

## STAFF REPORT

March 14, 2003

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

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**RECOMMENDATION:** It is the recommendation of the Executive Director that the Commission approve the agreement with Brad Morrison of Morrison Forbes Consultants for technical assistance.

**BACKGROUND:** At the February 14, 2003 Commission meeting, the Commission approved the scope of work with Morrison Forbes. The attached contract is being presented for your approval.

The recommendation was made primarily because this firm has significant involvement with the SCCFC for the past three years and has worked with northern and southern CCFC's since the passage of Prop. 10.

The Scope of Work includes; Update of the Strategic Plan, facilitation of two Commission retreats, development of County funding initiatives & other tasks as agreed to by the Executive Director and the Commission. 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.

The contract with Brad Morrison is being presented to the Commission for approval.

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

**IMPACT ON COMMISSION RESOURCES:** \$8,360.00

**POLICY ACTION REQUESTED:** Approval of the recommendation.

DC: al