



Napa County

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Legislation Text

File #: 22-662, **Version:** 1

TO: Board of Supervisors
FROM: Amanda Gibbs, Chief Probation Officer
REPORT BY: Ferlyn Buenafe, Staff Services Manager
SUBJECT: Agreement with Jan C. Bouch

RECOMMENDATION

Chief Probation Officer requests approval of and authorization for the Chair to sign Agreement No. 220288B with Jan C. Bouch for the term April 1, 2022 through June 30, 2023 with a contract maximum of \$46,415 to provide organizational and staff development consulting services.

EXECUTIVE SUMMARY

Approval of the recommended agreement will allow the contractor to assist the Department with training and development of its lead and supervisory Probation staff to effectively supervise and lead others, improve client services, and to support the direction and initiatives of the Department.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	It is budgeted in Probation, Subdivision 14200-00
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The activities are discretionary in that there is no requirement to provide these services. Approval of this amendment will allow the contract to provide services to the Probation department to achieve collaborative management goals.
Is the general fund affected?	Yes
Future fiscal impact:	The contract amount has been included in the Recommended FY 22/23 Budget.

Consequences if not approved:	If the Agreement is not approved, the Department will not have the benefit of the contractor's expert organizational and staff development to assist the Chief in ensuring Probation staff are accountable and able to implement an evidence-based "collaborative management" model of leadership the Department is working to institute.
County Strategic Plan pillar addressed:	Healthy, Safe, and Welcoming Place to Live, Work, and Visit

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: This proposed action is not a project as defined by 15 California Code of Regulations 15378 (STATE CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The Probation Department is developing its administrative, management and supervisor infrastructure to improve client services, staff support, program outcomes, efficiency and accountability. Strategies include:

Phase 1: Strategic Planning- Management and Supervisors will participate in a two-day planning session

Phase 2: Guiding Principles - Over four half-day sessions, contractor will work separately with senior leadership and designated line staff to generate initial drafts of the guiding principles. After synthesizing the work from both groups, contractor will refine the principles and develop a plan for full integration and implementation of the guiding principles.

Phase 3: Supervisor Training - Training key individuals responsible for the execution of day-to-day activities. The training curriculum includes: alignment with vision, mission, initiatives, and principles; people issues, challenges, and opportunities; performance issues and expectations; and problem-solving skills and critical thinking.

The Agreement has an automatic renewal feature for future engagements to enhance expected training and ongoing group coaching as needed for Probation staff.