

MEMORANDUM
OFFICE OF THE
BOARD OF SUPERVISORS
COUNTY OF PLACER

TO: Honorable Board of Supervisors

FROM: Mike Boyle, Assistant County Executive Officer

DATE: August 18, 2009

SUBJECT: Approve the contract with Sharon Howard to provide Secretarial services to the Weimar/Applegate/Colfax Municipal Advisory Council.

ACTION REQUESTED

Approve the contract with Sharon Howard to provide Secretarial services to the Weimar/Applegate/Colfax Municipal Advisory Council.

BACKGROUND

The duties of the MAC Secretary include:

- Transcribe all regular meeting agendas for WEIMAR/APPLEGATE/COLFAX MAC meetings, to be publicly posted and mailed no later than one week prior to each regular meeting.
- Transcribe all special meeting agendas for WEIMAR/APPLEGATE/COLFAX MAC meetings, to be publicly posted and mailed no later than 24 hours prior to each special meeting.
- Attend all regular and special WEIMAR/APPLEGATE/COLFAX MAC meetings.
- Prepare summary minutes for each regular and special meeting of the WEIMAR/APPLEGATE/COLFAX MAC, to be completed no later than two weeks after each meeting.
- Distribute agendas and minutes for WEIMAR/APPLEGATE/COLFAX MAC.
- Transcribe and distribute correspondence prepared by the MAC chair or other members, as directed by the MAC chair, for the WEIMAR/APPLEGATE/COLFAX MAC.

FISCAL IMPACT

Funding is allocated within the Board of Supervisors' budget. The amount is \$150 per meeting.

DESCRIPTION:
CONTRACT FOR PROFESSIONAL SERVICES
FOR SECRETARIAL DUTIES FOR THE
WEIMAR/APPLEGATE/COLFAX MUNICIPAL
ADVISORY COUNCIL

CONTRACT NO. _____
BEGINS: <u>August 18, 2009</u>
ENDS: _____
ADMINISTERING AGENCY: <u>BOS</u>

This agreement made on August 18, 2009, by the County of Placer, referred to hereafter as COUNTY and Sharon Howard, referred to hereafter as SECOND PARTY.

WITNESSETH:

WHEREAS, the COUNTY wishes to obtain certain services, and

WHEREAS, SECOND PARTY is willing to perform such services,

NOW, THEREFORE, in consideration of the mutual agreements described below, the contract is agreed by the parties signing below as follows:

1. SCOPE OF WORK COUNTY hires SECOND PARTY as an independent contractor to do the work listed in the Section entitled *Scope of Work*, attached below.
2. AMENDMENT OF SCOPE OF WORK Said *Scope of Work* may be amended with the written approval of the Board of Supervisors. However, no such amendments will create any additional liability to the COUNTY or additional compensation to the SECOND PARTY without further action by the Board of Supervisors.
3. TIME OF COMPLETION SECOND PARTY agrees to complete all work and other duties as described in the *Scope of Work*.
4. PROGRESS REPORTS SECOND PARTY shall submit progress reports and prepared documents as requested by COUNTY.
5. AMOUNT OF PAYMENT COUNTY shall pay the sum of *one-hundred fifty dollars (\$150) per meeting* to SECOND PARTY as full payment for all services described below, performed for a regular or special MAC meeting. COUNTY shall pay the sum of *fifty dollars (\$50.00) per meeting* to SECOND PARTY as full payment for services performed when a MAC meeting is cancelled. SECOND PARTY may be reimbursed for additional expenses incurred while completing the work required by this contract, upon submission of *draft or approved minutes with an invoice and all receipts and with the prior approval of COUNTY staff*.
6. PAYMENT SCHEDULE Payment shall be made to SECOND PARTY as described below in the *Payment Schedule* for completion and acceptance of the work described in the *Scope of Work*; and for documented expenses approved by COUNTY staff.
7. RECORDS SECOND PARTY shall maintain during the period of this contract complete detailed records of work performed under this agreement in a form

acceptable to COUNTY, and COUNTY shall have the right to inspect such records at any reasonable time. Notwithstanding any other terms of this agreement, no payments shall be made to SECOND PARTY until COUNTY is satisfied that work of such value has been completed as described in this contract.

8. EMPLOYEES OF SECOND PARTY All persons performing services for SECOND PARTY shall be solely employees of SECOND PARTY and not employees of COUNTY. SECOND PARTY shall be solely responsible for the salaries and other benefits, including Workmen's Compensation, of all such personnel.
9. HOLD HARMLESS SECOND PARTY agrees to hold harmless and indemnify COUNTY from every claim or demand of any kind or nature whatsoever which may be made by any person resulting from the action or inaction of SECOND PARTY or his/her officers, agents or employees under the terms of this agreement, and further agrees, at his/her own cost, expense and risk to defend any and all actions, suits, or other legal proceedings which may be brought against COUNTY as a result of such action or inaction, and further agrees that he/she will pay or satisfy any judgment which may be rendered therein.
10. NON-ASSIGNABILITY This contract, and the rights and duties it describes, shall not be assigned in whole or in part without the express written consent of COUNTY.
11. INSURANCE SECOND PARTY shall, at the time of signing this agreement, file with the COUNTY a Certificate of Insurance showing automobile liability coverage in the amount of not less than \$100,000/ \$300,000 Bodily Injury; and \$25,000 Property Damage or as approved by Risk Management.
12. CANCELLATION This agreement may be canceled by either party upon the giving of ten (10) days' advance written notice. Written notice shall be personally served or delivered by United States mail. In the event of cancellation by COUNTY, SECOND PARTY shall be paid for all work performed to the date of cancellation.

