



## STAFF REPORT

**To:** ESCOG Joint Powers Authority

**From:** Elaine Kabala, ESCOG Staff

**Subject:** Approve Agreement Between the Eastern Sierra Council of Governments and Kate Morley 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 Kate Morley for the Provision of Administrative Services

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### **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.

Kate Morley will assist with various duties conducted by the ESCOG JPA, including regional interagency coordination, public engagement and analytical services, specifically interagency coordination with the Inyo National Forest, support for the Eastern Sierra Pace and Scale Accelerator, tribal coordination supporting ESCOG activities and the California Jobs First initiative. The scope of work includes:

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

- Support regional interagency coordination to understand and communicate operational procedures for inter-jurisdictional project implementation between the Inyo National Forest, ESCOG, and other partners, including but not limited to:
  - Financial procedures, in particular identifying potential obstacles presented by using different funding sources,
  - Project approval requirements,
  - Appropriate contracting mechanisms for project implementation.
- 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 project updates.
- Assist with the development and implementation of the Sustainable Recreation and Ecosystem Management Program Implementation Plan, including coordination with regional agencies to develop mutually agreed upon projects, project timelines, approval requirements, and identifying potential funding sources.
- Coordinates public outreach workshops and interagency collaboration meetings to support data gathering to inform the Eastern Sierra Pace and Scale Accelerator, Eastside Community Economic Resiliency Fund initiative and the Inyo National Forest Liaison plan deliverables.
- Assist in the coordination of grant activities; prepares, writes, reviews, and monitors grant applications, and prepares monthly grant reporting and invoices.
- Assists with developing and writing departmental reports for consideration by the ESCOG Board for bimonthly Board meetings.
- Responsible for providing administrative and analytical services which include records management, office procedures, data input, communications management, and website management.
- Coordination of meetings and public workshops.
- Works closely with Executive Director to ensure continuity and completion of projects.
- Assists with invoices and department financial organization.
- Attendance at board meetings as needed.

**BUDGET IMPACTS:**

The proposed fee schedule for Kate Morley, 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 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 contact 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.

This position will support the Inyo National Forest Liaison position, which includes \$150,000 for the ESCOG to build capacity and strengthen inter-agency working relationships.

This position will support the California Department of Fish and Wildlife Proposition 1 grant, which includes \$48,000 for administrative support.

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 Kate Morley for the Provision of Administrative Services and authorize the Executive Director to execute.