



Agenda Date: 8/28/2007
Agenda Placement: 6K

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Shelli Brobst for Randolph F. Snowden - Director
Health & Human Services
REPORT BY: Shelli Brobst, Contracts Analyst, 253-4720
SUBJECT: Agreements with the City of Napa (John F. Kennedy Park--Pelusi and Mulberry I Buildings)

RECOMMENDATION

Director of Health and Human Services requests approval of and authorization for the Chair to sign two rental agreements with the City of Napa for a maximum of \$1,500 for the use of the Pelusi Building and the Mulberry I Building at John F. Kennedy Park on October 11, 2007 for staff organizational and professional development activities.

EXECUTIVE SUMMARY

Approval of the requested action will allow the Public Health Division of HHSA to reserve space for two sites at John F. Kennedy Park: the Pelusi Building and Mulberry I. This will allow all of the Public Health staff to participate in alternating/staggered organizational and professional development activities intended to create a foundation for improved customer service.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Public Health
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Approval of the requested action is discretionary in that there is no mandate to contract with this specific provider. However, this rental agreement will allow the Health and Human Services Public Health Division to provide team-building exercises that will contribute to more effective policies and practices.
Is the general fund affected?	No

Future fiscal impact: None.

Consequences if not approved: If this rental agreement is not approved, HHSA will not be able to hold this staff team-building training.

Additional Information: This training will be funded from Realignment-funded staff training in the Public Health budget.

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 response to an internal HHSA staff survey, the Napa County Public Health Division staff voted to form a committee to formulate strategies to address issues in the workplace that may impede effectiveness, cohesion, moral, and ultimately services to the public. The committee's action plan includes an off-site event at which all Public Health staff will undertake a variety of organizational exercises, including developing written guidelines and principles relating to customer service and professional interactions among staff.

The Public Health Division chose this location because these sites are large enough to accommodate the division and close enough to minimize costs associated with travel time. The organizational exercises will be held in an alternating/staggered sequence between the two sites for manageability and comparisons.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Lorenzo Zialcita