

**MEMORANDUM**  
**PLACER COUNTY HEALTH AND HUMAN SERVICES**  
**Community Health and Clinics**

**TO:** Honorable Board of Supervisors

**FROM:** Richard J. Burton, M.D., M.P.H.  
Placer County Health Officer and Director of Health & Human Services  
Mark Starr, D.V.M., M.P.V.M., Director of Community Health and Clinics

**DATE:** September 22, 2009

**SUBJECT:** Lighthouse Family Resource Center Service Agreement

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**ACTION REQUESTED:**

Approve a five-year contract with the Lighthouse Counseling and Family Resource Center in the amount not to exceed \$108,600 for services, space and other support provided to the Women Infants and Children (WIC) program and Community Clinics operations in Lincoln, and authorize the Director of Health and Human Services to sign the contract and subsequent amendments up to 10 percent of the total. Of this amount, \$17,740 is related to FY 2009-10 and these costs are included in the Department's FY 2009-10 Final Budget. No County General Fund contribution is required.

**BACKGROUND:**

The Community Health and Clinics Division has a longstanding relationship with the Lighthouse Counseling and Family Resource Center (Lighthouse) to provide nutrition and education services to women and children, and to provide medical clinic services to Lincoln area clients. For approximately ten years the Lighthouse has provided the office and clinic space for the WIC Program and Community Clinic services, along with a shared classroom and reception area, receptionist assistance, and overhead such as utilities and janitorial services. Each month, an average of 747 clients are served in the Women, Infants, and Children nutrition program at the Lighthouse. Last year, the Community Clinic provided approximately 300 medical clinic visits at the Lighthouse.

The Lighthouse has been planning a relocation for several months, and has identified a location that is larger and more appropriate than the current space, allowing for improved operations and expansion of both the Lighthouse and the HHS programs in Lincoln. A more structured relationship between the Lighthouse and HHS is now needed and desired by both parties. The proposed service agreement is intended to meet that need, formalizing the services and space that the Lighthouse will share with HHS, and defining the commitment between HHS and the Lighthouse to continue this very effective collaboration to serve Placer County residents in need of WIC and clinical services.

**FISCAL IMPACT:**

Total expenditures of \$17,740 for FY 2009-10 will be completely funded with Federal and State funds. These costs are included in the Department's FY 2009-10 Final Budget. No County General Funds are required.

This contract is on file with Clerk of the Board for review.

