



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 5/19/2020

Agenda Placement: 6F

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Shelli Brobst for Jennifer Yasumoto - Director
Health & Human Services Administration

REPORT BY: JoAnn Melgar, Staff Services Analyst II - 707-253-4722

SUBJECT: Amendment No. 2 to Agreement with Martinez Adult Education

RECOMMENDATION

Director of Health and Human Services requests approval of and authorization for the Chair to sign Amendment No. 2 to Agreement No. 180288B with Martinez Adult Education extending the term for one year to June 30, 2021 and amending the Terms and Conditions to allow for automatic renewals to provide training services to clients participating in the Workforce Innovations and Opportunity Act (WIOA) funded programs.

EXECUTIVE SUMMARY

The County has contracted with Martinez Adult Education since 2018 to provide training services to clients participating in the County's WIOA funded programs. The purpose of today's requested action is to extend the term of this Agreement by one year to June 30, 2021 and modify Paragraph 1--Term of the Agreement to allow for automatic renewals.

There is no change to the annual contract maximum of \$9,999. This Amendment requires Board approval because the purchasing policy requires this for Agreements that exceed three years in length.

Martinez Adult Education is not a local vendor.

FISCAL & STRATEGIC PLAN IMPACT

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

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| Where is it budgeted? | Health & Human Services Self Sufficiency Services |
| Is it Mandatory or Discretionary? | Discretionary |
| Discretionary Justification: | This contract is discretionary in that it is not mandated by any statute; however, renewing this contract will allow WIOA clients to continue to receive training from Martinez Adult Education. |
| Is the general fund affected? | No |
| Future fiscal impact: | This Agreement contains a provision for automatic renewal. Appropriations have been included in the approved Fiscal Year 2020-2021 budget and future fiscal years will be budgeted accordingly. |
| Consequences if not approved: | If not approved, Napa County will be unable to approve training and education provided by Martinez Adult Education to WIOA clients. Additionally, Napa County may not fulfill its training requirement mandated under the agreement with the Workforce Alliance of the North Bay (WANB). |
| County Strategic Plan pillar addressed: | Collaborative and Engaged Community |
| 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 Health and Human Services' Self Sufficiency Services Division receives WIOA funding to provide training and employment opportunities to enrolled participants. The program is designed to help individuals reduce significant barriers to self-sufficiency which include, trauma, homelessness, substance abuse and mental health issues, and lack of education, health care, financial resources, and familial involvement and support. One of the key elements to delivering a successful program is providing ample support to the individuals enrolled in the program.

WIOA participants are assigned an Employment Services Worker ("ESW") who provides case management, supportive services, and career development to identify opportunities to gain access to training and employment. One of the ways that the program provides support is by paying for short-term (under two years) vocational training that is likely to lead to an in-demand career and aid participants in earning a sustainable wage. To identify appropriate training opportunities, participants work with their ESW to evaluate their employment history, establish skill sets, educational level, desired line of work, and undergo career and interest assessments.

Under this Agreement, Martinez Adult Education provides occupational training to enrolled participants that staff have identified as participants who would benefit from training and who are a good fit with Martinez Adult Education's program based on the criteria listed above. Staff recommends amending this Agreement to auto-renew because it is anticipated that multiple program participants will receive training through this provider.

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SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve
Reviewed By: Ben Guerrieri