



Agenda Date: 8/7/2007
Agenda Placement: 6Q

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Mark Gregersen - Director
Human Resources
REPORT BY: Olivia Soria, Staff Services Analyst II , 253-4945
SUBJECT: Amendment 2 to Agreement No. 6552 with Ralph Andersen & Associates

RECOMMENDATION

Human Resources Director requests approval of and authorization for the Chair to sign Amendment No. 2 to Agreement No. 6552 with Ralph Andersen & Associates increasing the amount by \$4,800 for a new maximum of \$60,075 and amending the scope of work to include background and reference checks for the Director of Corrections candidate.

EXECUTIVE SUMMARY

The County found a viable candidate for the position of Director of Corrections. The recruitment for this position has been conducted by Ralph Andersen & Associates. A background check was required in order to staff the position as soon as possible. However, the agreement with Ralph Andersen & Associates requires amendment to include background checks.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	This agreement will be funded in the 2007/2008 fiscal year budget for Human Resources but will be charged back to the Department of Corrections.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The County has been contracting with Ralph Andersen & Associates since 2006 to recruit for the Director of Corrections position. Ralph Andersen & Associates also provides background check services and possess the expertise and resources to conduct the background check on the Director of

	Corrections candidate.
Is the general fund affected?	Yes
Future fiscal impact:	The fees charged by Ralph Andersen & Associates for the background check will be a one-time charge if the Director of Corrections position is successfully filled with the selected candidate.
Consequences if not approved:	The background check of the candidate will be done by another company that may not possess the expertise and resources to conduct background checks for such a high profile position as the Director of Corrections.
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 Director of Corrections position has been vacant since the retirement of the previous incumbent in July 2006. After 12 months of active recruitment by Ralph Andersen & Associates, the County found a viable candidate. The next step of the recruitment process was the background check. In the interest of time, staff recommends amending the agreement with Ralph Andersen & Associates to include background checks. Under the proposed amendment, Ralph Andersen & Associates would conduct an in depth background and reference check for the Director of Corrections candidate, including on-sight meetings with various individuals relative to the selected candidate. Ralph Andersen & Associates possess the expertise and resources to conduct the background check for such a high profile position. Another company, Systems for Public Safety, was once used by the County to conduct a background search. However, Sid Smith, the president of Systems for Public Safety, does not have availability to conduct the background check of the Director of Corrections candidate. Therefore, the only other alternative would be to use a background check company that may not possess the expertise and resources that Ralph Andersen & Associates does.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Karen Gratton