



Agenda Date: 6/13/2006
Agenda Placement: 6D

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Shelli Brobst for Randy Snowden - Director
Health & Human Services
REPORT BY: Shelli Brobst, Contracts Analyst, 253-4720
SUBJECT: Amendment No. 1 to Agreement with Interpreting and Consulting Services, Inc.

RECOMMENDATION

Director of Health and Human Services requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 6127 with Interpreting and Consulting Services, Inc., decreasing the amount by \$800 for a new maximum of \$10,000, incorporating Agency-wide changes to the General Terms and Conditions, and revising the Scope of Work to include performance measures in the contractor's agreement to provide American Sign Language services to clients of the Child Welfare Services Program.

EXECUTIVE SUMMARY

Interpreting and Consulting Services provides professionally certified American Sign Language interpreting services for deaf or hearing-impaired clients of the Child Welfare Services program. Approval of the requested amendment will incorporate Agency-wide changes to the General Terms and Conditions (insurance, HIPAA, County policies), revises the Scope of Work to include performance measures, and decreases the maximum dollar amount to more accurately reflect the level of usage.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Social Services
Is it Mandatory or Discretionary?	Mandatory
Is the general fund affected?	Yes
Future fiscal impact:	Although the agreement terminates June 30, 2007, the agreement contains an automatic renewal, which allows the County the option to continue these

services into the next fiscal year. The corresponding appropriation has been included in the Agency's requested budget for Fiscal Year 2006-2007.

Consequences if not approved: If this amendment is not approved, the contract maximum will be too high. HHSA sets each contract maximum at the anticipated level of usage in order to be able to accommodate all needed services within the total amount available for contracts in each budget unit.

Additional Information: Funding for this agreement is 51% Child Welfare Services Allocation and 49% County General Fund.

While the main purpose of this amendment is to add performance measures and incorporate Agency-wide changes to the General Terms and Conditions, HHSA also is revising the contract maximum to reflect anticipated usage.

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

This contractor provides professionally certified American Sign Language interpreting services for deaf or hearing-impaired Napa County Child Welfare Services (CWS) clients. These interpreting services are provided to ensure the meaningful participation of clients of Child Welfare Services during investigations of allegations of child abuse and/or neglect, required meetings, appointments, classes, and interviews or other events as arranged by CWS staff.

The Agency has an executed Business Associate agreement with this provider on file.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Lorenzo Zialcita