***Submit completed worksheet to:***

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

# **AGENDA WORKSHEET**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[ ]**  |  | **Time Requested:** | **N/A** | **Meeting Date:** | **May 7, 2024** |
| ***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:** |
| Contract for Services – Language Line Services, Inc.Siskiyou County Health and Human Services Agency, Public Health Division, is requesting approval to contract with Language Line Services, Inc., for the term of March 1, 2024, through February 28, 2029. Language Line Services will provide qualified and trained interpreters for Phone, Video, and Onsite interpreting, as well as the translation of written text on documents, to facilitate effective communication between Siskiyou County Public Health staff and Limited English Proficient (LEP) individuals by converting spoken language statements between English and another language.  |
| **Financial Impact:** |
| **NO** | [ ]  | *Describe why no financial impact:*  |
| **YES** | [x]  | *Describe impact by indicating amount budgeted and funding source below* |
| Amount: | Rate |  |  |  |  |
| Fund:  | 2121 |  | Description: | Public Health | Org.: | 401015 | Description: | Public Health |
| Account: | 723000 |  | Description: | Professional Serv. |  |
| Activity Code:  |       |  | Description: |       |  |
| Local Preference: YES [ ]  NO [x]  |
| For Contracts – *Explain how vendor was selected:* The Vendor was selected for the specialized services provided. |
|       |
| Additional Information: ELC  | support the administration and management of the Justice-Involved Reentry Initiative.  |
|  |
| **Recommended Motion:** |
| “Recommend that the Board of Supervisors approve and authorize the Chair to sign the Contract for Services between Language Line Services, Inc. and Siskiyou County Health and Human Services Agency, Public Health Division for the term of March 1, 2024, through February 28, 2029.” |
| **Reviewed as recommended by policy:** |  | ***Special Requests*:** |
| County Counsel |  |
| *Certified Minute Order(s)* |  | *Quantity:* | 1 |
| Auditor |       |
|  |  |
| Personnel |       | *Other:* | Contract signing will be via DocuSign. Please return Minute Order to Angela Zambrano-Ibbs at Public Health Division |
| 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