



RESOLUTION No. 20-107

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA

RESOLUTION APPROVING EXECUTION OF AMENDMENT NO. 2 TO THE PERSONAL SERVICES CONTRACT WITH JENNIFER L. WINDERS, MSW, D/B/A WINDERS WISE SERVICES FOR THE PROVISION OF CRISIS COUNSELING, ALCOHOL AND OTHER DRUG PREVENTION, AND NUTRITION EDUCATION AND OBESITY PREVENTION ACTIVITIES FOR HIGH RISK CLIENTELE, TO INCREASE THE MAXIMUM CONTRACT PRICE FROM \$54,200 TO \$60,200 (AN INCREASE OF \$6,000), REVISE EXHIBIT "A" SCHEDULE OF SERVICES TO REFLECT THE ADDITION OF NEW SERVICE DELIVERABLES RELATING TO COVID-19 EMERGENCY PREPAREDNESS AND RESPONSE EFFORTS, AND REVISE EXHIBIT "B" SCHEDULE OF CHARGES AND PAYMENTS TO REFLECT THE INCREASE IN THE MAXIMUM CONTRACT PRICE FOR FISCAL YEAR 2019/20 (RES 19-376; RES 19-550)

WHEREAS, the Contractor provides professional crisis counseling, alcohol and other drug prevention, and nutrition education and obesity prevention activities for high risk clientele as part of the Department's Health and Wellness Programs; and

WHEREAS, on July 9, 2019, per Resolution 19-376, the Nevada County Board of Supervisors authorized the execution of the Renewal Personal Services Contract between the County and Jennifer L. Winders, MSW, dba Winders WISE Services pertaining to professional crisis counseling, alcohol and other drug prevention, and nutrition education and obesity prevention activities for high risk clientele as part of the Department's Health and Wellness Programs. Subsequently, the Board approved Amendment No. 1 on October 8th, per Resolution 19-550 which increased the maximum contract price from \$50,200 to \$54,200; and

WHEREAS, the parties desire to amend the Personal Services Contract to 1) increase the Maximum Contract Price from \$54,200 to \$60,200 (an increase of \$6,000), 2) revise Exhibit "A" Schedule of Services to reflect the addition of new service deliverables relating to COVID-19 Emergency Preparedness and Response efforts, and 3) revise Exhibit "B" Schedule of Charges and Payments to reflect the increase in the maximum contract price.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Supervisors of the County of Nevada, State of California, that the Amendment No. 2 to the Personal Services Contract by and between the County of Nevada and Jennifer L. Winders, MSW, d/b/a Winders Wise Services pertaining to the provision of crisis counseling, alcohol and other drug prevention, nutrition education and obesity prevention activities for high risk clientele, and emergency response and support, in the maximum amount of \$60,200 for the term of July 1, 2019 through June 30, 2020, be and hereby is approved in substantially the form attached hereto, and that the Chair of the Board of Supervisors be and is hereby authorized to execute the Amendment No. 2 on behalf of the County of Nevada.

Funds to be disbursed from account: 1589-40107-492-7119/521520.

PASSED AND ADOPTED by the Board of Supervisors of the County of Nevada at a regular meeting of said Board, held on the 14th day of April, 2020, by the following vote of said Board:

Ayes: Supervisors Heidi Hall, Edward Scofield, Dan Miller,
Susan K. Hoek and Richard Anderson

Noes: None.

Absent: None.

Abstain: None.

ATTEST:

JULIE PATTERSON HUNTER
Clerk of the Board of Supervisors

By: 



Heidi Hall, Chair

4/14/20 cc: P. Health*
A-C* (Hold)

4/24/2020 cc: PH*
AC*(release)

**AMENDMENT NO. 2 TO THE PERSONAL SERVICES CONTRACT WITH
JENNIFER L. WINDERS, MSW, D/B/A WINDERS WISE SERVICES (RES 19-376;
RES 19-550)**

THIS AMENDMENT is dated this 14th day of April, 2020 by and between JENNIFER L. WINDERS, MSW, D/B/A WINDERS WISE SERVICES, 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, as approved on July 9, 2019, per Resolution No. 19-376 which was subsequently amended on October 8, 2019, per Resolution No. 19-550; and

WHEREAS, the Contractor provides crisis counseling and related alcohol drug prevention activities for high risk clientele for the contract term of July 1, 2019 through June 30, 2020; and

WHEREAS, the parties desire to amend their Agreement to 1) increase the Maximum Contract Price from \$54,200 to \$60,200 (an increase of \$6,000) due to an unanticipated increase in need for services 2) revise Exhibit “A” Schedule of Services to reflect the addition of new service deliverables related to COVID-19 Emergency Preparedness and Emergency Response efforts, and 3) revise Exhibit “B” Schedule of Charges and Payments, to reflect the increase in the maximum contract price.

