

**AGREEMENT BETWEEN THE HOMELESS RESOURCE COUNCIL OF THE SIERRAS (HRCS)
and ABC CONTRACTOR**

This Agreement is entered by and between the Homeless Resource Council of the Sierras ("HRCS") and ABC Contractor ("Contractor/Consultant") for the purpose of providing:

- Continuum of Care Administration (CoC) and Oversight for HRCS, CA-515 and CA-531.
 - Details in Addendum 1
- Oversight of the Coordinated Entry System in conjunction with the Outcomes and Measurements Committee
 - Details in Addendum 1

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| CA-515 and CA- 531 Continuum of Care Responsibilities for the Contractor |
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ABC Contractor will coordinate the operations CoC systems as detailed in Addendum 1 including:

- Update and implement the CA-515 and CA-531 Strategic Plans as requested by CoC Boards.
- Assist with oversight of the system and program level performance standards. HMIS/Data provider will be in charge of submission process.
- Manage the annual Point in Time (PIT) and Housing Inventory Counts (HIC) processes.
- /Data provider will be in charge of the training via the ARC GIS app.
- Revision of Grant Inventory Worksheets as needed
- Coordinate the regular meetings of HRCS, CA-515 and CA-531
- Support committees and work groups as assigned by the HRCS Board
- Coordinate development and submission of grant applications/funding programs including, but not limited to:
 - CoC competition submission
 - ESG and CoC Recommendation Package
 - Homeless Emergency Aid Program (HEAP)
 - California Emergency Solutions and Housing Program (CESH)
 - Homeless Housing, Assistance and Prevention (HHAP)
 - Other funding sources that support the system-wide operations and programs of the CoC.
- Administer, ensure compliance, and report on funding programs including, but not limited to:
 - CoC Competition, including the CoC Planning Grants and the HMIS Grant,
 - Emergency Solutions Grant (ESG),
 - Homeless Emergency Aid Program (HEAP)
 - California Emergency Solutions and Housing (CESH)
 - Homeless Housing, Assistance and Prevention (HHAP)
 - Other funding sources that support the system-wide operations and programs of the CoC.
- Assist each CoC Board to update their CoCs Governance Charter and Written Standards including procedures and policies needed to comply with 24 CFR part 578(b)
- Work with the Outcomes and Measurements Committee to monitor recipient and sub-recipients performance, evaluate outcomes, and work with CoC Boards to implement corrective action as necessary to enhance CoC performance.

1. RESPONSIBILITIES OF HRCS

- Provide overall project administration and direction to Contractor
- Operate as the clearinghouse for all tasks assigned to the Contractor
- Pay Contractor within 15 days of receipt of invoices
- The HRCS Board will serve as liaison between each CoC and the Contractor

2. COMPENSATION

The total amount of this Agreement shall not exceed \$X annually unless approved by either the full HRCS Board. Contractor shall be paid at a rate of \$X per month, but will be reevaluated on January 1, 2021, where an additional 5% increase will be considered. Anything outside of the Contract shall be approved by the HRCS Board and charged at a rate of \$X per hour.

3. BILLING AND PAYMENT

Contractor shall submit all invoices and documentation to the HRCS Treasurer by the last working day of each month. A monthly report will be submitted with the invoice for Placer County. A quarterly report will be provided with the invoice for Nevada County.

4. TERM OF AGREEMENT

This Agreement shall commence on July 1, 2020 and shall terminate on June 30, 2021.

5. TERMINATION OF AGREEMENT

If Contractor fails to perform his/her duties to the satisfaction of HRCS, or if Contractor fails to fulfill in a timely and professional manner his/her obligations under this Agreement, or if Contractor violates any of the terms or provisions of this Agreement, then HRCS shall have the right to terminate this Agreement effective immediately upon HRCS giving written notice thereof to Contractor. Either party may terminate this Agreement on 30 days written notice. HRCS shall pay Contractor for all work satisfactorily completed as of the date of notice. HRCS may terminate this contract immediately upon oral notice should funding cease or be materially decreased.

6. ENTIRE AGREEMENT; MODIFICATION

This Agreement supersedes all previous Agreements and constitutes the entire understanding of the parties hereto. Contractor shall be entitled to no other benefits other than those specified herein. No changes, amendments, or alterations shall be effective unless in writing and signed by both parties. Contractor specifically acknowledges that in entering into and executing this Agreement, Contractor relies solely upon the provisions contained in this Agreement and no others.

