



**Eastern Sierra Council of Governments (ESCOG)  
Joint Powers Authority**

**STAFF REPORT**

**To:** ESCOG Joint Powers Authority

**From:** Elaine Kabala, ESCOG Executive Director

**Subject:** Approve Memorandum of Understanding Between the Eastern Sierra Council of Governments and the Sierra Business Council Regarding Implementation of the Sierra Jobs First Business Catalyst Program

**Meeting date:** April 30, 2025

**Prepared on:** April 24, 2025

**Attachments:** A) Memorandum of Understanding Between the Eastern Sierra Council of Governments and the Sierra Business Council Regarding Implementation of the Sierra Jobs First Business Catalyst Program

---

**ANALYSIS:**

The Memorandum of Understanding (MOU) between the Eastern Sierra Council of Governments (ESCOG) and the Sierra Business Council / Eastern Sierra Business Resource Center (SBC/ESBRC) defines the roles and responsibilities of each organization for implementing the Sierra Jobs First Business Catalyst Program. The regional initiative is aimed at building programming in the Eastern Sierra Business Resource Center to provide technical assistance for small businesses and entrepreneurs, provide educational workshops throughout the region, and strengthen relationship and economic development capacity for regional and inter-regional partners.

The SBC/ESBRC will be responsible for primary program development, identifying appropriate contractors to provide services, developing strategic capacity building, and managing contractor procurement, invoices and reporting.

The ESCOG will be responsible for payment provided directly to the contractor and providing strategic guidance on program development and delivery, with specific focus on forestry and fire, natural resource management, sustainable recreation, environmental science and sustainable agriculture consistent with the 2022 Eastern Sierra Small Business Resource Center Business Plan and the Sierra Jobs First Strategic Document.

**BUDGET IMPACTS:**

All costs associate with this MOU will be reimbursed by the Sierra Jobs First Catalyst Program award for the Eastern Sierra Business Catalyst Program.

**LEGAL REVIEW:**

ESCOG Counsel John-Carl Vallejo has reviewed this item and found that it complies with the law.

**RECOMMENDATION:**

Staff recommends that the Board approve the Memorandum of Understanding Between the Eastern Sierra Council of Governments and the Sierra Business Council Regarding Implementation of the Sierra Jobs First Business Catalyst Program.