***Submit completed worksheet to:***

*Siskiyou County Clerk, 311 Fourth St. Room 201, Yreka, CA 96097*

# **AGENDA WORKSHEET**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[ ]**  |  | **Time Requested:** | **N/A** | **Meeting Date:** | **6-20-2023** |
| ***OR*** |
| **Consent** | **[x]**  |  |
| **Contact Person/Department:** | **Shelly Davis, Director / Health & Human Services Agency – Public Health Division** | **Phone:** | **841-2140** |
| **Address:** | **810 S Main Street, Yreka CA 96097** |
| **Person Appearing/Title:** | **Shelly Davis / Director of Public Health Division** |
| **Subject/Summary of Issue:** |
| Siskiyou County Health and Human Services Agency - Public Health Division is respectfully requesting permission to approve the Contract for Services with Adele James Consulting, Inc. to develop and finalize Health Equity Plan implementation and develop internal policy recommendations for Accreditation for the Siskiyou County Public Health Department for the period of July 1, 2023 through June 30, 2024, for an amount not to exceed One Hundred Fifty Four Thousand Dollars and No/100 cents ($154,000.00) for the term of the Contract. The Contractor will track and bill hours as indicated in Exhibit “A”, Scope of Services, and will submit to the Program Manager at Siskiyou County Health and Human Services Agency, Public Health Division. |
| **Financial Impact:** |
| **NO** | [ ]  | *Describe why no financial impact:*  |
| **YES** | [x]  | *Describe impact by indicating amount budgeted and funding source below* |
| Amount: | $154,000 |  |  |  |  |
| Fund:  | 2121 |  | Description: | Public Health | Org.: | 401015 | Description: | Public Health |
| Account: | 723000729200729000 |  | Description: | Professional ServicesTraining/Travel |  |
| Activity Code:  |       |  | Description: |       |  |
| Local Preference: YES [ ]  NO [x]  |
| For Contracts – *Explain how vendor was selected:* Vendor was selected through the RFP process. RFP# 23-02. |
|       |
| Additional Information: |  |
|  |
| **Recommended Motion:** |
| “Recommend that the Board of Supervisors approve and authorize the Chair to sign the Contract for Services between Siskiyou County Health and Human Services Agency – Public Health Division and Adele James Consulting, Inc., for the term of the contract through June 30, 2024, in the amount NTE $154,000.00.” |
| **Reviewed as recommended by policy:** |  | ***Special Requests*:** |
| County Counsel |  |
| *Certified Minute Order(s)* |  | *Quantity:* | 1 |
| Auditor |       |
|  |  |
| Personnel |       | *Other:* | Please return minutes to Angela Zambrano-Ford at Public Health |
| CAO |       |        |

***NOTE: For consideration for placement on the agenda, the original agenda worksheet and backup material must be submitted directly to the Board Clerk (after reviewing signatures have been obtained) by 12:00 p.m. on the Wednesday prior to the Board Meeting.*** Revised 8/09/2021