7. NONASSIGNMENT OF AGREEMENT

Inasmuch as this Agreement is intended to secure the specialized services of Contractor, Contractor may not assign, transfer, delegate or sublet any interest herein without the prior written consent of HRCS.

8. EMPLOYMENT STATUS

Contractor shall, during the entire term of this Agreement, be construed to be an independent contractor and nothing in this Agreement is intended nor shall be construed to create an employer/employee relationship, a joint venture relationship, or to allow HRCS to exercise discretion or control over the professional manner in which Contractor performs the services which are the subject matter of this Agreement, provided however, that the services to be provided by Contractor shall be provided in a manner consistent with the professional standards applicable to such services. The sole interest of HRCS is to ensure that the services shall be rendered and performed in a competent, efficient, and satisfactory manner. Contractor shall be fully responsible for payment of all taxes due to the State of California or the Federal Government, which would be withheld from compensation if Contractor were an HRCS employee. HRCS shall not be liable for deductions for any amount for any purpose from Contractor's compensation. Contractor shall not be eligible for coverage under HRCS's Workers' Compensation Insurance Plan nor shall Contractor be eligible for any other HRCS benefit.

9. INDEMNIFICATION

Each party agrees to indemnify and save harmless each other party from and against any and all losses, liabilities, expenses (including, without limitation, reasonable fees and disbursements of counsel), claims, liens, damages or other obligations whatsoever (collectively "Claims") that may actually and reasonable be payable by virtue of or which may actually and reasonable result from the inaccuracy of any of their respective representations or the breach of any for their respective warranties, covenants or agreements made in this Agreement or in any certificate, schedule or other instrument delivered pursuant to this Agreement, provided however that no claim for indemnity may be made hereunder if the facts giving rise to such Claim were in writing and known to the party seeking indemnification hereunder, such facts constituted a breach of the conditions to closing of the party seeking indemnification and the party seek indemnification elected in any event to consummate the transactions contemplated by this Agreement. In addition, to the extent that applicable insurance coverage is available and paid to the party seek indemnification hereunder with respect to the Claim for which indemnification is being sought, such amounts of insurance actually paid shall be deducted from the amount of the Claim for which indemnification may be sought hereunder and the indemnified party may recover only the amount of the loss actually suffered by the party to be indemnified. To the extent that such insurance payment is received subsequent to payment by the indemnifying party hereunder, the indemnified party shall reimburse the indemnifying party, up to the amount previously paid by the indemnifying party, for the amount of such insurance payment.

10. INSURANCE

Contractor agrees to carry professional insurance coverage in the amounts of at least \$1,000,000 per occurrence for Professional and General Liability. Contractor agrees to carry vehicle coverage in the amounts of at least \$100,000 to cover bodily injury for one person and \$300,000 for two or more persons, and \$50,000 to cover property damages. HRCS shall be named as an Additional Insured as follows:

Homeless Resource Council of the Sierras
PO Box 130
Auburn, CA 95604

The insurer shall supply a Certificate of Insurance and endorsements signed by the insurer evidencing such insurance to HRCS provide for 30-day advance notice to HRCS of any termination or reduction in coverage.

11. NON-DISCRIMINATION

The Contractor shall not discriminate in employment practices or in the delivery of services on the basis of race, religious creed, color, national origin, disability, marital status, political affiliation, sex, age, or sexual orientation of any person.

12. NOTICES

Any notice required to be given pursuant to the terms and provisions of this Agreement shall be in writing and shall be sent first-class mail to the following addresses:

If to HRCS: Homeless Resource Council of the Sierras
Nancy S. Baglietto, Board President
PO Box 130
Auburn, CA 95604
(530) 885-6100
hrsc@hrscoc.org

If to Contractor: ABC Contractor
123 Pine Street
Grass Valley, CA 95945
(530) 615-0602
JohnDoe@ABCConsulting.com

Notice shall be deemed to be effective two days after mailing.

13. RIGHT TO AUDIT AND MONITOR

The HRCS and its funders shall have the right to monitor all work performed, as well as to review all records and procedures to assure that the expenditure of funds is in conformity with this Agreement and applicable Federal and State regulations.

