



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 5/11/2010
Agenda Placement: 7B

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. 3 to Agreement with Napa Valley Unified School District, Napa Valley Adult School

RECOMMENDATION

Director of Health and Human Services requests approval of and authorization for the Chair to sign Amendment No. 3 to Agreement No. 4597 with Napa Valley Unified School District, through its Napa Valley Adult School, increasing the amount by \$15,000 for a new maximum of \$43,040 and incorporating federal funding requirements to provide training services to participants in Workforce Investment Act (WIA) programs.

EXECUTIVE SUMMARY

Napa Valley Unified School District, through its Napa Valley Adult School (NVUSD/NVAS), provides training services to eligible participants in the County's Adult, Dislocated Worker and Youth programs, funded by Workforce Investment Act (WIA) grants. Participants enrolled in these WIA programs are eligible to participate in an education and/or training program if it is determined that the specific training is necessary for them to attain their employment goal(s) and they are deemed suitable for the course work. Approval of the recommended amendment will add a Certified Nursing Assistant program, increase the maximum amount, and incorporate American Recovery and Reinvestment Act (ARRA) WIA federal funding requirements, with no impact on the General Fund.

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:	This contract is discretionary in that Napa County is not mandated to provide the services or contract with this contractor. Approval of this contract will enable Workforce Napa to meet the spending requirements of both the regular annual Workforce Investment Act (WIA) funding the County receives and the additional WIA American Recovery and Reinvestment Act (ARRA) funding the County has been awarded. The contractor will provide direct client services by providing eligible participants with educational training opportunities.
Is the general fund affected?	No
Future fiscal impact:	Although the agreement terminates on June 30, 2010, it contains an automatic renewal provision, which allows the County the option to continue these services in the following year. The corresponding appropriation has been included in the requested budget for Fiscal Year 2010-2011.
Consequences if not approved:	If this contract amendment is not approved, Workforce Napa will need to find an alternative contractor to provide services that meet the requirements of the WIA and WIA ARRA funding.

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

Participants enrolled in Workforce Investment Act (WIA) Adult, Dislocated Worker and Youth programs are eligible to participate in training/education programs if it is determined that training is necessary for them to attain their employment goal(s), and they are deemed suitable for the course work. The training vendor must be on the statewide Eligible Training Provider List (ETPL) if WIA funds are used to pay for client training costs. Public institutions such as Adult Education are preferred training vendors, and the Napa Valley Adult School is an eligible training provider.

The existing agreement provides for vocational and educational classroom training services for clients participating in WIA programs. The most frequently requested classes include Introduction to Computers Levels I, II, and III; Keyboarding; Computer Operations – Introduction (Word, Excel, Access, PowerPoint); Computer Operations – Advanced (Word, Excel, Access, PowerPoint); Business Applications (filing, office skills, business math, English grammar and spelling); Introduction to MS Office; Tips and Tricks of MS applications; MS Outlook; Introduction to Word; Introduction to Excel; Introduction to PowerPoint; Internet and e-mail; Accounting Fundamentals; Bookkeeping Applications; Quick Books Pro Computerized Accounting; Medical Terminology; Medical Office Applications; Administrative Medical Office Assistant; and Vocational Job Readiness Training.

Approval of the recommended amendment will:

- 1 add a Certified Nursing Assistant program to the list of courses available;
- 1 increase the maximum compensation payable to the contractor due to the increased level of usage this

- fiscal year; and
- I incorporate American Recovery and Reinvestment Act (ARRA) WIA federal funding requirements.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Karen Collins