



Agenda Date: 6/6/2006
Agenda Placement: 6L

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: Agreement with Patricia Peters, dba Business Resource & Training Company

RECOMMENDATION

Director of Health and Human Services requests approval of and authorization for the Chair to sign an agreement with Patricia Peters, dba Business Resource & Training Company, for a maximum of \$29,200 for the term June 6, 2006 through June 30, 2007 to provide organizational development consultation and training to Agency staff.

EXECUTIVE SUMMARY

Under this agreement, Patricia Peters will provide training to the Health and Human Services senior management team focusing on team building and leadership. Additionally, Ms. Peters will provide consulting services to the managers and supervisors of the Public Health Division on team building, supervisory skills, and strategic planning.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Health & Human Services
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Approval of this agreement will allow Patricia Peters to provide consulting services designed to assist the Agency in improving its staffing infrastructure and operational efficiency.
Is the general fund affected?	Yes
Future fiscal impact:	This agreement terminates June 30, 2007.

Consequences if not approved: If this agreement is not approved, the Agency will not have the benefit of Ms. Peters' services to assist the Agency in team building, supervisory skills, and strategic planning.

Additional Information: County General Funds designated for specific HHS infrastructure projects will fund 57% of this agreement. The remaining 43% will be funded by Social Services allocations.

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

Patricia Peters' Excellence in Leadership Program is designed to assist the Agency's senior management team in implementing a collaborative management model. The six- to eight-session program will provide training to the Agency's senior management team on topics including leadership skills, communication, team building and peer conflict resolution.

The Scope of Work for the Public Health Division includes team building exercises for management/supervisory professionals, assistance to the management/supervisory team in setting priorities and action plans for the coming year, enhancement of management/ leadership skills, and facilitation of discussions between team members as appropriate.

Patricia Peters is not a health care provider for purpose 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. Therefore, a Business Associate agreement is not required.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Lorenzo Zialcita