14. INDEPENDENT CONTRACTOR CLAUSE

It is specifically and expressly understood between the parties that this Agreement creates no relationship of employer/employee between the parties and that Contractor is, and shall remain throughout the term of this Agreement, an independent contractor. Contractor agrees that he/she is not, and will not become, an employee, partner, agent or principal of HRCS while this Agreement is in effect. Contractor agrees that he/she is not entitled to the rights or benefits afforded to HRCS's employees, including disability or unemployment insurance, workers' compensation, medical insurance, sick leave, or any other employment benefit. Contractor is responsible to pay or provide from his/her own expense, all federal and state income taxes, including estimated taxes, social security, and any other payroll tax obligations that she may owe as a result of compensation received for services rendered pursuant to this Agreement.

15. CONFIDENTIALITY/PRIVACY

Contractor agrees to execute a Confidentiality and Non-Disclosure Agreement, included herein as **Attachment 1**, protecting the private and confidential information of HRCS

IN WITNESS WHEREOF, HRCS and Contractor have executed this Agreement on the day and year set forth below.

CONSULTANT/CONTRACTOR:

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| Date: | |
| Signature: | |
| Name/Title: | |

HOMELESS RESOURCE COUNCIL OF THE SIERRAS/HRCS:

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| Date: | |
| Signature: | |
| Name/Title: | Nancy S. Baglietto, Board President |

ADDENDUM 1-HRCS and CoC Operations

| TASKS | DETAILS |
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| General Activities | |
| General Administrative Duties | <ul style="list-style-type: none"> • Check PO Box, at least weekly, • Review HRCS emails and respond appropriately, in a timely manner, • Work with insurance carriers to obtain requested Certificates of Insurance, • Provide clear instructions in communications when regarding signatures, document request, etc. |
| General Financial/Bookkeeping Duties | <ul style="list-style-type: none"> • Draft Annual Budget, with support from the Bookkeeper, for review and approval by the HRCS Board, • Deposit checks as received, can request electronic deposits from vendors; store historical financial files, • Provide detailed instructions and contact information to bookkeeper for HMIS invoicing, • Follow up on unpaid HMIS invoices, • Provide detailed instructions and contact information to bookkeeper for grant disbursements, • Provide grant documentation and recipient contracts to bookkeeper, • Work with bookkeeper and external CPA to ensure all necessary tax returns and documents are completed, • Report on financial to the HRCS Board on a quarterly basis, in consultation with the bookkeeper and Board Treasurer, • Attend regular meetings with Financial Officer/Bookkeeper, • Organization and scheduling of any necessary signatures or document submission due to HRCS Board Officer or Director change, including, but not limited to eLOCS, bank accounts, etc. |
| Registrations | <ul style="list-style-type: none"> • U.S. Government's System for Award Management (SAM) • Secretary of State <ul style="list-style-type: none"> • Business Programs Division • CA Secretary of State • Statement of Information (Domestic Nonprofit Corporation) • Biennial Fee • Business License for all appropriate jurisdictions • Certificate of Good Standing • Department of Justice, work with CPA to confirm timely submission <ul style="list-style-type: none"> • Registry of Charitable Trusts • Registration Renewal Fee for XXXX Tax Year |
| Annual Board Retreat | <ul style="list-style-type: none"> • Create agenda, in consultation with the HRCS Board, • Bring relevant topics to the conversation, • Reserve space, send calendar invites, • Organize meals/refreshments, and • Provide board agenda and board packets. |
| Maintain HRCS Website | <ul style="list-style-type: none"> • Update Board Membership page, • Upload HRCS, CA-515, and CA-531 Board Agendas and Minutes to appropriate pages, • Maintain current documents for HRCS, HMIS, CA-515, and CA-531, • Post appropriate notices of meetings, • Post any HUD, HCD, or any other Federal, State, or Local Agency required documents on appropriate pages. |
| HRCS Bylaws | <ul style="list-style-type: none"> • Revise and update as instructed by the HRCS Board, • Advise of necessary changes, as needed due to regulatory changes. |
| CoC Governance Charters and Operating Manuals | <ul style="list-style-type: none"> • Develop, follow, and review annually • Update, in conjunction with the appropriate CoC Boards, as needed, to reflect current CoC protocols and to comply with 24 CFR 578(b). |
| HRCS Annual Report | <ul style="list-style-type: none"> • Write HRCS Annual Report in conjunction with the HRCS Board. |
| Master Calendar | <ul style="list-style-type: none"> • Create and maintain a master calendar for HRCS, CA-515, and CA-531, |

