



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 5/21/2019

Agenda Placement: 6D

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: AMANDA GIBBS for Mary Butler - Chief Probation Officer
Probation
REPORT BY: Ferlyn Buenafe, Staff Services Manager - 707.253.4126
SUBJECT: Agreement with Doris Pick, Ph.D., Amendment No. 1

RECOMMENDATION

Chief Probation Officer and Human Resources Director requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 180163B with Doris Pick, Ph.D., doing business as Fox, Pick and Associates, with no increase in the contract maximum of \$35,000 for the term May 1, 2019 through June 30, 2020 to perform fitness-for-duty psychological assessments for the Human Resources Division.

EXECUTIVE SUMMARY

Probation has contracted with Doris Pick, Ph.D. to obtain pre-employment peace officer candidates psychological screening examinations and psychological assessments for Probation clients. This Amendment adds additional services for psychological fitness-for-duty assessments for the Human Resources Division in a manner consistent with the provisions of Napa County Policy Manual, Part I; Section 37H, Rule 17.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Probation and Human Resources
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Human Resources intends to use Dr. Pick's services to make a medical determination whether a current employee(s) are psychologically able to

	perform essential job functions.
Is the general fund affected?	Yes
Future fiscal impact:	Funds have been budgeted accordingly in the Recommended Budget for FY 2019-2020.
Consequences if not approved:	Human Resources does not have the expertise to perform psychological fitness-for-duty assessments to determine an employee's ability to have effective job performance.

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

Probation has contracted with Dr. Pick since 2007 for pre-employment psychological screening examination which is one of the required steps in the peace officer selection process. Under the current agreement, Dr. Doris Pick, dba Fox, Pick & Associates, conducts psychological assessments for Probation clients and pre-employment psychological screening examinations at the Department's request. This Amendment No. 1 increases the Scope of Work to include psychological fitness-for-duty assessments for current employees as needed for the Human Resources Division. Fitness-for-duty assessments will be administered in a manner consistent with the provisions of Napa County Policy Manual, Part I; Section 37H, Rule 17.

There is no increase in the contract maximum of \$35,000.

Dr. Pick is a local vendor.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Susan Kuss