



Agenda Date: 6/19/2007
Agenda Placement: 6B

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Shelli Brobst for Randolph F. Snowden - Director
Health & Human Services
REPORT BY: Shelli Brobst, Contracts Analyst, 253-4720
SUBJECT: Actions regarding University Extension-UC Davis

RECOMMENDATION

Director of Health and Human Services requests approval of and authorization for the Chair to sign the following agreements with the Regents of the University of California, on behalf of its University Extension at Davis, to train Health and Human Services staff in technical skills, quality of casework, and excellence in service delivery:

1. Amendment No. 1 to Agreement No. 2131 modifying Goals and Objectives for Fiscal Year 2006-2007, with no change to the contract maximum; and
2. Renewal of Agreement No. 2131 for a maximum of \$43,350 for the term July 1, 2007 through June 30, 2008.

EXECUTIVE SUMMARY

The University of California, through its University Extension at Davis, has developed training courses for programs administered by Napa County Social Services. Approval of the requested amendment to the Fiscal Year 2006-2007 agreement will modify the Goals and Objectives to include an additional day of training with no change in the contract amount. Approval of the renewal of the training agreement for Fiscal Year 2007-2008 facilitates the goal of promoting retention and professional development of Agency staff and reflects an increase of \$14,450 in the contract amount to cover five additional training days related to customer service, fiscal management, and staff development for trainers.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Social Services

Is it Mandatory or Discretionary? Discretionary

Discretionary Justification: This agreement is discretionary in that there is no mandate to contract with this provider. Approval of the requested actions will allow UC Davis to provide Social Services training with the goal of promoting retention, professional development and excellence in service delivery for HHSA staff.

The amendment to the current year agreement affects Fiscal Year 2006-2007 only and has no fiscal impact.

The renewal of the agreement for Fiscal Year 2007-2008 is funded by the CalWORKs Single Allocation, the Food Stamp allocation, and the Child Welfare Services allocation. There is a mandated county Maintenance of Effort dollar amount (\$404,996) for the CalWORKs Single Allocation, regardless of expenditure level, and a county share (approximately 15%) for the Food Stamp and Child Welfare Services allocations. The overall General Fund impact is approximately \$4,500. This amount is included in the proposed Fiscal Year 2007-2008 budget.

Is the general fund affected? Yes

Future fiscal impact: This agreement is renewed annually. Amendment No. 1 to Agreement No. 2131 terminates June 30, 2007. The renewal of Agreement No. 2131 terminates June 30, 2008.

Consequences if not approved: If the amendment and contract renewal are not approved, accuracy in these specialized fields could be reduced, possibly resulting in errors in service provision. Additionally, customer service and professional development of agency staff would not be enhanced, which could lead to decreased staff effectiveness.

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 University of California at Davis (UC Davis) provides Napa County Social Services staff with opportunities for training in professional development and increased excellence in service delivery to clients. UC Davis has provided this training to HHSA staff for more than 20 years.

The courses offered through the University have proven to be effective and are aligned with the values and work ethic of the Agency. The University also has a relationship with the California Department of Social Services Training Bureau and agrees to provide job-specific training to Social Services employees. The contract provides courses that meet the requirements of the State Civil Rights Bureau for civil rights training for all Social Services staff.

New eligibility and social workers receive induction training for their specific areas by HHSA staff. Counties are required by the State to submit a Social Services Annual Training Plan outlining the details for providing ongoing professional development to staff. The State expects counties to provide staff opportunities each year to enhance staff knowledge, performance and customer service. The UC Davis training enables HHSA to meet this state requirement and ensure that staff are up to date with new regulations and avoid potential compliance issues.

The objectives of Agreement No. 2131 are to:

- | Enhance the technical eligibility skills of Public Assistance and CalWORKs/Vocational Services staff. Sixty-two Eligibility Workers and Resource Specialists can access this training.
- | Enhance the delivery of services to a culturally diverse client population through diversity training. All of HHSA's Social Services staff (161.25 FTEs) can access this training.
- | Increase knowledge of the client's civil rights for all Social Services staff. All of HHSA's Social Services staff (161.25 FTEs) can access this training.
- | Improve the quality of the staff's casework and collaborative skills. All of HHSA's Social Services staff (161.25 FTEs) can access this training.

Amendment No. 1 to Fiscal Year 2006-2007 Agreement:

Approval of this amendment will modify the Goals and Objectives (the training plan) to substitute an additional day of training in place of other sessions that were cancelled or that HHSA staff did not attend. There is no change to the Fiscal Year 2006-2007 maximum of \$28,900.

Renewal Agreement for Fiscal Year 2007-2008:

The \$14,450 increase in the contracted amount (compared to last year's contract) is due to the addition of five days of training in the areas of customer service, fiscal management and staff development. In Fiscal Year 2006-2007, Napa County received an increase in the CalWORKs Single Allocation to improve the number of CalWORKs clients who participate in work-related activities. The Fiscal Year 2007-2008 budget reflects the same funding, which will fund this contract increase.

UC Davis is not a health care provider for purposes of HIPAA. This position is taken because there is no use or disclosure of protected health information by or to this vendor under this agreement.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Lorenzo Zialcita