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| | <ul style="list-style-type: none"> • Calendar should include, but not limited to, Board Meetings, Committee Meetings, Internal and External CoC Report Deadlines, Registration • Deadlines, Internal and External CoC Application/LOI/RFP Deadlines, etc. |
| Gap Analysis and Matrix | <ul style="list-style-type: none"> • Coordinate the process to complete a gap, or service gap, analysis via e-survey and/or as a Board Retreat focus, for each CoC, • Create a matrix and plan, in conjunction with each CoC. |
| Technical Assistance Coordination | <ul style="list-style-type: none"> • Coordinate all available Technical Assistance provided by HUD, HCD, or any other Federal, State, or Local Agency. |
| Contracts Management and Renewals | <ul style="list-style-type: none"> • Coordinate with current contractors to execute necessary contract renewals or extension prior to expiration of current contracts and ensure timely approvals, • Coordinate with new/potential contractors to execute new contracts in an expedient fashion and ensure timely approvals • CoC Coordinator shall inform the HRCS Board, at a minimum of 90 days prior to expiration, that the CoC Coordinator Contract is up for renewal. |
| Grant and Funding Source Oversight | |
| HUD CoC Consolidated Applications | <ul style="list-style-type: none"> • Complete the Grant Inventory Worksheet, in conjunction with recipient agencies and the appropriate CoC Boards, • Provide recommendation to the Board for Rating and Ranking process, • Coordinate Rating and Ranking meetings in conjunction with the Outcomes and Measurements committee; <ul style="list-style-type: none"> • Send out calendar invites, • Develop agendas and packets for meetings, • Provide a staff person to take minutes. • Offer guidance as needed, • Complete and submit the applications, in conjunction with the CoC Boards, community agencies, and other community stakeholders. • Provide a copy of the application, for review to the appropriate CoC Boards and the HRCS Board with a goal of 5 days prior to the due date, assuming the committee process is completed in a timely manner. |
| HUD CoC Planning Grant Applications | <ul style="list-style-type: none"> • Complete and submit the application, in conjunction with the CoC Boards, • Provide a copy for review to the appropriate CoC Boards and the HRCS Board with a goal of 5 days prior to the due date. |
| ESG BOS Application | <ul style="list-style-type: none"> • Provide recommendation to the Board for Rating and Ranking process, • Coordinate Rating and Ranking meetings in conjunction with the Outcomes and Measurements committee; <ul style="list-style-type: none"> • Send out calendar invites, • Develop agendas and packets for meetings, • Provide a staff person to take minutes. • Offer guidance as needed, • Complete and submit the applications, in conjunction with the CoC Boards, community agencies, and other community stakeholders. • Provide a copy of the application, for review to the appropriate CoC Boards and the HRCS Board with a goal of 5 days prior to the due date, assuming the committee process is completed in a timely manner. |
| ESG Written Standards | <ul style="list-style-type: none"> • Review annually and update as needed to maintain compliance with HUD Guidelines and Regulations |
| CBF Grant | <ul style="list-style-type: none"> • Apply for the CBF grant, as directed by the Board, and, as feasible, provide a copy for the review to the HRCS Board, at a minimum of, 5 days prior to the due date. |
| HEAP | <ul style="list-style-type: none"> • Provide updates on HEAP funding to the appropriate CoC Boards, and the HRCS Board, along with concise recommendation, • Provide recommendation to the HRCS Board and the appropriate CoC Boards for the internal grant award process, • Coordinate Meetings to accommodate the internal grant award process; <ul style="list-style-type: none"> • Send out calendar invites, • Develop agendas and packets for meetings, • Provide a staff person to take minutes. |

