

**AMENDMENT #1 TO THE CONTRACT WITH  
SHAUN HAVARD DBA SHAUN HAVARD CONSULTING (RESO NO. 16-470)**

**THIS AMENDMENT** is dated this 3<sup>rd</sup> day of April, 2017 by and between SHAUN HAVARD DBA SHAUN HAVARD CONSULTING hereinafter referred to as "CONTRACTOR" and COUNTY OF NEVADA, hereinafter referred to as "COUNTY". Said Amendment will amend the prior agreement between the parties entitled Personal Services Contract executed on September 27, 2016 by Resolution No. 16-470.

**WHEREAS**, the parties desire to amend their Agreement to 1) add services related to the County Medical Services Program (CMSP) Prediabetes Prevention Program; 2) revise the Schedule of Services, Exhibit "A" to reflect these additional services; 3) increase the maximum contract price from \$29,120 to \$49,870 (an increase of \$20,750); and 4) revise the Schedule of Charges and Payments, Exhibit "B" to reflect this increase in the maximum obligation.

**NOW, THEREFORE**, the parties hereto agree as follows:

1. That Amendment #1 shall be effective as of April 1, 2017.
2. That Section (§2) Maximum Contract Price, shall be changed to the following: \$49,870.
3. That Exhibit "A", Schedule of Services, shall be revised to the amended Exhibit "A" as attached hereto and incorporated herein.
4. That Exhibit "B", Schedule of Charges and Payments, shall be revised to the amended Exhibit "B" as attached hereto and incorporated herein.
5. That in all other respects the prior agreement of the parties shall remain in full force and effect except as amended herein.

**COUNTY OF NEVADA**

By: \_\_\_\_\_  
Honorable Hank Weston  
Chair, Board of Supervisors

**CONTRACTOR:**

By: Shaun Havard  
Shaun Havard  
18552 Augustine Road  
Nevada City, California 95959

Attest:

\_\_\_\_\_  
Julie Patterson-Hunter  
Clerk of the Board of Supervisors

**EXHIBIT "A"**  
**SCHEDULE OF SERVICES**  
**SHAUN HAVARD D/B/A SHAUN HAVARD CONSULTING**

Shaun Havard d/b/a Shaun Havard Consulting, hereinafter referred to as "Contractor" shall provide Health Education Community Liaison Consultant services to the Nevada County Public Health Department, hereinafter referred to as "County," for the County's Nutrition Education and Obesity Prevention (NEOP) Program and the County Medical Services Program (CMSP) Prediabetes Prevention Program.

**NEOP Program Overview:**

The California Department of Public Health (CDPH) is providing the Nevada County Public Health Department funding that originates through the United States Department of Agriculture (USDA) Supplemental Nutrition Assistance Program Education (SNAP-Ed). The funding is to be used to continue to improve the likelihood that persons eligible for SNAP will make healthy choices within a limited budget and choose active lifestyles consistent with the current Dietary Guidelines for Americans and MyPlate.

**Contractor's Responsibilities:**

**NEOP-related services include:**

- Oversee the Community of Excellence in Nutrition, Physical Activity & Obesity Prevention (CX3) Policy, Systems, and Environmental (PSE) campaigns.
- Collaborate with various community agencies, groups, and organizations, providing assistance with events, and work to implement PSE level changes in the targeted communities.
- Coordinate with other contractors and staff when appropriate on the projects.

**NEOP-related deliverables include:**

1. Prepare and maintain records and data connected to activities as defined in the USDA Food and Nutrition Service (FNS) FFY 17 SNAP-Ed Plan, and submit a monthly activity report to the County.
2. For any direct outreach activities conducted, prepare and submit summary of event on a monthly basis, and include number of participants reached and copies of materials handed out (reporting template provided).
3. Attend California Department of Public Health (CDPH) CX3/PSE mandated trainings, as well as state workshops and trainings related to the NEOP Program.
4. Re-evaluate CX3 neighborhoods utilizing tools and instructions provided by SNAP-Ed/CDPH.
5. Participate in CDPH's monthly CX3/PSE teleconference calls.
6. Work to implement the CX3/PSE projects identified in the FFY17 USDA FNS approved work plan. Tasks include:

- a. Identify and meet with community stakeholders
  - b. Attend County Office of Education's School Health Advisory Council Meetings and continue post-policy adoption work with school districts
  - c. Provide technical assistance to CX3 neighborhood (as defined by CDPH) members on strategies to improve access to and consumption of healthy foods and/or beverages
  - d. Identify gaps in resources, and seek out and recommend solutions to fill existing gaps
  - e. Identify any new strategies to further CX3 goals and objectives
  - f. Share CX3/PSE findings with local media
7. While working with local organizations and CalFresh eligible residents to implement CX3/PSE's, serve as a liaison to bring awareness of and encourage participation in health education activities such as upcoming nutrition classes, special events and forums and other related NEOP activities.
  8. Collect information on NEOP target audience, including the barriers to participating in nutrition classes, assessment of attitudes, knowledge, belief and skills related to nutrition education, and share with other NEOP grant team members.
  9. Participate in NEOP community events that CX3 neighborhood members are likely to attend.
  10. Develop and conduct Rethink Your Drink outreach activities at various venues (e.g., food bank distribution sites).
  11. As per USDA FNS, attend County Nutrition Action Plan (CNAP) meetings and participate in the implementation of CNAP goals and objectives; attend NEOP Team meetings.
  12. Maintain and preserve, until three years after termination of California Department of Public Health (CDPH) Grant Agreement Number 16-10170 and final payment to the County, to permit CDPH or any duly authorized representative, to have access to, examine or audit any pertinent books, documents, papers and records related to this subcontract and to allow interviews of any employees who might reasonably have information related to such records.
  13. Abide by all provisions as may be applicable to subcontractors under Grant Agreement Number 16-10170.

