



STAFF REPORT

To: ESCOG Joint Powers Authority

From: Elaine Kabala, ESCOG Staff

Subject: Approve Agreement Between the Eastern Sierra Council of Governments and Celeste Berg Consulting, LLC for the Provision of Administrative Services

Meeting date: April 24, 2024

Prepared on: April 18, 2024

Attachments: A) Agreement Between the Eastern Sierra Council of Governments and Celeste Berg Consulting, LLC for the Provision of Administrative Services

BACKGROUND/HISTORY:

On January 24, 2024, the ESCOG noticed a Request for Qualifications for qualified applicants to assist administrative and analytical duties supporting the operations and programs of the ESCOG JPA. This position will assist with regional interagency coordination, grant writing and management, and administrative and analytical services. This position serves as an independent contractor to the ESCOG JPA. The position was advertised as a part-time position, grant funded position.

The ESCOG received two qualifying applicants. Following interviews and discussions with the candidates, it was determined by staff to contract with each as on-call administrative support for discreet grants and assignments. The term of the contract expires October 1, 2024 to allow for modifications as mutually desired after 6 months.

Celeste Berg, LLC will provide administrative and analytical duties supporting the California Jobs First initiative duties conducted by the ESCOG JPA, including regional interagency coordination, public engagement and analytical services. The Scope of Work includes:

- Support outreach, communications, public engagement and analysis for the Eastern Sierra California Jobs First initiative. Manage and strengthen

communications and collaboration between the regional agencies and the ESCOG, and stakeholders, partners, and the public.

- Coordinate public outreach workshops and interagency collaboration meetings to support data gathering to inform Eastern Sierra California Jobs First project deliverables.
- Make presentations to regional Boards and Council (including Tribal Councils) regarding Eastern Sierra California Jobs First project updates.
- Analyze Eastern Sierra Jobs First deliverables for accuracy and prepare communications on behalf of the Eastern Sierra Council of Governments to provide to regional partners.
- Act as point of contact and liaison between the ESCOG and other regional partner agencies.
- Assist with the development and implementation of agency communications, including website posts and updates, email marketing, newsletters and brochures for relevant projects.
- Assist with developing and writing departmental reports for consideration by the ESCOG Board for bimonthly Board meetings.
- Coordination of meetings and public workshops.
- Works closely with Executive Director to ensure continuity and completion of projects.
- Attendance at board meetings as needed.

BUDGET IMPACTS:

The ESCOG has an existing contract with the Sierra Business Council to support the California Jobs First initiative in the amount of \$250,000. Pending Board approval of a contract amendment with the Sierra Business Council, the fee and payment to the ESCOG will increase to \$350,000 to be expired by August 31, 2024.

The proposed fee schedule for Celeste Berg, LLC is \$75.00 not to exceed \$40,000, which is within the budget of the California Jobs First agreement with the Sierra Business Council.

The ESCOG FY 23-24 Budget includes \$50,000 for part-time administrative support. A budget modification may be required at the end of the fiscal year.

LEGAL REVIEW:

ESCOG Counsel Grace Chuchla has reviewed this item and found that it complies with the law.

RECOMMENDATION:

Staff requests the ESCOG Board approve the Agreement Between the Eastern Sierra Council of Governments and Celeste Berg Consulting, LLC for the Provision of Administrative Services and authorize the Executive Director to execute.