

June 18, 2007

STAFF REPORT

MEMO TO: SUTTER COUNTY CHILDREN & FAMILIES COMMISSION
FROM: DEB COULTER, EXECUTIVE DIRECTOR
SUBJECT: Discussion possible approval of contract with Brad Morrison of Morrison Forbes Consultants for FY 07/08

BACKGROUND: The firm of Morrison Forbes Consulting has significant involvement with the SCCFC 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 for FY 07/08 includes;

- Commissioner Briefing Manual and Succession Planning Activities
- Assistance with initiatives, performance management, operational goals and future planning
- Facilitation of the Commission planning workshops.
- Legislative Tracking and consultation.
- 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. The consultant will take responsibility for all normal expenses (i.e. mileage, phone, supplies) to complete the work.

CURRENT PROPOSAL: It is requested that the Commission approve the contract with Brad Morrison of Morrison Forbes Consultants for FY 2007/2008.

IMPACT ON COMMISSION RESOURCES: \$13,750.00 for FY 07/08.

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 2007/2008.

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

DC:bd