IN WITNESS WHEREOF, the parties signing below have executed this agreement on the day and year noted above.

COUNTY OF PLACER – COUNTY EXECUTIVE OFFICE

Thomas M. Miller, County Executive Officer

SECOND PARTY

Sharon Howard

APPROVED AS TO FORM:

Anthony J. La Bouff, County Counsel

SCOPE OF WORK

1. Transcribe all regular meeting agendas for WEIMAR/APPLEGATE/COLFAX MAC meetings, to be publicly posted and mailed no later than one week prior to each regular meeting.
2. Transcribe all special meeting agendas for WEIMAR/APPLEGATE/COLFAX MAC meetings, to be publicly posted and mailed no later than 24 hours prior to each special meeting.
3. Attend all regular and special WEIMAR/APPLEGATE/COLFAX MAC meetings.
4. Prepare summary minutes for each regular and special meeting of the WEIMAR/APPLEGATE/COLFAX MAC, to be completed no later than two weeks after each meeting.
5. Distribute agendas and minutes for WEIMAR/APPLEGATE/COLFAX MAC.
6. Transcribe and distribute correspondence prepared by the MAC chair or other members, as directed by the MAC chair, for the WEIMAR/APPLEGATE/COLFAX MAC.

PAYMENT SCHEDULE

Payment shall be upon receipt of a detailed invoice *along with a draft or approved copy of minutes for said meeting(s)*. Payment will occur on or before the 25th day of the month following submission by SECOND PARTY to COUNTY of an invoice for the completed work; and for documented expenses approved by COUNTY staff.

HAND DELIVERED



**PLACER COUNTY
BOARD OF SUPERVISORS**

RECEIVED
AUG 05 2009
BOARD OF SUPERVISORS

**APPLICATION FOR MEMBERSHIP ON
ADVISORY BOARD OR COMMISSION**

THE FOLLOWING IS PUBLIC INFORMATION

APPLICATION FOR MEMBERSHIP ON: MACs: Meadow Vista and WAC (2)
(NAME OF BOARD, COMMISSION, OR COMMITTEE)

IF THIS BOARD/COMMISSION/COMMITTEE CALLS FOR A SPECIFIC TYPE MEMBER, PLEASE INDICATE THE
POSITION FOR WHICH YOU ARE APPLYING: Secretary

NAME: Sharon M. Howard

SUPERVISORIAL DISTRICT IN WHICH YOU RESIDE: District 3

TIMES YOU ARE AVAILABLE FOR MEETINGS: DAYS: Open TIMES: Open

EMPLOYMENT EXPERIENCE/PROFESSION (A RESUME MAY BE ATTACHED):
9.5 years experience as Rocklin City Planning Commission recording secretary. Please see attached resume
for complete employment record

ORGANIZATION/COMMUNITY EXPERIENCE: Auburn Arts Council, Placer County Food Closet, Gathering Inn, Unity of Auburn

EDUCATIONAL EXPERIENCE:
Placer High School, Sierra College, University of San Francisco

APPLICATIONS WILL BE RETAINED FOR TWO YEARS

APPLICATION MUST BE FILED WITH THE CLERK OF THE BOARD OF SUPERVISORS
175 FULWEILER AVENUE, ROOM 101, AUBURN, CALIFORNIA 95603

DATE: 7-5-09 SIGNATURE: Sharon M. Howard

SHARON M. HOWARD

SUMMARY OF QUALIFICATIONS

Excellent work history demonstrating exceptional verbal and written communication as an employee in the public sectors (Sierra College and City of Rocklin) and private sector (Hewlett-Packard Company). Specialized board secretarial skills and experience.

PROFESSIONAL HISTORY

HEWLETT PACKARD COMPANY

1994 - 2006

Employee Relations Consultant 2001 - 2006
HR Specialist and Trainer 1994 - 2001

CITY OF ROCKLIN

1985 - 1994

Planning Commission Administrative Secretary

Secretary to the Rocklin City Planning Commission, Community Development Director and planning staff

- Recording Secretary to the Planning Commission attending all regular and special meetings
- Responsible for Agenda Packets with delivery to Commission and staff, chamber logistics
- Responsible for secretarial support for 3 managers and 4 planners.

SIERRA COLLEGE

1983 - 1985

Division Administrative Secretary to the Dean of Science and Applied Technology
Administrative Assistant to the Accreditation Chairperson

EDUCATION

Bachelor of Science, Organizational Behavior - University of San Francisco
Associate in Arts - Business/Secretarial - Sierra College

References on request