

**AMENDMENT #1 TO THE CONTRACT WITH
SPIRIT – PEERS FOR INDEPENDENCE AND RECOVERY, INC. (RES. 19-301)**

THIS AMENDMENT is dated this 12th day of November, 2019 by and between SPIRIT-PEERS FOR INDEPENDENCE AND RECOVERY, INC., 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 June 25, 2019, per Resolution No. 19-301.

WHEREAS, the County has contracted with Contractor for the operation of SPIRIT’s Mental Health Peer Empowerment Center and related services for the enhancement and expansion of services to meet unmet community needs as a component of the County’s Mental Health Services Act (MHSA) Plan 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 \$160,944 to \$185,144 (an increase of \$24,200) 2) revise Exhibit “A” Schedule of Services to reflect Schedule of Services to include increased administrative and direct client services, and 3) revise Exhibit “B” Schedule of Charges and Payments to reflect the increase in the maximum contract price for the term of July 1, 2019 through June 30, 2020. (RES. 19-301).

NOW, THEREFORE, the parties hereto agree as follows:

1. That Amendment #1 shall be effective as of July 1, 2019.
2. That Section (§2) Maximum Contract Price, shall be changed to the following: \$185,144.
3. The 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.

COUNTY OF NEVADA:

By: _____
Honorable Richard Anderson
Chair of the Board of Supervisors

CONTRACTOR:

By: _____
Janella Kirkman
Executive Director
276 Gates Place
Grass Valley, CA 95945

ATTEST:

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

Exhibit “A”
Schedule of Services
SPIRIT - Peers for Independence and Recovery, Inc.

Project Overview:

For enhancement and expansion of services to meet unmet community needs as a component of the County’s Mental Health Services Act (MHSA) Plan SPIRIT, herein referred to as “Contractor”, shall provide the following:

- Provide Center services, at no cost to participants, in Nevada County.
- Offer, for those over eighteen years of age, one-on-one Peer Support and a number of theme-specific peer support/self-help groups aimed to strengthen recovery in a confidential, emotionally safe, client centered environment. Individual peer support will be available on a drop in basis with no appointments necessary. These individuals may be unable or unwilling to access traditional services, or cannot otherwise afford counseling or psychotherapy.
- Provide Outreach to both the unserved and the underserved individuals with mental health difficulties that will promote healing through a supportive environment that provides support, empowerment and the development of life skills to reduce their personal suffering and increase their quality of life.
- Provide Training to Peer Support Staff and individuals that seek to empower themselves in interacting with the media, potential employers, and other community agencies through continued evidenced based program training and strategies and skills. Participants will be provided instruction and assistance to learn how to compile a resume, participate in a job interview, conduct and organize fundraising events, create brochures and marketing tools, and ultimately enable individuals to interact with the business community. Peer training fort
- Provide services that support existing mental health services and reach out to the community to provide education about mental health services, and mental health illness to reduce the stigma associated with mental illness.
- Provide referrals to community resources, including mental health services and support individuals to connect to referred resources.

Contract services will include:

- Weekly support groups that are co-facilitated by two (2) Peer Supporters or by a Peer Supporter and a trainee. These groups may include but are not limited to the following topics:
 - Co-Occurring Disorder Diagnosis, Lesbian/Gay/Bi-sexual/Transgender/Questioning(LGBTQ), Men’s Group, Women’s Group, and other support groups.

Contractor agrees to the following:

- Continue to operate and staff SPIRIT Peer Empowerment Center as an accepting and welcoming environment which recognizes the talents and abilities of people with mental health challenges in Nevada County, with the goal of eventually increasing hours, as more educated, trained peer support staff become available
- Maintain daily log of the number of participants that come in for services each day.
- Increase peer support case management so all participants receive an initial intake and two 1:1 support sessions per month.
- Actively participate with local media in order to educate and involve the public in mental health issues by providing content to newspapers, TV, internet, radio and social media.
- Provide a peer driven center which is supported by peers who have lived experience and use their expertise in their various experiences to maintain all functions at the Center, including peer counseling, group facilitation and organizational and physical site maintenance. Develop peer support case management systems.
- Support and cooperate with the local mental health crisis services by being available for, providing support to individuals.
- Collaborate, partner and continue the working relationship with local community agencies and organizations such as Probation, Granite Wellness Centers formerly CoRR (Community Recovery Resources), Common Goals, NAMI, NCCC (Nevada County Coordinating Council for Homelessness)
- Plan, coordinate, implement and evaluate the WRAP (Wellness Recovery Action Plan) program and trainings.
- Provide Wellness Recovery Action Plan (WRAP) trainings periodically throughout the year
- Goal of providing 2 trainers at the advanced level of WRAP to provide the trainings to staff
- Participate in MHSA Community Services and Supports (CSS) Subcommittee and MHSA Steering Committee Meetings.
- Improve the quality of life of individuals by providing showers, food from the food bank, as able and laundry facilities.