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| | <ul style="list-style-type: none"> ● Offer guidance as needed, ● Complete and submit the applications, in conjunction with the CoC Boards, community agencies, and other community stakeholders. ● As feasible, provide a copy of the application, for review to the appropriate CoC Boards and the HRCS Board with a goal of 5 days prior to the due date, assuming the committee process is completed in a timely manner. |
| CESH | <ul style="list-style-type: none"> ● Provide updates on new or existing funding sources to the appropriate CoC Boards, and the HRCS Board, along with concise recommendation, ● Provide recommendation to the HRCS Board and the appropriate CoC Boards for the internal grant award process, ● Coordinate Meetings to accommodate the internal grant award process; <ul style="list-style-type: none"> ● Send out calendar invites, ● Develop agendas and packets for meetings, ● Provide a staff person to take minutes. ● Offer guidance as needed, ● Complete and submit the applications, in conjunction with the CoC Boards, community agencies, and other community stakeholders. ● As feasible, provide a copy of the application, for review to the appropriate CoC Boards and the HRCS Board with a goal of 5 days prior to the due date, assuming the committee process is completed in a timely manner. |
| HHAP | <ul style="list-style-type: none"> ● Provide updates on HHAP funding to the appropriate CoC Boards, and the HRCS Board, along with concise recommendation, ● Provide recommendation to the HRCS Board and the appropriate CoC Boards for the internal grant award process, ● Coordinate Meetings to accommodate the internal grant award process; <ul style="list-style-type: none"> ● Send out calendar invites, ● Develop agendas and packets for meetings, ● Provide a staff person to take minutes. ● Offer guidance as needed, ● Complete and submit the applications, in conjunction with the CoC Boards, community agencies, and other community stakeholders. ● As feasible, provide a copy of the application, for review to the appropriate CoC Boards and the HRCS Board with a goal of 5 days prior to the due date, assuming the committee process is completed in a timely manner. |
| Other Funding Sources | <ul style="list-style-type: none"> ● Provide updates on new or existing funding sources to the appropriate CoC Boards, and the HRCS Board, along with concise recommendation, ● Provide recommendation to the HRCS Board and the appropriate CoC Boards for the internal grant award process, ● Coordinate Meetings to accommodate the internal grant award process; <ul style="list-style-type: none"> ● Send out calendar invites, ● Develop agendas and packets for meetings, ● Provide a staff person to take minutes. ● Offer guidance as needed, ● Complete and submit the applications, in conjunction with the CoC Boards, community agencies, and other community stakeholders. ● As feasible, provide a copy of the application, for review to the appropriate CoC Boards and the HRCS Board with a goal of 5 days prior to the due date, assuming the committee process is completed in a timely manner. |
| Contracts Management and Renewals | <ul style="list-style-type: none"> ● Coordinate with current and potential/new contractors to execute new/renewal contracts in an expedient fashion and ensure timely approvals. |
| All Funding Sources | <ul style="list-style-type: none"> ● Ensure compliance with all funding source regulations and guidelines. conjunction with the Outcomes and Measurement Committee. |
| Grant Reporting and Performance Monitoring | |
| HEAP Reporting | <ul style="list-style-type: none"> ● Collect data from HEAP funded agencies, and collaboratively review, in conjunction with the Outcomes and Measurement Committee and HEAP Funded Agencies, bi-annually, ● Submit all required reports to BCSH, prior to report deadline dates, ● Provide a copy of the reports, for review to the appropriate CoC Boards and the HRCS Board with a goal of 5 days prior to the due date, assuming the committee process is completed in a timely manner. |

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| CESH Reporting | <ul style="list-style-type: none"> • Collect data from CESH funded agencies, and collaboratively review, in conjunction with the Outcomes and Measurement Committee and HHAP Funded Agencies, on a schedule set by the group, • Submit all required reports to HCD, prior to report deadline dates, • Provide a copy of the reports, for review to the appropriate CoC Boards and the HRCS Board with a goal of 5 days prior to the due date, assuming the committee process is completed in a timely manner. |
| HHAP Reporting | <ul style="list-style-type: none"> • Collect data from HHAP funded agencies, and collaboratively review, in conjunction with the Outcomes and Measurement Committee and HHAP Funded Agencies, on a schedule set by the group, • Submit all required reports to BCSH, prior to report deadline dates, • Provide a copy of the reports, for review to the appropriate CoC Boards and the HRCS Board with a goal of 5 days prior to the due date, assuming the committee process is completed in a timely manner. |
| HUD Planning Grants Reporting | <ul style="list-style-type: none"> • Complete and submit all planning grant APRs prior to the assigned deadline, • Provide a copy of the report, for review to the appropriate CoC Boards and the HRCS Board with a goal of 5 days prior to the due date, assuming the committee process is completed in a timely manner. |
| HUD HMIS Grant Reporting | <ul style="list-style-type: none"> • Oversee and assist in the completion of the HUD HMIS Grant, in conjunction with the HMIS/Data Provider, • Responsible to make sure the report is submitted by the HMIS/Data Provider prior to the assigned deadline. |
| Performance Evaluation | <ul style="list-style-type: none"> • Assist Outcomes and Measurements Committee with the HRCS project performance evaluation process • Create a calendar for required Federal or State funded project reporting requirements and keep the HRCS Board, and appropriate CoC Boards informed of any |
| Other Funding Sources | <ul style="list-style-type: none"> • Collect data from HEAP funded agencies, and collaboratively review, in conjunction with the Outcomes and Measurement Committee and HEAP Funded Agencies, bi-annually, • Submit all required reports to appropriate agency, prior to report deadline dates, • Provide a copy of the reports, for review to the appropriate CoC Boards and the HRCS Board with a goal of 5 days prior to the due date, assuming the committee process is completed in a timely manner. |
| Point In Time Counts | |
| Act as the lead for both counties | |
| Gift Card | <ul style="list-style-type: none"> • Purchase gift cards approved by HRCS Board, • Maintain log of gift cards. |
| Meetings/Training/Day of Count | <ul style="list-style-type: none"> • Coordinate, attend, and lead all local planning meetings, • Develop and train surveyors for the count, <ul style="list-style-type: none"> • HMIS/Data Provider will train via the ARC GIS app and will provide oversight for the data dashboard. • Maintain a presence on sight for physical counts to provide guidance throughout the day. |
| Data and Reporting | <ul style="list-style-type: none"> • Work with the HMIS/Data Provider to ensure data quality and on time report submission, • Review |
| Housing Inventory Count | |
| Forms | <ul style="list-style-type: none"> • Create forms to comply with current HUD HIC Requirements |
| Data Collection | <ul style="list-style-type: none"> • Disperse forms to all agencies that provide services within the HRCS jurisdiction, • Collect completed forms from the agencies, in conjunction with the HMIS/Data Provider, • Follow-up with any agencies that did not return forms to ensure completion and submission, |

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| | <ul style="list-style-type: none"> • Work with HMIS/Data Provider to compile data for submission and ensure data quality and accurateness. |
| Submission | <ul style="list-style-type: none"> • Oversee that accurate data is submitted into HUD HDX prior to deadline. |
| Coordinated Entry and HMIS | |
| Coordinated Entry | <ul style="list-style-type: none"> • Provide oversight to both counties in conjunction with the Outcomes and Measurement Committee, • Remain up to date on Coordinated Entry Policies and Procedures, propose and implement approved changes to the manual |
| HMIS | <ul style="list-style-type: none"> • Oversight of updating and maintaining the HMIS Operating Manual, HMIS Policies and Procedures, including the Security Plan, Privacy Plan, and Data Quality Plan, in conjunction |
| Support HRCS Board, CoC Boards, and HRCS Committees | |
| HRCS Board | <ul style="list-style-type: none"> • Send calendar invites, • Develop agendas, • Email Agenda and Board Packet, in one email, to all Board Members, minimum of 5 days before meeting, • Email Agenda to appropriate community mailing list, • Post Agenda and Minutes on the appropriate HRCS website page, • Work with both Counties to post pertinent HRCS information, including but not limited to Board Agendas and Minutes, • Provide staff person to take minutes, • Provide guidance as needed. |
| CA-515 Board | <ul style="list-style-type: none"> • Send calendar invites, • Develop agendas, • Email Agenda and Board Packet, in one email, to all Board Members, minimum of 5 days before meeting, • Email Agenda to appropriate community mailing list, • Post Agenda and Minutes on the appropriate HRCS website page, • Work with Placer County to post pertinent CA-515 information, including but not limited to Board Agendas and Minutes, • Provide staff person to take minutes, • Provide guidance as needed. |
| CA-531 Board | <ul style="list-style-type: none"> • Send calendar invites, • Develop agendas, • Email Agenda and Board Packet, in one email, to all Board Members, minimum of 5 days before meeting, • Email Agenda to appropriate community mailing list, • Post Agenda and Minutes on the appropriate HRCS website page, • Work with Nevada County to post pertinent CA-531 information, including but not limited to Board Agendas and Minutes, • Provide staff person to take minutes, • Provide guidance as needed. |
| Outcomes and Measurement Committee | <ul style="list-style-type: none"> • Send calendar invites, • Develop agendas, in conjunction with Committee Chair/Lead, • Email Agenda to appropriate community mailing list, • Post Agenda on the appropriate HRCS website page, • Provide staff person to take notes, • Provide guidance as needed. |
| Ad-hoc Committees | <ul style="list-style-type: none"> • Send calendar invites, • Develop agendas, in conjunction with Committee Chair/Lead, • Email Agenda to appropriate community mailing list, • Post Agenda on the appropriate HRCS website page, • Provide staff person to take notes, • Provide guidance as needed. |
| CA-515 Committees | <ul style="list-style-type: none"> • Provide remote technical assistance and resource support as needed. |
| CA-531 Committees | <ul style="list-style-type: none"> • Provide remote technical assistance and resource support as needed. |

