



Agenda Date: 6/21/2005
Agenda Placement: 6G

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: Renewal Agreement with Smithson/Dillon Associates

RECOMMENDATION

Director of Health and Human Services requests approval of and authorization for the Chair to sign the renewal of Agreement No. 4880 with Smithson/Dillon Associates for a maximum of \$50,000 for the term July 1, 2005 through June 30, 2006 to provide a part-time Executive Director for the Workforce Investment Board.

EXECUTIVE SUMMARY

The contractor, Craig Smithson of Smithson/Dillon Associates, will provide staff support to the Workforce Investment Board as the Executive Director. The contractor's primary responsibility is carrying out the WIB's functions, such as developing the WIB Strategic Plan and facilitating the completion of the One Stop Operating Plan in consultation with the One Stop Operator. The contractor also is responsible for planning, conducting and recording the WIB and Youth Council meetings.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Workforce Investment Board
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The services provided by the contractor are funded by the administrative portion of the Workforce Investment Act (WIA) allocation in the Workforce Investment Board budget.
Is the general fund affected?	No

Future fiscal impact: Although the agreement terminates June 30, 2006, the agreement contains an automatic renewal, which allows the County the option to continue these services into the next fiscal year.

Consequences if not approved: The WIB will not have the services of an executive director.

Additional Information: None.

ENVIRONMENTAL IMPACT

There is no Environmental Impact for this item.

BACKGROUND AND DISCUSSION

The Workforce Investment Board (WIB) is legislatively mandated by provisions of the Workforce Investment Act of 1998 (WIA, Public Law 105-220). The WIB provides policy direction and oversight of the workforce delivery system in Napa County. The WIB is a volunteer board comprised of a private sector majority and public sector minority. The county historically provided staff to the WIB by way of Training and Employment Center or North Bay Employment Center staff. In 2002, the County and WIB mutually agreed to a request for proposal for executive director services. Craig Smithson of Smithson/Dillon Associates was awarded the contract with the provision to renew for an additional year if the WIB desired to continue these services. A new RFP was released in April 2005 and Craig Smithson of Smithson/Dillon Associates has once again been selected as the contractor.

Smithson/Dillon 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 the vendor under this agreement.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Meegan Condon