

Michael Heggarty, MFT
Health and Human Services Agency
Director

500 CROWN POINT CIRCLE, STE 110
GRASS VALLEY, CA 95945
TELEPHONE (530) 265-1450
(888) 303-1450

**Nevada County
Health and Human
Services Agency**

Public Health Department

Jill Blake, MPA
Interim Public Health Director
Ken Cutler, MD, MPH
Public Health Officer

10075 LEVON AVE STE 202
TRUCKEE, CALIFORNIA 96161
TELEPHONE (530) 582-7814

September 27, 2015

Honorable Board of Supervisors
Eric Rood Administrative Center
950 Maidu Avenue
Nevada City, CA 95959

DATE OF MEETING: October 13, 2015

SUBJECT: Resolution approving execution of a renewal contract with Elizabeth Matson, d/b/a Matson Research for Evaluation Consultation services related to Public Health's Nutrition Education and Obesity Prevention (NEOP) Program and Alcohol or other Drugs (AOD) and Tobacco Prevention Programs in the maximum amount of \$29,200 for the term of October 1, 2015 through September 30, 2016.

RECOMMENDATION: Approve the attached Resolution.

FUNDING: Contract services are supported by: USDA (United States Department of Agriculture) SNAP-Ed (Supplemental Nutrition Assistance Program Education) grant funding, as well as, Substance Abuse Prevention and Treatment (SAPT) Block Grant dollars and Tobacco Use Prevention dollars made available to the department. Services are within the Public Health's FY 2015/16 budget, and there are no county general fund dollars required in the contract.

BACKGROUND: Under this Agreement, the Contractor is responsible for creating an annual report that brings together the efforts and evaluation findings from NEOP, AOD and Tobacco Prevention Programs. Deliverables include:

- Utilizing data collected by the AOD and Tobacco Prevention Programs and original data collected by Consultant, a report produced in the fall of 2016 which will describe the programs and the successes thus far and include two years of data up through 2016. The report will be delivered in both Word and PDF formats.
- Collection of additional data to assist with framing the report with key informant interviews with relevant program staff, including, the County's Public Health Officer and Public Health Nurses.

NEOP: Contractor is responsible for developing and implementing an evaluation plan and methodology including measurement tools to assess program and other grant related evaluation activities.

Deliverables include:

- Develop or identify tools to be used to measure effectiveness of the NEOP program's policy, strategy and Policy/Systems/Environmental (PSE) program components.
- Comply with relevant CDPH evaluation requirements; participate in NEOP sponsored conference calls and webinars that address evaluation strategies.

- Collect, analyze and report on relevant data gathered by NEOP nutrition educators, and when possible, observe nutrition classes to consider survey redesign and evaluation techniques.
- Attend events and collaborate with NEOP team to determine intervention effectiveness and strategies.
- Assist as needed in completion of all state-required report related to evaluation.
- Maintain and preserve, until three years after termination of California Department of Public Health (CDPH) Grant Agreement Number 13-20530 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.

AOD and Tobacco: Contractor is responsible for working with the County's Health Education Coordinator and Health Education Specialist to collect program evaluation reports/data, which are to be included in the Health and Wellness year-end report. Additional deliverables include:

- Review of evaluation tools currently being used by the AOD Program staff, and recommendations for changes.
- Create a Survey Monkey to be utilized by the AOD Program staff to record results from adolescent health groups for at-risk youth.

Please contact me if any additional information is required.

Respectfully submitted,



Jill Blake
Interim Public Health Director

JB/cs