

May 11, 2004

STAFF REPORT

MEMO TO: SUTTER COUNTY CHILDREN & FAMILIES COMMISSION
FROM: DEB COULTER, EXECUTIVE DIRECTOR
SUBJECT: APPROVAL OF CONTRACT AGREEMENT WITH MORRISON FORBES CONSULTANTS

BACKGROUND: The firm of Morrison Forbes Consulting has significant involvement with the SCCFC for the past five years and has worked with other county Prop 10 Commissions in both Northern and Southern California. Morrison Forbes Consultants has been under contract to provide technical assistance to SCCFC since April 2003. Prior to April 2003 Morrison Forbes Consultants provided technical assistance to SCCFC through a grant from Center for Health Improvement.

The Scope of Work includes;

- Assistance with initiative development, performance management, operational goals and outcome measures.
- Facilitation of the Commission planning retreats.
- Analysis of financial and evaluation reports submitted by grant recipients.
- Assistance in developing planning projections for the Commission.
- Assisting the Commission in analysis of proposals from the State of California First 5 Commission.
- Other tasks as agreed to between Commission and Morrison Forbes Consultants.

The Scope of Work is structured to grant the Commission and the Executive Director flexibility to use hours as needed.

Consultant will report to the Commission at least quarterly and billings will be reviewed by the Commission for authorization to be paid.

CURRENT PROPOSAL: It is requested that the Commission approve the contract with Brad Morrison of Morrison Forbes Consultants.

RECOMMENDATION: It is the recommendation of the Executive Director that the Commission approve the contract with Brad Morrison of Morrison Forbes Consultants for technical assistance for fiscal year 04-05.

IMPACT ON COMMISSION RESOURCES: \$11,550.00

POLICY ACTION REQUESTED: Approval of executive director's recommendation.

DC:bd