



**BOARD OF SUPERVISORS  
AGENDA LETTER**

**Agenda Number:**

**Clerk of the Board of Supervisors**  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Submitted on:**  
(COB Stamp)

**Department Name:** Public Health  
**Department No.:** 041  
**For Agenda Of:** January 7, 2025  
**Placement:** Administrative  
**Estimated Time:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors

**FROM:** Department Director(s): Mouhanad Hammami, Director  
Public Health Department

Contact Info: Anne Carlisle, Director of Communicable Disease  
Control and Prevention (805) 681-5280

**SUBJECT:** Translation Interpretation Services, LLC (TIS) Fiscal Year 24-25 Services Agreement for  
Interpretation and Translation Services

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**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Other Concurrence:** Risk Management

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- a) Approve, ratify, and authorize the Chair to execute an Agreement for Services of Independent Contractor with Translation Interpretation Services, LLC (TIS) (a local vendor) for the provision of interpretation and translation to Spanish and Mixteco-speaking clients for a total maximum contract amount not to exceed \$160,000 for the period of January 1, 2025 through June 30, 2025.
- b) Determine that the above recommended actions are not a "Project" within the meaning of the California Environmental Quality Act (CEQA), pursuant to Section 15378(b)(4) of the CEQA Guidelines, since they consist of the creation of governmental funding mechanisms or other government fiscal activities which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment.

**Summary:**

This item is on the Board's agenda to request the Board of Supervisors to execute an Agreement for Services of Independent Contractor with Translation Interpretation Services, LLC (TIS) (a local vendor) for the provision of interpretation and translation to Spanish and Mixteco-speaking clients for a total maximum contract amount not to exceed \$160,000 for the period of January 1, 2025 through June 30, 2025.

**Background:**

The Santa Barbara County Public Health Department (PHD) has seen an increasing number of residents who are part of indigenous Mexican communities, particularly Mixtec migrants from the states of Guerrero and Oaxaca. While indigenous communities from Mexico have long been a part of broader migration from Mexico to California, the arrival of indigenous migrants increased substantially in the late 1990s and continues today. Many indigenous migrants primarily speak indigenous languages like Mixteco, Zapoteco and Triqui and their variants, and may have limited ability to speak or understand Spanish or English. Additionally, traditional logographic written forms of these languages were destroyed during colonization and have not been replaced with standardized written forms, requiring that information be provided either verbally or translated, and presented via audio recordings.

The Farmworker Needs Assessment, a 2023 study conducted by PHD, and the County's Department of Social Services and Workforce Development Board, gives a snapshot of the Mixtec community in the county and their needs. Of the 2,106 respondents to the needs assessment survey, all of whom were either farmworkers or family members of farmworkers who work and/or live in Santa Barbara County, 74% identified as belonging to Mexican indigenous groups. Similarly, 71% of respondents spoke Mixteco at home sometimes, and 41% of respondents exclusively spoke Mixteco at home.

The TIS staff are highly trained. The owner who is certified by the National Board of Certification for Medical Interpreters provides essential training and testing to ensure competency in medical terminology, code of ethics, cultural awareness, legislation and regulations.

The TIS team in coordination with the PHD teams aim to increase health equity by decreasing language barriers, building trust, increasing health literacy, and improving health outcomes among these groups of people. The TIS staff play an essential role in these efforts by ensuring culturally supportive communication thereby decreasing barriers to care.

In addition to face-to-face interpretation and translation services, the TIS staff will help translate written educational materials and videos to disseminate public health information to this vulnerable population. The collaboration between the TIS staff and the PHD team aim to increase positive health outcomes within Santa Barbara County.

**Contract Risk, Renewals and Performance Outcomes:**

The PHD has been using services provided by TIS since March of 2024. Additionally, the County's standard insurance and indemnity for professional contracts clauses are incorporated into the Agreement as Exhibit C and the Agreement can be terminated for convenience.

**Fiscal Analysis:**

The new contract with TIS in the amount \$160,000 is to begin January 1, 2025 and continue through June 30, 2025. No budget journal entry is needed in regards to the new contract. PHD has an existing contract with TIS, contract number CN9322, beginning August 5, 2024 and ending December 31,

2024. The funding source for the new contract will be entirely federal funding from the existing PHD Immunization Grant GMS Grant ID# 1844.

**Funding Source Table** (Delete this section if not applicable)

<b>Funding Source</b>	<b>Current FY Cost</b>	<b>Annualized On-going Cost</b>	<b>Total One-Time Project Cost</b>
General Fund			
State			
Federal	\$160,000		
Fees			
[ <i>Other Source</i> ]			
<b>Total</b>	<b>\$160,000</b>		

**Special Instructions to Clerk of the Board:**

Please execute two (2) signed contracts and one (1) Minute Order for pick up by the department. Please email the PHD Contracts Unit at [phdcu@sbcpd.org](mailto:phdcu@sbcpd.org) when available for pick up.

**Attachments:**

Attachment A: Translation Interpretation Services, LLC (TIS) Fiscal Year 24-25 Services Agreement

**Authored by:**

Anne Carlisle, Director of Communicable Disease Control and Prevention