NOW, THEREFORE, the parties hereto agree as follows:

1. That Amendment No. 2 shall be effective as of March 17, 2020.
2. That Section (§2) Maximum Contract Price, shall be changed to the following: \$60,200.
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 amended and replaced, as set forth in the amended Exhibit “B” attached hereto and incorporated herein.
5. That in all other respects the prior Agreement of the parties shall remain in full force and effect.

COUNTY OF NEVADA:

By: Heidi Hall
Heidi Hall
Chair of the Board of Supervisors

CONTRACTOR:

By: Jennifer L. Winders
Jennifer L. Winders, MSW
Winders WISE Services
315 Bridge Way
Nevada City, California 95959

ATTEST:

By: Julie Patterson-Hunter
Julie Patterson-Hunter
Clerk of the Board of Supervisors

EXHIBIT "A"
SCHEDULE OF SERVICES
JENNIFER L. WINDERS, MSW
D/B/A WINDERS WISE SERVICES

Jennifer L. Winders, MSW, d/b/a Winders WISE Services, hereinafter referred to as "Contractor", agrees to provide counseling, health education and alcohol and drug prevention activities for at risk youth and adults and as part of the department's Health and Wellness Programs.

The Contractor shall spend approximately 18-26 hours per week in furtherance of the service deliverables and requirements identified herein.

Alcohol and Other Drug (AOD) Prevention related duties shall include:

- Conduct up to five adolescent health groups for at-risk youth to reinforce healthy behaviors, stress management, and to decrease high risk behaviors, thereby mitigating the risk of engaging in AOD use, either in-person, or via video/on-line formats, as appropriate.
- Video-voice and digital storytelling projects with at risk teens to increase leadership and collaboration skills, enhance writing skills, resulting in youth produced advocacy tools
- Maintain the www.ncteen.com website to include relevant and accurate information and resources related to teen mental health.
- Research curricula that meet the California Department of Education's Healthy Youth Act standards of 2016.
- At schools' request, partner with local high schools to discuss appropriate health education content and curricula, either in-person, or via video/on-line formats, as appropriate.
- In partnership with the Program Manager, research, plan for and support public outreach campaigns to reduce the transmission of sexually transmitted infections in high risk populations in Nevada County.
- Using curricula that meeting the California Department of Education's Healthy Youth Act standards, provide reproductive health education, including sexually transmitted infection information, to up to three high schools to supplement schools' health and wellness curricula.
- Provide appropriate referrals to parents and youth who are seeking local prevention services.
- Coordinate with other contractors and staff as appropriate on AOD-related projects.

CalFresh Healthy Living program-related duties shall include:

- Collaborate with CalFresh-Healthy Living staff and contractors, as well as various community agencies, schools, groups, and organizations, providing assistance with events, and work to implement Policy, Systems, and Environmental (PSE) level changes in priority communities.



- Oversee PSE efforts as related to physical activity in educational settings, including active transportation and daily quality physical activity in the Learn domain, as outlined in the 2019-2022 Integrated Work Plan.
- Support PSE efforts as related to nutrition standards in food assistance sites, as outlined in the Shop domain, as outlined in the 2019-2022 Integrated Work Plan.
- Conduct and support nutrition education and physical activity promotion direct education classes and indirect education:
 - Assess attitudes, knowledge, beliefs and skills of target audience related to nutrition education. Adapt lesson plans accordingly, as allowed by CalFresh-Healthy Living's curriculum fidelity guidelines.
 - Work with schools and community agencies to set up nutrition and physical activity classes for their clients.
 - Provide technical assistance and training to teachers and staff who wish to conduct nutrition and physical education instruction.
 - Collaborate with partner agencies to a) identify the biggest barriers to participation in the classes; b) brainstorm solutions for overcoming barriers to participation; and c) develop an outreach plan to encourage people to attend classes. Create flyers and promote CalFresh-Healthy Living classes.
 - Teach single and three-series nutritional and cooking classes, either in-person or via video/on-line formats as appropriate, targeted to reach at least 50 unduplicated SNAP-Ed eligible individuals; propose alternative class series if determined it would be more effective (e.g., five-series). Utilize grant allowable curriculum, the *2015-2020 USDA Dietary Guidelines for Americans*, and CalFresh-Healthy Living-allowable recipes when presenting nutrition classes and conducting food demonstrations.
 - Prepare food samples for class participants.
- Assist in coordinating SNAP-Ed funded community events.
- Update and maintain the CalFresh-Healthy Living webpage and provide social media support, as needed. Tasks include:
 - Researching other nutrition related sites and working with Program Manager and Coordinator on content development.
 - Content shall include: ReThink Your Drink materials, recipes, and physical activity information.
 - Maintain a web-based calendar and post classes and related events.
- Coordinate with other contractors and staff when appropriate on PSE and other CalFresh-Healthy Living projects.
- Maintain current ServSafe Food Handlers certification.

