



Agenda Date: 7/17/2007
Agenda Placement: 6J

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Gregersen, Mark - Director
Human Resources
REPORT BY: Olivia Soria, Staff Services Analyst II , 253-4945
SUBJECT: Amendment No. 4 to Agreement No. 4748 with Patti Peters dba Business Resource & Training Company

RECOMMENDATION

Human Resources Director requests approval of and authorization for the Chair to sign Amendment No. 4 to Agreement No. 4748 with Patti Peters, dba Business Resource and Training Company, amending the compensation rates from \$950 to \$1,200 per session for employee training workshops effective September 2007.

EXECUTIVE SUMMARY

The County contracts with Patti Peters, dba Business Resource and Training Company, to provide a variety of employee workshops. Since 2005 the fee per session has been \$950. The proposed amendment increases the per session fee by \$250 to \$1,200. The maximum amount compensation remains at \$20,000 for Fiscal Year 2007-2008.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Human Resources OE: Training 1000 52171000 13000
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The County has been contracting with the Business Resource and Training Company, since 1987 to provide a variety of workshops to employees. Patti Peters, owner of the Business Resource & Training Company, has been

instrumental in the success of the Supervisory Academy. The first three sessions of the Supervisory Academy are presented by Patti Peters. The existing fee structure has been in place since 2005.

Is the general fund affected? Yes

Future fiscal impact: Funding is requested annually in the Human Resources budget. It is expected that funding for this training will continue to be requested in future fiscal years.

Consequences if not approved: Human Resources would need to use current staff to provide the training or to discontinue a number of the workshops presented by the Business Resource and Training Company.

Additional Information:

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 Business Resource and Training Company has been providing training to County employees on a variety of subjects since 1987. The previous amendment to the contract approved on November 15, 2005, provided compensation at the rate of \$950 per session. The Business Resource and Training Company has continued to provide valuable training and develop new programs for County employees with no increase in compensation since 2005. The Business Resource and Training Company has requested an increase in compensation from \$950 per session to \$1,200 per session for Fiscal Year 2007/2008, and effective with the first session scheduled in September 2007. Staff believes this per session fee is reasonable for the type of training programs being offered.

Patti Peters, owner of the Business Resource and Training Company has been an integral part of the Supervisory Academy which was implemented in 2004. In addition to being a presenter, Patti participates in planning meetings with Human Resources staff, offers ongoing assistance to other presenters, and meets with workshop participants.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Karen Gratton