

# COUNTY OF EL DORADO

## HEALTH & HUMAN SERVICES

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Director

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## AGENCY DIVISIONS

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

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DATE: July 10, 2024

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

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

SUBJECT: Retroactive Purchase Order Request – Item 24-1213, 8/13/2024  
Sierra Office Systems and Products Inc., #922

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This memo is to notify you that a retroactive purchase order for Vendor #922 – Sierra Office Systems and Products Inc. for outstanding invoices #3884505 has been requested by the Health and Human Services Agency (HHS) Public Health Division – SNAP-Ed/CalFresh Healthy Living Program and is on the Board of Supervisor's Agenda for August 13, 2024 (File ID: 24-1213).

The SNAP-Ed/CalFresh Healthy Living Program, is an evidence-based program that helps people lead healthier lives. SNAP-Ed Nutrition Education teaches people using or eligible for food assistance about good nutrition and how to make their food dollars stretch further. HHS purchases MyPlate flyers from Sierra Office Systems and Products Inc. and utilizes such flyers to provide indirect nutrition education.

On January 24, 2024, HHS SNAP-Ed/CalFresh Healthy Living program staff requested one purchase from Sierra Office Systems and Products Inc. for MyPlate flyers. Program staff asked for a quote from Sierra Office Systems and Products Inc. to include pricing for the requested flyers. At the time the quote was prepared, Sierra Office Systems and Products Inc. received authorization by program staff to move forward with printing the flyers. Program staff did not follow the purchasing process prior to authorizing and receiving the printed MyPlate materials. Current staff have since been trained about the County purchase process to ensure that this does not happen in the future.

HHS is recommending the Board authorize the issuance of a retroactive PO to ensure that HHS can pay Sierra Office Systems and Products Inc. for the outstanding invoice, #3884505 (dated January 24, 2024), in the amount of \$875.74, for purchased Cal-Fresh MyPlate flyers.

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