

COUNTY OF EL DORADO

HEALTH & HUMAN SERVICES

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AGENCY DIVISIONS

Administration & Finance
Behavioral Health
Community Services
Protective Services
Public Health
Self-Sufficiency

DATE: June 13, 2025

TO: Honorable Board of Supervisors
Tiffany Schmid, Chief Administrative Officer

FROM: Olivia Byron-Cooper, Director of Health & Human Services *OBC*

SUBJECT: Retroactive Purchase Contract for Services – Item 25-1093, 7/29/2025
Achievement Holdings Incorporated, dba Sierra Animal Hospital

This memo is to notify you that a retroactive purchase order #25001066 with Achievement Holdings Incorporated, doing business as Sierra Animal Hospital (Sierra), has been requested by the Health and Human Services Agency (HHSA) Animal Services (AS) and is on the Board of Supervisors' Agenda for July 29, 2025 (File ID: 25-1093).

Since 2016, Sierra has been contracted by the County to provide a range of veterinary services, including expert testimony, prescriptions, medical advice, and recommendations. Their services also include spaying and neutering of dogs in accordance with Food and Agricultural Code Section 30503, and cats under Section 31751.3. They also provide additional care, including surgeries to improve the chances of animal adoption. Prior to adoption, animals are spayed or neutered as required by law, and Sierra helps to relieve animal pain and suffering through prescribed medications or humane euthanasia when necessary. Through the coordination of these services, more animals are given a chance at adoption, while contributing to a reduction in the number of unsterilized animals in the community.

Through Agreement 6310, Sierra provided veterinary services from June 24, 2022, through April 30, 2025. These services with Sierra were recently renewed under Agreement 9352, effective on May 1, 2025, continuing through April 30, 2028. However, several invoices for services performed under the prior Agreement 6310 remain outstanding. Since the Agreement 6310 has been being fully expended and has expired, HHSA is seeking Board authorization to issue a retroactive PO to allow the outstanding invoices to be paid.

Historically, AS' supervisors and managers did not track approved expenditures at the program level, and instead relied on the County's FENIX financial system to identify contract expenditures. This has since been found to be an inaccurate method of tracking, as FENIX only reflects paid invoices, not approved services. Beginning in April 2025, to prevent similar issues with current and future agreements, AS staff have implemented an internal invoice tracking system to accurately account approved and paid services against contractual maximum obligations.

Maintaining strong partnerships with veterinarians is in the public's best interest, supporting AS' mission to protect the health and safety of residents, their animals, and communities throughout the County. HHSA is requesting the Board authorize and approve the issuance of one retroactive PO #25001066 to Sierra in the amount of \$8,944.12 to ensure payment for services rendered under Agreement 6310.

As always, please let me know if you have any questions or would like to discuss anything further.