

Contract #: N/A  
Index Code: \_\_\_\_\_

# CONTRACT ROUTING SHEET

*Pls Rush  
1305 7/19/16*

Date Prepared: 7/6/16

Need Date: 7/10/16

**PROCESSING DEPARTMENT:**

Department: HHSA/Social Services  
Dept. Contact: Jason Stalder  
Phone #: X 7331  
Department Head Signature: *Don Ashton*  
Don Ashton, M.P.A., Director

**CONTRACTOR:**

Name: CA Dept of OES  
Address: 3650 Schriver Ave  
Mather, CA 95655  
Phone: \_\_\_\_\_

**CONTRACTING DEPARTMENT:** HHSA/Social Services Division

Service Requested: Grant application for Elder Abuse Program – EEOC Policy Statement  
Contract Term: 7/1/16 – 6/30/18 Contract/Grant Value: \$400,000  
Compliance with Human Resources requirements? N/A  Yes \_\_\_\_\_ No: \_\_\_\_\_  
Compliance verified by: Not applicable to funding agreement.

**COUNTY COUNSEL:** (Must approve all contracts and MOU's)

Approved: X Disapproved: \_\_\_\_\_ Date: 7/7/16 By: \_\_\_\_\_  
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

ELDER ABUSE COUNTY COUNSEL  
2016 JUL -7 AM 9:45

**RISK MANAGEMENT:** (All contracts and MOU's except boilerplate grant funding agreements)

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_  
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

**Nothing for Risk to Review**

**OTHER APPROVAL:** (Specify department(s) participating or directly affected by this contract).

**NOTE:** Any contract that involves the development, installation, implementation, storing, retrieving, transfer, or sending of electronic information, the acquisition of software or computer related items, or any other service/item that may be IT related, especially those that involve computers and telecommunications, must be approved by IT before submission to Counsel. This also applies to any other contract that requires approval from another department.

Departments: \_\_\_\_\_

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_  
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

*Jason Stalder*  
CFO Review Date 7/10/16

*Don Ashton*  
Deputy Director, Administration and Contracts Date 7/10/16

**El Dorado County  
Health and Human Services Agency  
EQUAL EMPLOYMENT OPPORTUNITY  
POLICY STATEMENT**

El Dorado County Health and Human Services Agency (HHS) is an equal opportunity employer and is committed to an active Equal Employment Opportunity Program (EEO). It is the stated policy of HHS that all employees and applicants shall receive equal consideration and treatment in employment without regard to race, color, religion, ancestry, national origin, age (over 40), sex, marital status, medical condition (cancer related), or physical handicap (includes all other medical conditions).

HHS will also conform to the Americans with Disabilities Act of 1990 (ADA), 42 USC, Sections 1210 et seq., and U.S. Department of Justice implementing regulations, 28 CFR, Part 35.

All recruitment, hiring, placements, transfers, and promotions will be on the basis of individual skills, knowledge and abilities, and the feasibility of any necessary job accommodation, regardless of the above-identified bases. All other personnel actions such as compensations, benefits, layoffs, terminations, trainings, etc., are also administered without discrimination. Equal employment opportunity (EEO) will be promoted through a continual and progressive EEO.

The objective of an EEO is to ensure nondiscrimination in employment and, wherever possible, to actively recruit and include for consideration for employment minorities, women and the physically handicapped.

James Robbins has been designated EEO Coordinator. Inquiries concerning the application of Federal and State laws and regulations should be referred to her/him. The coordinator is responsible for administering program progress and initiating corrective action when appropriate. All personnel actions are monitored and analyzed to ensure the adherence of this policy. Regular annual reports are submitted to the Agency Director for review and evaluation of progress.

To achieve the goals of our EEO, it is necessary that each member of this organization understand the importance of the program and his/her individual responsibility to contribute toward its maximum fulfillment.

<hr/>	<b>Alexis Zoss</b>	<hr/>
Signature	Title (Agency Head)	Date

<hr/>	<b>James Robbins</b>	<hr/>
Signature	Title (EEO/AA Officer)	Date