



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 8/14/2018

Agenda Placement: 6E

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: JoAnn Melgar for Mary Butler - Interim Director
Health & Human Services Administration

REPORT BY: JoAnn Melgar, Staff Services Analyst II - 707-253-4722

SUBJECT: Amendment No. 1 to Memorandum of Understanding with On the Move, Inc. (Thrive Cafe)

RECOMMENDATION

Interim Director of Health and Human Services requests approval of and authorization for the Chair to sign Amendment No. 1 to Memorandum of Understanding No. 8364 with On The Move, Inc. to amend Section-2 Responsibilities of Parties (Exhibit A-Program Description) with no change to the maximum amount or length of term, to operate a Work Experience Program for mental health consumers and other persons with documented high level of unemployment.

EXECUTIVE SUMMARY

Approval of the recommended action will update the Memorandum of Understanding to clarify roles and responsibilities in the shared kitchen space at the Thrive Café located at the Health and Human Services south campus including cleaning, scheduling time for baking by THRIVE staff and codifying the for all staff to have a safe food handlers certificate. The MOU also removes the requirement that a set number of trainees be placed jobs.

On The Move, Inc. is a local vendor.

FISCAL IMPACT

Is there a Fiscal Impact? No

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

In 2015 HHSA issued a Request For Proposals (RFP) for the implementation and operation of a food service and coffee house work experience program. Staff received two responses to the RFP and recommended awarding the program to On The Move, Inc. The Board of Supervisors approved an MOU and an associated space license agreement with On The Move for these services in 2015.

The recommended MOU requires On the Move, Inc. to operate a Work Experience Program (WEP) for mental health consumers and other persons with a documented high level of unemployment. The WEP will provide on-the-job training, job coaching, and real work experience in a range of readily-transferable job areas including customer service, cash register and credit card handling, food safety/handling, bookkeeping, cleaning, inventory management, gardening, and nutrition. On the Move, Inc. is required to pay WEP trainees minimum wage, which will increase their income through a paid training experience.

On the Move, Inc. is a local vendor.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Ben Guerrieri