



Agenda Date: 8/1/2006  
Agenda Placement: 6B

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** LEE PHILIPSON for Gary Lieberstein - District Attorney  
District Attorney  
**REPORT BY:** Carol Strobel, Administrative Services Officer, 253-4215  
**SUBJECT:** Professional Services Agreement with Robert Jarecki

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### **RECOMMENDATION**

District Attorney requests approval of and authorization for the Chair to sign an agreement with Robert Jarecki for a maximum of \$9,000 for the term August 1, 2006 through June 30, 2007 for background investigations of potential County employees.

### **EXECUTIVE SUMMARY**

Approval of the contract will enable the contractor to perform background investigations on potential employees of the Child Support Services and District Attorney's Offices to ensure the candidate for employment meets the standards set forth by these two departments.

Contracting with Mr. Jarecki is most cost effective, expedient, and thorough.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	District Attorney's Office Child Support Services
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Because these investigations are special, unique, and time-sensitive, they are best performed by someone with Mr. Jarecki's background and experience on an "as needed" basis.

Child Support Services will reimburse District Attorney's costs incurred for background investigations of their potential employees. The Average Child Support Services background report costs \$200 - \$300 dollars if done by the District Attorney's office. Revenue is included in DA's fiscal year 2006/2007 under IntraCounty line item.

Is the general fund affected? Yes

Future fiscal impact: The services of said contractor will be utilized when work load of the investigators within the District Attorney's office is such that it is necessary to utilize Mr. Jarecki's services.

General Fund will only be affected when the background investigations are conducted for prospective District Attorney's office employees.

Consequences if not approved: Current investigations will be severely impacted. As there are an unprecedented number of murder cases currently under investigation, staff is not available to do these background investigations of potential employees.

If contract is not approved, background investigations would have to be performed by other outside investigators at a higher cost.

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**

Mr. Jarecki will conduct background investigations of prospective employees seeking employment with the Child Support Services and District Attorney offices, as assigned by the Chief Investigator of the District Attorney's office. These investigations may include, but are not limited to: employment history, criminal history, education, financial status, and personal background information such as references and neighbor relations.

Employees of the District Attorney's office and Child Support Services office deal with highly sensitive matters. Generally speaking, they are highly confidential and involve legal intricacies. Therefore, the standards set forth for potential employees are very stringent. It is for that reason that these background investigations should be conducted by someone with Mr. Jarecki's qualifications. He was a captain in the Napa Police Department. After his retirement from the Napa Police Department, Mr. Jarecki spent twelve years as a District Attorney's Office part-time investigator and did many background investigations. Mr. Jarecki is willing to continue to conduct these investigations as an independent contractor.

Outside vendors are not used by Child Support Services because state statute requires more extensive paperwork and disclosure than using in-house investigators. Additionally, when a comparison was conducted, outside vendors were more costly and had a longer turnaround time for completion than the District Attorney's office. On average Child Support Services requests 3 to 4 background investigations annually.

**SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi