



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 5/20/2014

Agenda Placement: 7H

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Teresa Zimny for HOWARD HIMES - Director  
Health & Human Services Administration

**REPORT BY:** Shelli Brobst, Contracts Analyst - 253-4720

**SUBJECT:** Agreement with Napa Valley College (Workforce Investment Act Training-Criminal Justice Training Center)

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### **RECOMMENDATION**

Director of Health and Human Services requests approval of and authorization for the Chairman to sign an Agreement with Napa Valley College, through its Criminal Justice Training Center, for a maximum of \$12,000 for the term May 20, 2014 through June 30, 2014, with a provision for annual renewal, to provide training services for participants in job training programs.

### **EXECUTIVE SUMMARY**

Approval of the recommended action will enable the County's Self Sufficiency Services Division to provide specialized training to participants in employment services programs. Napa Valley College provides vocational training to qualified individuals referred to the program by employment services case management staff.

Napa Valley College is a local vendor.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Health & Human Services Self Sufficiency Services
Is it Mandatory or Discretionary?	Discretionary

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Discretionary Justification:	Workforce Napa must meet the Workforce Investment Act (WIA) requirement that a percentage of grant monies be allocated to direct services to customers, which includes training. Approval of this agreement will allow the contractors to provide training to customers who choose this provider.
Is the general fund affected?	No
Future fiscal impact:	Yes. Although the agreement terminates June 30, 2014, it contains an automatic renewal provision, which allows the County the option to continue to utilize the contractor's services in subsequent fiscal years. The corresponding appropriations are included in the Agency's requested budget for Fiscal Year 2014-2015.
Consequences if not approved:	If this agreement is not approved the contractor will be unable to provide training to WIA participants choosing this provider. Napa County could also have difficulty fully expending its Workforce Investment Act grants and meeting the mandated training requirements.
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 and dislocated worker programs are eligible to participate in an education and/or training program if it is determined the designated training is necessary for them to attain their employment goal and they are deemed suitable for the coursework. This training is procured by customer choice. The State requires that each school meet designated requirements before it can be paid with WIA funds. Once the requirements are met, the school is placed on the State's Eligible Training Provider List (ETPL) for job skills training. Napa Valley College is on the State's ETPL.

Napa Valley College offers a variety of short-term vocational training courses. Starting with Program Year 2012-2013 the State mandated all WIA program operators to spend 25% of their funding on training services for participants. Approval of this agreement will provide WIA participants with more options available for selection as their training provider.

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### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Karen Collins