**CMSP Program Overview:**

The County Medical Services Program (CMSP) is funding Nevada County Public Health's CMSP Prediabetes Prevention Project, a project with the goal of reducing the incidence of chronic disease in our community, specifically prediabetes and diabetes. The funding will be used by providing new and coordinating pre-existing prediabetes and diabetes prevention services and supports to food-insecure individuals who are utilizing food pantries in Nevada County, as well as building a coordinated vision of chronic disease prevention for our community's uninsured and low-socioeconomic status populations among key stakeholders,

including our community leaders, community members, community-based organizations and local government programs.

**Contractor's Responsibilities:**

**CMSP-related services include:**

- Under direction of the Health and Wellness Program Manager, provide planning, coordination, research, outreach, and collaboration services between the county, community partners, health care partners, and other key stakeholders to identify and pursue collaborative opportunities around chronic disease prevention, specifically focusing on prediabetes and diabetes in low-income populations and on outreach to individuals without health coverage who may be eligible for CMSP or other public services.
- Meet with partners and stakeholders to develop partnerships and collaborative approaches in the development, coordination and delivery of education and services focused on reducing rates of prediabetes and diabetes in low-income populations.
- Provide support and technical assistance to community partners and key stakeholders in the development, coordination and delivery of education, policy development and services focused on reducing rates of prediabetes and diabetes in low-income populations.
- Attend relevant training and/or continuing education that is directly relevant to the activities outlined in the work plan and logic model.
- Assist in the preparation of required data analysis and reports including, as needed, data collection and data set cleaning.
- Implement work plan and logic model activities, and assist with data collection that furthers the work on goals and objectives, as needed.
- Coordinate with other project consultants and staff, as needed, to support the required activities.

**CMSP-related deliverables include:**

1. Work with a minimum of four community organizations that serve low-income populations to coordinate and facilitate the deliverables of the grant.
2. Provide planning support to Program Manager in implementation of work plan.
3. Convene a minimum of three meetings with community partners to coordinate prediabetes and diabetes prevention initiatives.
4. Attend all County CMSP trainings, workshops and webinars related to the CMSP program that are available during the term of the Contract.
5. Develop, coordinate and conduct prediabetes and diabetes outreach activities at relevant venues (e.g., food pantry distribution sites).
6. Prepare and submit monthly event logs and progress reports to the Program Manager.
7. Convene and assist in facilitation and completion of deliverables of the CMSP grant during the term of the contract.

8. Collect information on CMSP target audience, including the barriers to participating in diabetes and prediabetes support programs, assessment of attitudes, knowledge, belief and skills related to diabetes and prediabetes, and share with other CMSP grant team members and community partners.
9. Implement work plan activities and assist with data collection that furthers work on goals and objectives, as needed.

**EXHIBIT "B"**  
**SCHEDULE OF CHARGES AND PAYMENTS**  
**SHAUN HAVARD D/B/A SHAUN HAVARD CONSULTING**

Payment under the terms of this Agreement shall not exceed the maximum contract price of Forty Nine Thousand Eight Hundred Seventy Dollars (\$49,870) for satisfactory performance of services as outlined in Exhibit "A" during the contract term of October 1, 2016 through September 30, 2017.

County shall reimburse Contractor for the provision of services at the all-inclusive rate of Forty Dollars (\$40.00) per hour for all NEOP-related services, excluding Program Manager-approved travel outside of the County. County shall pay Contractor for the provision of services at the all-inclusive rate of Fifty Dollars (\$50.00) per hour for all CMSP-related services, excluding Program Manager-approved travel outside of the County. The maximum contract obligation includes two thousand dollars (\$2,000) to provide reimbursement for Program Manager-approved, program-related trainings and travel.

The proposed budget for contract term in accordance with the provision of services in Exhibit "A" shall allow for:

NEOP Services	\$29,120
CMSP Services	\$18,750
Program Manager-Approved Travel	<u>\$ 2,000</u>
	\$49,870

**CONTINGENCY:**

The maximum obligation of this agreement is contingent and dependent on the County's continued receipt of SNAP-Ed/NEOP and CMSP Program Funding during the current Federal Fiscal Year (FFY) funding cycle.

**BILLING AND PAYMENT:**

Contractor shall submit to the Public Health Accounting Department an invoice for services rendered during the prior month itemizing dates, number of hours and services provided, including identification of deliverables and specific tasks completed during the prior month. To expedite payment, Contractor shall reference on invoices the Resolution Number assigned to her approved Contract.

Invoice shall be mailed or delivered to:

Nevada County Public Health Department  
Attn: Fiscal Unit  
500 Crown Point Circle, Suite 110  
Grass Valley, CA 95945

Contractor shall be paid by County within thirty (30) days of receipt of a complete, approved invoice.