

Kling Consulting



6314 Windy Meadow Drive • Reno, Nevada 89519 • Phone: 775-750-0580 •
E-Mail: Michellekling@sbcglobal.net

April 7, 2009

Grady Tarbutton, Director
Washoe County Senior Services
PO Box 11120
Reno, Nevada 89520

Dear Grady,

Thank you again for the opportunity to facilitate the integration of Senior and Adult Services. I have developed some process tools when we get started again related to visioning and then communicating the vision. I have also found some great resources to facilitate this process moving forward. The billing for work done to date is attached.

I look forward to hearing from you when the Advisory Board is ready to make their final recommendation. If I can assist at any point during this process, please let me know.

Sincerely,

Michelle Kling

Attachment: February/March billing



Billing Log February /March 2009

Date	Activities	Time	
2-21-09	Develop agenda, meeting materials, and process tools for 02-25-09 meeting	1.5 hours	\$97.50
2-25-09	Meeting facilitation	2 hours	\$130.00
2-25-09	Record accurate meeting notes, develop specific follow-up plans, action plan task list and timelines	1.0 hour	\$65.00
3-03-09	Develop agenda, meeting materials and refine process tools for 3-11-09 meeting	1.0 hour	\$65.00
03-11-09	Meeting facilitation	1.25 hour	\$81.25
03-16-09	Record accurate meeting notes, update process tools, develop specific follow-up plans and action plan task list	1 hour	\$65.00
03-31-09	Total	7.75 hours	\$503.75