



Agenda Date: 6/27/2006
Agenda Placement: 6H

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. 3 to Agreement with Napa Valley First Impressions, Inc.

RECOMMENDATION

Director of Health and Human Services requests approval of and authorization for the Chair to sign Amendment No. 3 to Agreement No. 4888 with Napa Valley First Impressions, Inc., decreasing the amount by \$19,511 for a new maximum of \$5,802 and incorporating performance measures to provide career clothing and image services to CalWORKs clients to help them obtain employment.

EXECUTIVE SUMMARY

Napa Valley First Impressions provides career clothing and image consulting to assist CalWORKs clients to obtain employment and referrals to resources that help prepare candidates to make a good first impression for a job. Approval of the requested amendment will incorporate performance measures within the Scope of Work and decrease the maximum compensation payable for Fiscal Year 2006-2007.

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:	Welfare-to-Work regulations require that necessary supportive services be available to every participant in order to participate in the program activity to which he or she is assigned or to accept or retain employment. While the provision of the supportive services is mandated, the provision of these services through this particular contractor is discretionary.

Approval of this discretionary contract will help HHSa fulfill the mandated provision of supportive services for this population. Sufficient funds exist in the CalWORKs Single Allocation to fund this contract.

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. Appropriations will be budgeted accordingly.
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:	The budget decrease for next year is a result of a restructure of the First Impressions organization. Revenue sources have not been sufficient to cover all operational expenses for the business. In recognition of the need for continuation of this service in the community, the First Impressions Board of Directors has decided to sustain their organization by using volunteers to perform the day-to-day operational tasks. This agreement represents the CalWORKs share of space and related costs only and covers no personnel costs. This agreement is funded 100% by the CalWORKs Single Allocation.

The CalWORKs Single Allocation requires every county to pay a specific "Maintenance of Effort" (MOE) amount each fiscal year, regardless of the level of the CalWORKs expenditures. Napa County's established CalWORKs MOE is \$404,996 each fiscal year and 25% is charged to the County each quarter. However, the quarterly charge is not associated with a specific quarterly expense. Regardless of the level of CalWORKs expenditures, the state requires counties to pay a specific county dollar "Maintenance of Effort" amount. Thus, a small portion of the expenditures related to this contract could come from the General Fund each quarter.

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 key requirement of a CalWORKs recipient is to participate in a welfare-to-work plan that will ultimately lead to employment. Many recipients of cash aid do not own clothing appropriate for a job interview or job start. In addition, low-income job seeking individuals have been out of the labor market for some time and lack the self-image necessary to make a great first impression with an employer. First Impressions provides not only the clothing for the interview and job start, but also image consulting to enhance the candidate's self-esteem. As a result of these one-on-one services, the candidate feels confident, looks the part, and can enthusiastically present himself/herself to an employer, thus increasing his/her chances of being hired.

Approval of the requested amendment will incorporate performance measures within the Scope of Work and

decrease the compensation payable to the contractor for Fiscal Year 2006-2007. Previously, HHSA paid for part of the director's salary. The organization is now an all-volunteer organization. The requested amendment reflects only CalWORKs share of building space and related expenses.

Napa Valley First Impressions 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: Lorenzo Zialcita