

September 14, 2010

Marin County Board of Supervisors
3501 Civic Center Drive
San Rafael, CA 94903

SUBJECT: Department of Health and Human Services, Division of Public Health requests approval of FY 2010-11 contract with Tara R. Clark for \$ 54,200 to serve as Volunteer Coordinator for the Marin Health and Wellness Campus and other H&HS programs in order to maintain a system of services that promotes health and wellness and increases access to community resources. (Renewal)

Dear Supervisors:

RECOMMENDATION:

1. Authorize President to execute \$54,200 FY 10/11 contract renewal with Tara R. Clark.

SUMMARY: The Department proposes to renew its contract with Tara R. Clark to continue serving as Connection Center Volunteer Coordinator at the Marin Health and Wellness Campus to implement, coordinate, and maintain the volunteer program to provide assistance at the Campus and other H&HS locations. For FY 10/11, Ms. Clark will continue to assess volunteer needs, and help develop opportunities throughout H&HS. She will continue to develop policies and procedures for the orientation and management of H&HS volunteers. Additionally, Ms. Clark will coordinate the recruitment, orientation, and management of volunteers for the new Parent Partnership Project, funded through a grant from the Bella Vista Foundation, which pairs volunteer "partners" with families during pregnancy to support families through home visits, coaching, and linking with community resources.

COMMUNITY BENEFITS: The Connection Center Volunteer Coordinator serves as the point of contact for volunteers, staff, and the public when it comes to the Campus. The Volunteer Coordinator serves as liaison between program managers and volunteers to assist with communication and direction of work to insure that the interaction with the public is both productive and positive. The Volunteer coordinator plays a pivotal role in both increasing civic engagement and H&HS' capacity to provide services.


CONTRACTOR PERFORMANCE: Tara Clark continues to meet or exceed all of the Volunteer Coordinator objectives. During FY 09-10, she trained, oriented, and completed paperwork for 92 Campus volunteers. She coordinated the placement of over 50 nursing students throughout H&HS, maintained the volunteer database/tracking

system and developed procedures and systems for managing volunteers including training, appropriate documentation and reporting.

FISCAL IMPACT: Funding for this proposed contract renewal is budgeted as follows: \$21,000 in the HHS General Administration Funds Center 1000011100; \$15,000 in the Public Health Administration Funds Center 1000081100; and \$18,200 provided by the Bella Vista Foundation, SAP grant number 2101. There is no increase in net county cost associated with this request.

Reviewed By:	Department of Finance	[]	N/A	[X]
	County Counsel	[]	N/A	[X]
	Human Resources	[]	N/A	[X]

Respectfully submitted,



Larry Meredith, Ph.D.
Director

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