***Submit completed worksheet to:***

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

# **Agenda Worksheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[ ]**  |  | **Time Requested:** |  | **Meeting Date:** | **June 18, 2024** |
| ***OR*** |
| **Consent** | **[x]**  |  |
| **Contact Person/Department:** | **Dr. Sarah Collard, HHSA**  | **Phone:** | **841-4802** |
| **Address:** | **818 Main Street, Yreka, CA 96097** |
| **Person Appearing/Title:** | **Dr. Collard, HHSA Agency Director**  |
| **Subject/Summary of Issue:** |
| The Siskiyou County Health and Human Services Agency, Social Services Division respectfully requests to enter into a contract with SolutionsWest to complete a training assessment of all units of the division and development of training videos including: CalWORKs Orientation, Lobby Self-Service Tutorial, General Assistance Orientation and Rights and Responsibilities. These deliverables will assist SSD in identifying and addressing ongoing training needs of new and current staff with the goal of addressing ongoing recruiting and attrition issues. The contractor will provide recommendation and technical assistance in updating training materials. The videos produced by the contractor will allow for more efficient time utilization by staff in both the CalWORKs and General Assistance units and will streamline orientation information provided to customers.  |
| **Financial Impact:** |
| **NO** | [ ]  | *Describe why no financial impact:*       |
| **YES** | [x]  | *Describe impact by indicating amount budgeted and funding source below* |
| Amount: | $62,236.00 |  |  |  |  |
| Fund:  | 2120 |  | Description: | Human Services | Org.: | 501010 | Description: | HS Admin  |
| Account: | 723000 |  | Description: | Prof. Svcs  |  |
| Activity Code:  |       |  | Description: |       |  |
| Local Preference: YES [ ]  NO [ ]  |
| For Contracts – *Explain how vendor was selected:* Contractor has a master service agreement on file with the State of |
| California (no.4-20-0206D) for this services and has experience providing these services to several County Welfare Depts.  |
| Additional Information: |   |
|       |
| **Recommended Motion:** |
| That the Honorable Board of Supervisors approve and chair sign the Contract between the Siskiyou County Health and Human Services Agency and SolutionsWest, effective July 1, 2024 through June 30, 2025.  |
| **Reviewed as recommended by policy:** |  | ***Special Requests*:** |
| County Counsel |       |  |  |
|  |  |  | *Certified Minute Order(s)* |       | *Quantity:* |       |
| Auditor |       |  |  |  |  |  |
|  |  |  |  |  |  |
| Personnel |       |  | *Other:* |       |
| 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 10:00 a.m. on the Monday the week prior to the Board Meeting.*** Revised 8/09/2021