***Submit completed worksheet to:***

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

# **Agenda Worksheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[ ]**  |  | **Time Requested:** |  | **Meeting Date:** | **September 16, 2025** |
| ***OR*** |
| **Consent** | **[x]**  |  |
| **Contact Person/Department:** |  **Chris Forrester** | **Phone:** | **530-842-8005** |
| **Address:** | **County Administration**  |
| **Person Appearing/Title:** | **Hayley Hudson/Sherry Lawson** |
| **Subject/Summary of Issue:** |
| Staff is requesting Board approval of the contract with Language LIne Services, Inc. This is a rate contract for the term beginning September 17, 2025 through September 30, 2030. Language Line Services, Inc will provide on-demand interpreting services. The service is available twenty-four hours a day, seven days a week, 365 days a year including hoidays, in over 240 spoken languages. The service can be used by any County employee during the course of their work.   |
| **Financial Impact:** |
| **NO** | [ ]  | *Describe why no financial impact:*       |
| **YES** | [x]  | *Describe impact by indicating amount budgeted and funding source below* |
| Amount: | $0.01 |  |  |  |  |
| Fund:  | 1001 |  | Description: | General | Org.: | 101030 | Description: | CAO |
| Account: | 723000 |  | Description: | Prof Services |  |
| Activity Code:  |       |  | Description: |       |  |
| Local Preference: YES [ ]  NO [ ]  |
| For Contracts – *Explain how vendor was selected:*       |
|       |
| Additional Information: |       |
|       |
| **Recommended Motion:** |
| Staff is requesting Board approval of the contract with Language LIne Services, Inc to provide interpreting services via telephone. This is a rate contract for the term beginning September 17, 2025 through September 30, 2030.  |
| **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