HIV/HCV Testing and Counseling Clinic-related duties shall include:

- Develop outreach materials including flyers, brochures and website content. Distribute outreach materials to relevant partners and locations.
- Maintain website and post upcoming events and other related activities.

- In coordination with the HIV Program and Public Health nurses, conduct twice monthly HIV/HCV Rapid Test Clinics, including Naloxone distribution, following protocol as per the Public Health Department's HIV/HCV Rapid Test Clinic Manual.
- Prepare reports for NorCal AIDS cycle on a biannual basis.
- Complete relevant adjunct clinic services, as requested by Program Manager, Department Director, or Director of Public Health Nursing.

COVID-19 Emergency Preparedness and Emergency Response efforts shall include (but are not limited to):

- As part of the Communications Team, respond to community inquires related to emergency response by utilizing prepared scripts and approved resources.
- As part of the Communications Team, share appropriate resources with community members and organizations related to emergency response.
- Under the direction of the Lead for the Communications Team, assist in the drafting and refining of scripts, resource referrals, and provision of information for the public.
- Working with the Lead for the Communications Team, identify gaps in communications in the community and work to address appropriate avenues for communication with identified communities.
- Under the direction of the Communicable Disease Nurse or other appropriate Public Health staff, support communicable disease investigations. These duties may include but are not limited to participation in contact investigations, calls to community members, calls to health care providers, and other relevant communications.
- Provide support to Public Health's Department Operations Center, as needed.

Additional Contractor Responsibilities:

Contractor shall attend grant-approved program-related trainings, as necessary.

EXHIBIT "B"
SCHEDULE OF CHARGES AND PAYMENTS
JENNIFER L. WINDERS, MSW
D/B/A WINDERS WISE SERVICES

County shall reimburse Contractor at a rate of Forty-five dollars (\$45.00) per hour for COVID-19 Emergency Preparedness and Response effort assistance, HIV/HCV Testing and Counseling Clinic and CalFresh Healthy Living-related work and forty dollars (\$40.00) per hour for all other projects. The maximum contract obligation shall not exceed Sixty Thousand, Two Hundred Dollars(\$60,200) for satisfactory performance of services as outlined in Exhibit "A".

The maximum contract obligation includes one thousand dollars to provide reimbursement for Program Manager approved conferences, trainings, and travel that pertain to the services provided by Contractor under this Agreement. Contractor shall be reimbursed for all expenses related to grant/Program Manager approved travel unless cost is prepaid in advance by the Public Health Department for travel such as airfare and hotel reservations.

The budget for the delivery of services by Contractor, as set forth in Exhibit "A", shall not exceed the following amounts during the term of this Agreement:

AOD Prevention Program Activities	\$19,000
NEOP Program Activities	\$30,000
HIV/HCV Clinic-Related Activities	\$ 4,200
Program Manager Approved Travel	\$ 1,000
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Emergency Preparedness/Response Assistance	\$ 6,000
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Total	\$60,200

CONTINGENCY

This contract maximum is contingent upon the County receiving CalFresh Healthy Living Program funding and COVID-19 Supplemental Funding from the California Department of Public Health; NorCal AIDS Cycle grant funding, Public Health Realignment funding, and SAPTBG (Substance Abuse Prevention and Treatment Block Grant) funding through the Nevada County Department of Behavioral Health.

BILLING AND PAYMENT

Contractor shall submit a monthly invoice at the end of each month for hours worked. The invoices shall be submitted no later than the last day of each month, and should be mailed or delivered to:

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