

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

DATE: June 9, 2025

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

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

SUBJECT: Retroactive Renewal of Agreement for Services – Item 25-0774, 7/15/2025
ZZ Veterinary Corp, APC, dba Crossroads Veterinary Corp 7597

This memo is to notify you that a retroactive amendment to contract 7597 with ZZ Veterinary Corp, APC, dba Crossroads Veterinary Corp {Crossroads} for veterinary services has been requested by the Health and Human Services Agency (HHS) Animal Services Division and is on the Board of Supervisor's Agenda for July 15, 2025 (File ID: 25-0774).

In January 2025, El Dorado County identified a FENIX system issue from July 2023 that caused incorrect recalculations of contract Not-to-Exceed (NTE) amounts, affecting users' ability to track spending accurately.

Agreement 7597 with Crossroads, for a total not-to-exceed amount of \$81,635, was originally approved by the Board on June 6, 2023 (File ID: 23-0684). Amendment I is now being presented to the Board because HHS was retroactively notified of a FENIX system error that increased the contract value by \$31,795.91 above the maximum obligation amount specified in the agreement. FENIX, the County's contract tracking system, experienced an error identified by Information Technologies (IT), in which contracts containing multiple accounting year groups either mistakenly added or removed funds. As a result, bringing this retroactive Amendment to the Board is necessary, as the additional funds were liquidated before the discrepancy was discovered in April 2025. Since then, the HHS Contracts Unit has worked with IT to review other contracts within the affected FENIX reporting period and confirmed that no other contracts experienced similar errors where funds were added and spent erroneously.

A retroactive amendment is being prepared, as the original contract amount has been exceeded. Services are temporarily paused and will resume once the amendment is finalized.

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