



Agenda Date: 6/28/2005  
Agenda Placement: 6B

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Dan Cunningham - Director  
Corrections  
**REPORT BY:** D.J. Johnson, Correctional Lieutenant , 253-4611  
**SUBJECT:** Contract with Betsy and Brian Bombola

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### **RECOMMENDATION**

Director of Corrections requests approval of and authorization for the Chair to sign an agreement with Betsy and Brian Bombola dba The Bombola Agency for a maximum of \$16,000 for the term June 28, 2005 through June 30, 2006 to provide pre-employment background investigations of prospective employees.

### **EXECUTIVE SUMMARY**

The Department of Corrections wishes to establish a contract with the Bombola Agency to perform background investigations on applicants the Department wishes to hire. Background checks have been conducted for the Department for over 20 years by outside contractors. Bombola Agency is a local vendor and completes backgrounds of Napa Police Department, Napa County Sheriff and Napa State Hospital. This contract will provide a cost saving to the Department over the previous vendor because when an applicant has applied to other local law enforcement agencies it reduces the work load and the cost savings is passed on to the County.

### **FISCAL IMPACT**

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|-----------------------------------|---|
| Is there a Fiscal Impact?         | Yes   |
| Is it currently budgeted?         | Yes   |
| Where is it budgeted?             | Funding is allocated each year in the recommended budget under PSS: Other. It is part of the the mandatory expenses for new hire employees along with psychological exam. |
| Is it Mandatory or Discretionary? | Discretionary   |
| Discretionary Justification:      | Successfully passing an extensive background investigation is a pre-requisite to working in the Department. The Department does not have the staff to                     |

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|-------------------------------|---|
|                               | complete this task in a timely manner. Bombola Agency is able to provide an objective, complete investigation in a timely manner.   |
| Is the general fund affected? | Yes   |
| Future fiscal impact:         | The contract is reviewed annually by staff and funding is appropriating in the recommended budget.  |
| Consequences if not approved: | County resources would be stretched to complete these in a timely manner as current staff would be pulled from their position and would be required to spend up to 40 hours to complete a background. It is more cost effective to contract out these services. |
| 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**

The Department of Corrections has been conducting background investigations of all prospective applicants for several years under contract with an outside vendor. Staff found that the Bombola Agency provides quality local service. In addition, because the Agency completes background investigations for other local law enforcement agencies, they are able to pass savings along to each contracting agency, as most applicants have applied to several locations. When Bombola has completed a background for another agency, we are given a significant savings as most of the work has already been accomplished. Further, because Bombola is local they can respond to our calls usually within the same day. Bombola provides their services at a reduced rate compared to those of other vendors. We have found that the background packets received from the Bombola Agency are a higher quality product. The Department requires approximately 20 background investigations a year.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi