



Agenda Date: 5/24/2005
Agenda Placement: 6Q

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Britt Ferguson for Nancy Watt - County Executive Officer
County Executive Office
REPORT BY: Helene Franchi, Management Analyst III, 253-4820
SUBJECT: Amendment to Contract

RECOMMENDATION

County Executive Officer requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 6395 with John Pearson increasing the amount by \$32,000 for a new maximum of \$50,000 extending the term through June 30, 2006, amending the Scope of Work to include additional staffing studies and analysis regarding the Adult Correctional System Master Plan and the Department of Corrections.

EXECUTIVE SUMMARY

Staff is recommending the approval of an amendment to the contract with John Pearson expanding the scope of the work, extending the term and increasing the maximum amount of compensation.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Funding is available in the Central Service budget unit due to the under expenditure of other contracts.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	As mentioned in previous agenda items, it is prudent to take this action both in light of the jail's current population and because staffing concerns have been mentioned in Board of Correction's inspection reports.
Is the general fund affected?	Yes
Future fiscal impact:	Funding is allocated in the requested Fiscal Year 2005-06 budget. It is not

anticipated that there will be a need for these services in Fiscal Year 2006-07.

Consequences if not approved: Inadequate staffing levels as well as incomplete systems analysis can lead to unsafe conditions in the jail creating the possibility for litigation.

Additional Information: None

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

In November, 2004, the Board authorized the development of an Adult Corrections System Master Plan. A request for proposals for consultants to assist in this process has been released with responses due to the County Executive Office by May 20, 2005. Following the receipt of the proposals, staff will conduct an evaluation process with a goal of recommending a consultant team to your Board by late June. As part of the November agenda item addressing the Adult Corrections System Master Plan, staff also advised your Board of a number of short-term actions being taken to address current capacity issues in the Jail. Some of these actions included examining the case flow system to see if it could be made more efficient, enhancing the use of electronic monitoring and conducting a staffing analysis to determine if current Jail staffing levels are appropriate.

On February 1, 2005, your Board approved an \$18,000 contract with John Pearson to assist staff in: (1) drafting the RFP for the Adult Corrections Master Plan consultants; (2) evaluating the responses to the RFP; (3) managing the resulting consultant and coordinating the involvement of the members of the criminal justice system in the planning process; (4) reviewing the quality of current data available to identify the amount of data collection the consultants will need to do; and (5) providing technical advice concerning corrections policies and practices, both related to the master plan and to ongoing corrections issues. At that time, staff intended to hire another consultant to conduct the staffing study mentioned above.

John Pearson has been instrumental in the preparation and issuance of the Adult Corrections System Master Plan RFP and has provided significant assistance in addressing the short term issues discussed with your Board in November. Given his familiarity with the County's Jail and corrections issues, staff believes that it would make sense to have him prepare the jail staffing study, rather than utilize another consultant. In addition, staff is proposing that Mr. Pearson also conduct an organizational review of the Jail, since it has become clear that staffing is related to organizational structure and practices.

The proposed contract amendment would provide for these additional services, extend the term of Mr. Pearson's contract and increase the contract not-to-exceed amount to \$50,000. The exact cost of Mr. Pearson's services are not known at this time, but this will provide some flexibility in the event that additional work is required on the Adult Corrections Master Plan process or other short term issues.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Britt Ferguson