



Agenda Date: 7/25/2006
Agenda Placement: 6Q

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Britt Ferguson for Nancy Watt - County Executive Officer
County Executive Office
REPORT BY: Karen Gratton, SENIOR MANAGEMENT ANALYST , 259-8748
SUBJECT: Agreement with Workforce Investment Board for Executive Director services

RECOMMENDATION

County Executive Officer requests approval of and authorization for the Chair to sign an agreement with the Workforce Investment Board for a maximum of \$20,000 for the term July 1, 2006 through June 30, 2007 to provide part-time Executive Director services for the Workforce Investment Board.

EXECUTIVE SUMMARY

As the result of a Request for Proposals, the Community Partnership Program of the Napa County Executive Office was selected to provide part-time executive director services for the Workforce Investment Board (WIB). The contractor's primary responsibility is to implement the WIB's functions, which include developing the WIB's strategic plan and facilitating the completion of the One-Stop Operating Plan in consultation with the One-Stop Operator. The contractor also is responsible for planning, conducting and recording the WIB and Youth Council meetings.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Funding for these services is included in the Workforce Investment Act Budget Unit 50700. The cost of staff in the Community Partnership Office that will providing these services is included in the Community Partnership Budget Unit 10400.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Approval of this agreement will provide staff support to the WIB through

the Community Partnership Program of the County Executive Office. Grant revenue from the Workforce Investment Act budget unit will be used to partially offset the budgeted cost of the Community Partnership Office, thus reducing the Net County Cost for the latter program by up to \$20,000.

Is the general fund affected? Yes

Future fiscal impact: The agreement has a one-year term with a provision for auto-renewal if the WIB is satisfied with the work of the new contractor.

Consequences if not approved: The WIB would either not have the services of an executive director or would need to contract with another entity to provide these services.

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 Workforce Investment Board (WIB) is legislatively mandated by provisions of the Workforce Investment Act of 1998 (WIA, Public Law 105-220). The WIB provides policy direction and oversight of the workforce delivery system in Napa County. The WIB is a volunteer board comprised of a private sector majority and public sector minority. A WIB's role is to provide leadership and oversight for workforce investment activities that increase employment, retention and earnings. A core mission for WIB's is to form partnerships among public workforce agencies and businesses so that the workforce system is responsive to the needs of business and the community.

A Request for Proposals for services of an Executive Director was released in April and two proposals were submitted. The WIB, by majority vote, selected the proposal submitted by the Community Partnership Program of the Napa County Executive Office. The Executive Director is expected to advise and make recommendations to the Board regarding workforce development issues and strategic direction, fundraise to support Board objectives and provide leadership for public relations on behalf of the Board. The agreement has a one-year term with a provision for auto-renewal if the WIB is satisfied with the work of the new contractor.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Maiko Klieman