



County of Del Norte
County Administrative Office
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August 30, 2022

Mr. Brandon Criss, Chairman of the Board of Supervisors and
Mrs. Angela Davis, County Administrative Officer
1312 Fairlane Road, Suite 1
Yreka, CA 96097

Re: Professional Services Contract with Siskiyou County Employee (Shelly Davis)

Dear Chairman Criss and CAO Davis,

As you may recall from my earlier inquiries relating to Siskiyou's operation of a County provided medical program at your jail, we are exploring developing a similar program here in Del Norte County for our jail and juvenile hall facilities. Based on those inquiries I have been in communication with the administrator of your program, Director of Public Health, Mrs. Shelly Davis. Through these conversations I have found Mrs. Davis to be extremely knowledgeable and helpful in my understanding of what such a program might look like and I greatly appreciate her availability for my questions.

While we recently extended our provider's contract for detention medical services through August 31, 2023, I have been directed by the Board of Supervisors to continue the exploration of an in-house correctional health program, primarily due to the very high cost of contracting for those services from an outside provider. Based on that Board direction, as well as Mrs. Davis' demonstrated expertise in delivering a model correctional healthcare program in Siskiyou County, I am requesting authorization from you, as her employer, to pursue obtaining formal assistance from Mrs. Davis in developing such a program in Del Norte County.

More specifically, I am proposing to enter into a professional services contract with Mrs. Davis where she would assist Del Norte County in developing a plan for taking over and maintaining a sustainable County operated correctional health program upon the expiry of our provider's current contract, with a goal of being up and running by September 1, 2023. I anticipate that these services may be necessary for approximately three to five years in order to allow for the development and implementation of a plan, as well as the ongoing assistance in overseeing the initial formative years of such a program. I expect that the demand for Mrs. Davis's time would be greatest while the plan is being developed and through the initial

implementation but that the need for Mrs. Davis's assistance would taper off as the program becomes more established.

As the CAO of a neighboring County with many partnerships already in place, including our shared County Health Officer, I would never request approval that I believe would take an employee away from their primary responsibilities to their employing County. Mrs. Davis has explained to me that she would be providing these contract services outside of her Siskiyou County duties and outside of her working time and that she does not believe these services would conflict with her employment with Siskiyou County in any way. Moreover, as a contractor to Del Norte County this arrangement will not affect Mrs. Davis compensation from Siskiyou County nor will it affect Siskiyou County's CalPERS obligations or any other post-employment benefits due to Mrs. Davis from Siskiyou County in my view. As such, would you please be so kind as to confirm whether you can authorize this outside contract service of your employee Mrs. Davis?

I would be more than happy to speak with you should you have any questions about this request. I sincerely appreciate your time in considering this request and will respect whatever decision you reach.

Sincerely,

Neal Lopez
County Administrative Officer