



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 6/19/2018

Agenda Placement: 6G

## NAPA COUNTY BOARD OF SUPERVISORS

### Board Agenda Letter

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**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:** Probation Office Closure

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#### **RECOMMENDATION**

Chief Probation Officer requests authorization to close the Adult and Juvenile Probation Department offices on July 17, 2018 from 10:00 am - 2:00 pm to provide staff training and an appreciation lunch recognizing Probation Appreciation Week.

#### **EXECUTIVE SUMMARY**

The Chief Probation Officer requests approval to close the Probation Department office on Tuesday, July 17, 2018 from 10:00 am- 2:00 pm to provide training and recognize staff during Probation Services Week.

#### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Probation
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Probation Appreciation Week is recognized in the month of July to honor corrections professionals for the work they do. A luncheon provided to the staff recognizing them for their contribution to the community and their work providing public safety services and rehabilitative programs. As staff are together, it allows staff training to be conducted at the same time.

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Is the general fund affected?	Yes
Future fiscal impact:	Appropriations will be budgeted accordingly in future fiscal years.
Consequences if not approved:	<p>The closure of the office allows member of the Board, County Executive Office, the Courts and other departments to recognize Probation staff for their work and achievements.</p> <p>Benefits of training staff all together allows for team building to promote productivity and motivation, sharing of ideas, identifying strengths and weaknesses, empowering individuals to contribute to common goals, and improve the ability to solve problems related to various aspects of the work environment.</p>

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**

In July, nation-wide, agencies take time to honor particular correctional professionals who work in the field of community corrections - specifically, pretrial, probation, and parole workers. During Probation Services Week, staff are recognized for their work in providing public safety services, rehabilitative services, intervention, advocacy and offender accountability, and other duties that support and protect victims.

Approval to close the Adult and Juvenile offices on July 17, 2018 from 10:00 am - 2:00 pm will allow management to recognize staff for their work in our community and to provide training while staff are all together. It is anticipated that this event will be held at the Town of Yountville's Community Hall. All-staff training allows for team building and promotes productivity and motivation, sharing of ideas, identification of strengths and weaknesses, common understanding of contributions to common goals, and improved problem solving strategies related to various aspects of the work environment.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Leigh Sharp