

**EL DORADO COUNTY PROBATION DEPARTMENT**  
**M E M O R A N D U M**

**TO:** Board of Supervisors

**CC:** Tiffany Schmid, Chief Administrative Officer  
Alison Winter, Principal Management Analyst

**FROM:** Nikki Moeszinger, Chief Fiscal Officer  
Brian J. Richart, Chief Probation Officer

**DATE:** July 23, 2024

**RE:** Retroactive Agreement for Services #8855, O'Connell Research, Inc. – Legistar Item 24-0675; BOS date August 20, 2024

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The purpose of this memorandum is to provide a detailed timeline with justification as to the retroactive nature of the Agreement for Services #8855 (Agreement) with O'Connell Research, Inc. (O'Connell).

Probation received an award of \$172,960 for the Behavioral Justice Intervention Service (BHJIS) grant from Advocates for Human Potential, for the grant period of February 15, 2022, through March 31, 2024. Probation entered a contract with O'Connell for the period of February 15, 2022, through March 31, 2024, for consultant services to assist with the completion of deliverables as outlined in the BHJIS grant.

Consultant services included in the Statement of Work for the BHJIS grant are write an implementation plan for the grant funding; prepare a summary of key findings; develop materials that map shared process and data elements from case management systems, assessments, and screening tools; needs assessment/gap analysis; and collaboration, coordination, and planning with system partners.

Though the grant period was February 15, 2022, through March 31, 2024, per the grantor, the County may continue to use grant funds to sustain or expand on the work that has already been done, to complete deliverables as outlined in the grant Scope of Work. The grant is deliverable-based and AHP has notified Probation that funding against the grant can continue to be expended, as long as work is being done to complete the projects as outlined in the grant.

O'Connell's previous agreement to provide the grant consulting services ended on March 31, 2024. Probation wishes to continue services with O'Connell for BHJIS grant consulting and, to minimize downtime, desires to make O'Connell's new agreement retroactively effective to June 1, 2024. A draft agreement was sent to the vendor on May 28, 2024, and the contract process was moved along as efficiently as possible, with a Board of Supervisors date scheduled as soon as practicable.

Thank you for your consideration.

  
Nikki Moeszinger, Chief Fiscal Officer