



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 8/9/2016

Agenda Placement: 6G

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: JoAnn Melgar for HOWARD HIMES - Director
Health & Human Services Operations

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

SUBJECT: Amendment No. 3 to Agreement with Universal Building Services, Inc.

RECOMMENDATION

Director of Health and Human Services requests approval of and authorization for the Chairman to sign Amendment No. 3 to Agreement No. 7958 with Universal Building Services, Inc., increasing the amount by \$1,116 for a new annual maximum of \$2,016 and incorporating Exhibit D regarding privacy and confidentiality requirements, to provide additional janitorial services for the County's satellite campus in American Canyon.

EXECUTIVE SUMMARY

Under the current agreement, the contractor provides janitorial services for the County's satellite campus in American Canyon. Approval of the recommended amendment will increase the maximum amount to reimburse the contractor for cleaning twice a week instead of once per week and to accommodate a January 2016 rate increase. In addition, this amendment will incorporate a "Contractor Privacy and Confidentiality Do's and Don'ts" into the agreement.

Due to the policy the Board approved on January 12, 2011, agreements over three years in length require approval by the Board.

Universal Building, Inc., is not a local vendor.

FISCAL IMPACT

Is there a Fiscal Impact? Yes

Is it currently budgeted?	Yes
Where is it budgeted?	Health & Human Services Administration
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	This agreement is discretionary in that there is no mandate to provide these services. Approval of this action will enable HHSA to pay for additional janitorial services provided at the satellite campus in American Canyon.
Is the general fund affected?	No
Future fiscal impact:	Appropriations are included in the Agency's budget for Fiscal Year 2016-2017 and will be included in future fiscal year appropriations.
Consequences if not approved:	If this amendment is not approved, HHSA will not have sufficient janitorial services at the American Canyon facility. Furthermore, this amendment requires the contractor to observe privacy and confidentiality requirements recommended by the County's Privacy Officer to protect the Personally Identifiable Information of County clients, which is currently not included in the agreement.

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

Universal Building Services currently provides janitorial services one day per week for the County's Health and Human Services satellite campus in American Canyon.

HHSA provides the following services in the satellite offices:

- 1 Career Center - This service assists County residents to find meaningful employment by developing career and interviewing skills. The Career Center is staffed by a "one stop" coordinator and employment and training workers. Customers can obtain career counseling, referrals, information related to the job market, child care, transportation and financial assistance. A computerized job bank, internet access, resume writing and cover letter software, and job search videos, along with photocopiers, telephone and fax machines, are available for clients to use.
- 1 Eligibility Services - For residents needing cash aid and food and/or medical benefits assistance, eligibility services are available on both a walk-in and by-appointment basis.
- 1 Women, Infants and Children (WIC) - The WIC program provides nutrition education, breastfeeding support and supplemental food vouchers to low-income women and children ages 0-5 years old. The program acts as a supplemental food program for clients at nutritional risk including pregnant and breastfeeding women.

HHSA also offers the following services on an appointment or drop-in basis:

- 1 Mental Health System Navigators - This service provides outreach, resources and referrals to mental health

and related services throughout the County.

- | Child Welfare Services (CWS) - CWS provides a continuum of required services such as emergency response, family maintenance and family reunification.
- | Comprehensive Services for Older Adults - This program provides a variety of services to meet the needs of older adults and persons with disabilities, including Adult Protective Services and In-Home Supportive Services (IHSS).
- | Alcohol and Drug Services - This program provides an array of treatment, prevention and education services and helps to connect people with community resources.

Approval of the recommended amendment will increase the annual maximum from \$900 to \$2,016 per County fiscal year to provide for an increase in services to two days per week. This agreement is funded by the HHSA programs that provide services at the American Canyon satellite campus. All services are provided in English and Spanish.

In addition, this amendment requires the Contractor to observe privacy and confidentiality requirements recommended by the County's Privacy Officer.

Universal Building Services, Inc., is not a local vendor.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Karen Collins