



County of El Dorado
Chief Administrative Office

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Memo

Date: April 4, 2025

To: Auditor's Office, Attn: Accounts Payable

From: Joseph Carruesco, Director of Human Resources

Joseph Carruesco
Joseph Carruesco (Apr 24, 2025 08:56 PDT)

RE: Payment of Fitness-For-Duty Evaluation Expenses for Occu-Med

Occu-Med provides professional occupational health consulting and related services such as Fit-for-Duty examinations for the Human Resources Department, Risk Management Division. On December 31, 2024, Occu-Med generated invoice 0125077.1FFD in the amount of \$3,223.50 for services provided during the period 9/16/2024 – 12/17/2024. On January 31, 2025, Occu-Med generated invoice 0225077FFD in the amount of \$4587.50 for services provided 9/16/2024 – 12/16/2024.

These invoices include services performed in 2024 totaling \$7,811.00, which are applicable to contract 6922. The term of contract 6922 expired 12/31/2024 and has only \$2,518.67 in funds remaining, leaving the contract an estimated \$5,292.33 short of covering the costs for both invoices. Due to the contract's expired status, an amendment to request additional funds to cover the remaining balance cannot be completed.

I have confirmed that the vendor has been paid for all other services provided in the year 2024, and that these two invoices represent the total unpaid balance for services provided in 2024.

I have communicated with the appropriate staff that moving forward the balance of funds for Occu-Med contracts must be monitored to ensure the balance available to cover the cost of requested services.