator and Friday Night Live chapters with the planning and implementation of annual underage drinking town hall meetings;
- | Assist the County's bilingual office assistant with the editing of Spanish language documents; and
- | Staff informational tables at outreach events such as health and crime prevention fairs.

The agreement is being amended to include the reimbursement of payroll taxes for the Contractor's employee.

On The Move is a local vendor.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Karen Collins