



Agenda Date: 9/20/2005  
Agenda Placement: 6L

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Britt Ferguson for Nancy Watt - County Executive Officer  
County Executive Office  
**REPORT BY:** Helene Franchi, Management Analyst III, 253-4820  
**SUBJECT:** Amendment to Contract

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### **RECOMMENDATION**

County Executive Officer requests approval of and authorization for the Chair to sign Amendment No. 2 to Agreement No. 6395 with John Pearson increasing the amount by \$20,000 for a new maximum of \$70,000 and amending the Scope of Work to include assistance with the day-to-day operations of the Department of Corrections.

### **EXECUTIVE SUMMARY**

Staff is recommending the approval of an amendment to the contract with John Pearson expanding the scope of the work and increasing the maximum amount of compensation. The revised scope of work will involve providing advice and assistance to the Acting Director of Corrections concerning the management of the County Jail.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Funding is available in the Central Service budget unit
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	With the retirement of the Director of Corrections, it is anticipated that the Acting Corrections Director may require advice and assistance in dealing with day-to-day Jail management issues as well as continued assistance in addressing long-term corrections planning. John Pearson has extensive experience in jail management and corrections planning as well as an intimate familiarity with Napa County's corrections system.

Is the general fund affected? Yes

Future fiscal impact: Funding is allocated in the requested Fiscal Year 2005-06 budget. It is not anticipated that there will be a need for these services in Fiscal Year 2006-07.

Consequences if not approved: Inadequate management of the jail can lead to unsafe conditions and high populations thus creating the possibility for litigation.

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**

On February 1, 2005, your Board approved an \$18,000 contract with John Pearson to assist staff in: (1) drafting the RFP for the Adult Corrections Master Plan consultants; (2) evaluating the responses to the RFP; (3) managing the resulting consultant and coordinating the involvement of the members of the criminal justice system in the planning process; (4) reviewing the quality of current data available to identify the amount of data collection the consultants will need to do; and (5) providing technical advice concerning corrections policies and practices, both related to the master plan and to ongoing corrections issues.

In May, the contract was amended to include both a staffing study and an organizational review of the jail. Mr. Pearson has been instrumental in the preparation and issuance of the Adult Corrections System Master Plan RFP and has provided significant assistance in addressing the short term issues discussed with your Board in November. With the retirement of Corrections Director Dan Cunningham and the Appointment of an Acting Director, staff believes that it would be beneficial to have someone with Mr. Pearson's experience, and familiarity with Napa County's corrections system, available to provide advice and assistance to the Acting Director on day-to-day jail operations.

The proposed contract amendment would provide for these additional services and increase the contract not-to-exceed amount to \$70,000. The exact cost of Mr. Pearson's services are not known at this time, but this will provide some flexibility in the event that additional work is required on the Adult Corrections Master Plan process or other short term issues.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Britt Ferguson