

Kling Consulting



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February 4, 2009

Grady Tarbutton, Director
Washoe County Senior Services
1001 E. 9th St.
Reno, Nv 89520

RE: Proposal to facilitate integration of Adult and Senior Services

Dear Grady,

Thank you for the opportunity to meet with you, Nancy and Mary-Ann on this project. I believe I can assist you to meet your goals through my experience with analysis and system design. I also believe my understanding of the County system will be an asset to this project.

Attached is my proposal based on the January 29, 2009, meeting. This proposal is open for negotiation as needed.

I look forward to hearing from you.

Sincerely,

Michelle Kling
Principal, Kling Consulting



Background:

Washoe County Senior Services and Adult Services Division will be integrated to create a single entity that serves all adults over the age of 18 years, identifies and intervenes with those at risk as early as possible, improves services to the vulnerable and helps the County avoid the escalating cost of indigent and long term care.

The business plan supporting the integration will be presented for approval to the Board of County Commissioners on February 24th with the goal of completing administrative integration by July 1, 2009. Staff will begin consolidating programmatic areas upon approval with continuation into 2009/2010.

Scope of work:

As a consultant/facilitator, I will work with the Transition Team to:

- Establish structure for accomplishing integration
- Establish detailed steps and timelines
- Facilitate meetings by developing needed materials such as agendas, taking minutes, doing research as needed, and other duties as requested
- Assist as requested in the four areas identified for integration: 1) overall department structure, 2) integration of administrative and support staff, 3) co-location of staff and/or cross training, and 4) creating a continuum of services for clients

Deliverables:

A formal report with all decisions, timelines and outcomes will be submitted within one month of the conclusion of this contract.

Timetable:

My assistance with the integration will begin on February 9, 2009, and will continue through September 30, 2009. The timelines for short-term goals and completions of key accomplishments will be determined by the Transition Team on February 11, 2009, and I will submit a formal timeline within one week of this meeting.

Fee:

A rate of \$65.00 per hour will be charged. A detailed time log will be kept and submitted for payment on a monthly basis.

It is estimated that Kling Consulting will spend up to 24 hours/month for 5 months (February 6 through June 30); then up to 8 hours/month for 3 months (July 1 through September 30).

\$65 x 24 hours/month = \$1560 per month x 5 months =	\$7800
\$65 x 8 hours/month = \$520 per month x 3 months =	\$1560
Total estimated cost	\$ 9360

Nominal expenses, such as less than 25 copies, are included in fees.

