



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 5/20/2014

Agenda Placement: 7U

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Suzanne Mason - Director
Human Resources

REPORT BY: Helene Franchi, PRINCIPAL MANAGEMENT ANALYST - 253-4820

SUBJECT: Amendment No. 1 to Agreement No. 7152-1 with Carrie Hays, dba The Halle Group

RECOMMENDATION

Director of Human Resources requests approval of and authorization for the Chairman to sign Amendment No. 1 to Agreement No. 7152-1 effective February 1, 2014 with Carrie Hays, doing business as The Halle Group, increasing the amount of the contract by \$30,000 for a new maximum of \$78,000 and amending the scope of work to include additional training opportunities for County employees.

EXECUTIVE SUMMARY

The County has been contracting with Carrie Hays since 2005 to develop program materials and training for County employees. During FY 2013-14 she has expanded her services to include strategic planning as well as the continuing to offer customized consulting, coaching, and organizational development facilitation services for County departments. Ms. Hays has been providing these additional services since February however due to workload issues, the contract amendment was not completed.

Ms. Hays is a local vendor.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Customized services will be funded by the requesting departments.
Is it Mandatory or Discretionary?	Discretionary

Discretionary Justification: Carrie Hays has been working with County departments for many years and is very familiar with the County's goals and missions.

Is the general fund affected? Yes

Future fiscal impact: Funding is budgeted each year on a department by department basis.

Consequences if not approved: The County will not be able to pay Ms. Hays for services she provided to County departments.

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 County has been contracting with Carrie Hays since 2005 to develop program materials and training for County employees. Carrie Hays has been providing customized consulting, coaching, and facilitation services for County departments. Director of Human Resources requests approval of and authorization for the Chair to sign an amendment to the agreement with Carrie Hays, doing business as The Halle Group, for a maximum of \$78,000 for professional services for services provided to County employees. In FY 2014-15, management of this contract will be provided by the Training and Organizational Development Division of the County Executive Officer. This will help to assure that all training and development opportunities across departments is done consistently utilizing Board approved policies.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi