



Agenda Date: 6/26/2007
Agenda Placement: 6E

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Mary Butler - Chief Probation Officer
Probation
REPORT BY: Lynn Perez, Staff Services Manager, 253-4126
SUBJECT: Agreement with Madeira Group International

RECOMMENDATION

Chief Probation Officer requests approval of and authorization for the Chair to sign the renewal of Agreement No. 6268 with Wilbur H. Dixon, doing business as Madeira Group International, for a maximum of \$35,775 for the term July 1, 2007 through June 30, 2008 for pre-employment background investigations of certain prospective employees of County's Probation and Juvenile Hall Departments.

EXECUTIVE SUMMARY

Madeira Group International provides pre-employment background investigations of certain prospective employees of the Probation and Juvenile Hall Departments. California Government Code Section 1029 requires that pre-employment background investigations must be completed for the peace officers.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Funds for this contract are appropriated in both the Probation and Juvenile Hall budgets and are funded through General Fund dollars.
Is it Mandatory or Discretionary?	Mandatory
Is the general fund affected?	Yes
Future fiscal impact:	The agreement contains an automatic renewal clause, which allows the County the option to continue these services into the next fiscal year. Appropriations will be budgeted accordingly.

Consequences if not approved: The Department would not be in compliance with California Government Code Section 1029 and minors in Juvenile Hall would be at risk. County staff do not have the necessary experience nor the time available to complete the pre-employment background investigations and would not have accurate information to be able to make wise hiring decisions.

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

Pre-employment background investigations commence only for those prospective employees who are being considered for job offers. Level II background investigations for direct service personnel include staff who work directly with juveniles including Juvenile Hall Counselors. Probation Officers are also required to have these checks prior to hiring. These investigations include in-home investigations, background synopsis, subject photograph, interviews with relatives and former landlords, collection of degrees, transcripts and other relevant documents. Level I investigations are modified pre-employment background investigation for non-direct service public safety personnel, i.e., Cook. The contractor will also provide the Probation Department with consultation services as requested by the Department to assist it in interpreting the findings.

In addition to regular employees, the Department must conduct background investigations on Extra Help staff. The Department must maintain a viable pool of trained Extra Help in order to provide 24 hour coverage for the detention facility. During the current fiscal year, the Department has referred 33 applicants for background investigations.

This agreement includes an increase in rates from \$500 to \$695 for Level I investigations and \$700 to \$795 for Level II investigations. These rates have not been increased since FY 2003-04. The agreement also includes an automatic renewal clause for an additional year under the same terms and conditions.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Molly Rattigan