



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 8/14/2018

Agenda Placement: 6G

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**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:** Agreement with International Institute of the Bay Area, Inc.

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### **RECOMMENDATION**

Interim Director of Health and Human Services requests approval of and authorization for the Chair to sign an agreement with the International Institute of the Bay Area, Inc. for the term August 14, 2018 through June 30, 2021 for a contract maximum of \$30,000 to provide legal assistance for youth in the process of attaining Special Immigrant Juvenile Status and residency renewal.

### **EXECUTIVE SUMMARY**

The purpose of today's requested action is to enter into a new agreement with the International Institute of the Bay Area, Inc. (IIBA) to assist County Counsel and Child Welfare Services (CWS) with the process of attaining Special Immigrant Juvenile Status and residency renewal for CWS clients.

This agreement will expire June 30, 2021. The contract maximum is \$30,000 or \$10,000 per fiscal year. The previous agreement with IIBA expired June 30, 2018.

Pursuant to the County's Purchasing Policy, agreements exceeding three years in length require Board approval. IIBA is a local vendor. The International Institute of the Bay Area, Inc. is a local vendor.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes

Where is it budgeted?	Health & Human Services Child Welfare Services
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	This agreement is discretionary in that the selection of this provider to provide legal assistance for youth in the process of attaining SIJS and residency is not mandated. Approval of this agreement will allow The International Institute of the Bay Area to work with CWS staff and County Counsel to assist youth who are dependents of the Juvenile Court to attain SIJS and residency.
Is the general fund affected?	No
Future fiscal impact:	None, the agreement terminates June 30, 2021.
Consequences if not approved:	If this agreement is not approved, staff at the International Institute of the Bay Area will be unable to assist Napa County youth who are dependents of the Juvenile Court to attain SIJS and residency renewal.
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**

International Institute of the Bay Area (IIBA) is a non-profit which provides immigration legal services. IIBA has a well-established reputation and has been serving individuals in the Bay Area for many years. IIBA has an office in Napa located at Puertas Abiertas, a family resource center providing services to Latino families. The County has had an agreement with IIBA since April, 2015. County Counsel and Child Welfare Services would like to continue to access IIBA services to assist with the complex legal process of attaining Special Immigrant Juvenile Status for eligible dependent children of the Juvenile Court, as well as assisting minors with residency renewals.

Pursuant to this agreement:

- | IIBA will work with County Counsel and the CWS Social Worker to determine if a minor client is eligible for special immigration status and permanent residency status (SIJS/Permanent Residency);
- | County Counsel and the CWS Social Worker will prepare a Declaration establishing the minor client's eligibility for SIJS/Permanent Residency;
- | County Counsel will petition the court for appointment of IIBA on behalf of the minor and request a Court Order for Specific Findings Supporting SIJS;
- | County Counsel or the CWS Social Worker will provide IIBA with certified copies of the Court orders and the minor's birth certificate;
- | IIBA will provide and complete the necessary Immigration forms with the fee waiver request;
- | IIBA will continue to work with the minor and the CWS Social Worker to process the application and assist the minor in attending the necessary appointments until SIJS or Residency Renewal is obtained; and
- | IIBA understands that the work they are performing on behalf of CWS and minor clients is confidential and subject to the provisions of Welfare and Institutions Code (WIC) §827, and shall not be disclosed to anyone other than County.

**SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Ben Guerrieri