Objectives and Performance Measures for the Spirit Peer Empowerment Center

OBJECTIVES:

Increase the role of the Spirit Center in Community Outreach and Education as outlined in the implementation of the provisions of the Mental Health Services Act. Contractor will empower peers to achieve their highest potential by supporting the following objectives:

1. Empower peers to engage in the highest level of work or productive activity appropriate to their abilities and experience.
2. To reduce the isolation and stigma of mental illness in Nevada County by assisting peers to create and maintain a support system of friends, and family and by participating in local activities and accessing community resources.

3. To improve the life satisfaction of peers by assisting them with access to an appropriate level of academic education.
4. To reduce problematic behaviors and challenges secondary to substance use disorders and strengthen recovery.
5. To increase the role of the Spirit Center in Community Outreach and Education and in the implementation of the Mental Health Services Act services.
6. To maintain accountability and fiscal responsibility.
7. To ensure administrative employees and Board Members are trained in Leadership.
8. To support mentally ill individuals in improving their quality of life.

PERFORMANCE MEASURES:

Contractor shall provide the following specific data on a quarterly and annual basis in a narrative report:

1. Improve the quality of life of homeless individuals as measured by:
 - a. Number of homeless participants who received basic services
2. Provide the number of participants referred to other agencies for services and provide a list of the agencies receiving the referrals.
3. Empower peers to engage in the highest level of work or productive activity appropriate to their abilities as measured by:
 - a. Number of participants who obtained gainful employment
 - b. Number of volunteer hours used maintaining the facility
 - c. Number of peer support sessions
 - d. Number of peer support training hours
 - e. List of services offered to peers to optimize opportunities for productive activity:
 - i. Listed by service
 - ii. Listed by hours for each service
4. Reduce isolation of persons with mental illness in Western Nevada County area as measured by:
 - a. Number of walk-in participants
 - b. Number of weekly support groups
 - c. Number of social activities per quarter
5. Assist with access to appropriate levels of academic education as measured by:
 - a. Number of participants in Spirit sponsored structured educational classes
6. Reduction of problematic behaviors and challenges secondary to substance use disorder as measured by:
 - a. Number of participants in the weekly Co-Occurring Diagnosis group
7. Increase marketing, outreach, fundraising and grant collaborative as follows:
 - a. Connect with three community agencies per month
 - b. Build deeper partnerships with community through meeting participation and collaboration

- c. Participate in one collaborative grant per year
8. Continue to organize and conduct two major fund raising activities/events per year such as an open house and 3+community events per year and mail two fundraising letters per year
 - a. Include dates and attendance numbers for fundraising activities/events
 - a. Include date of mailing and approximate number of each mailing
 9. Maintain fiscal responsibility and accountability by:
 - a. Turning in quarterly reports in a timely fashion as outlined in contract
 - b. Providing a yearly detailed budget to Nevada County Behavioral Health
 - c. Providing within six (6) months of the close of SPIRIT's fiscal year, an annual independent financial review of SPIRIT's entire operation.
 - d. Contractor shall maintain documented internal controls, policies and procedures to include those related to policies and procedures for personnel. These documents shall be made available to the County upon request.
 10. Maintain accurate data management collection and accuracy to include HMIS data collection
 11. Improve the quality of life of program participants by decreasing the negative outcomes of untreated mental illness as measured by survey results of individuals indicating improvements in one or more areas of their life:
 - a. Housing
 - b. Education/Life Skills/Coping Skills
 - c. Hospitalizations
 - d. Incarceration
 - e. Employment
 - f. Prolonged Suffering
 - g. Suicide
 12. Contractor shall provide Leadership training by:
 - a. Ensuring administrative employees and Board Members are adequately trained in their role and responsibilities.

REQUIRED DATA COLLECTION:

1. Contractor shall submit quarterly reports to the Nevada County Behavioral Health Department with data to support the MHSA Quarterly Progress Report. This report shall be submitted by service category for each approved program and service. The report shall include, but not be limited to the following:
 - a. The percentage of the targeted number of individuals and participants and self-identified adult families to be served in each reporting quarter. The targeted number of individuals is: 450. The total number of individuals and participants and self-identified adult families that were served in each reporting quarter.
 - Additional information shall include:
 - The number of hours the Center was open

- Report of expenditures covered by funds provided by this contract
 - Details of the Objectives and Performance Measures for services provided during fiscal year 2018/19.
- b. The final Annual Exhibit 6 Report shall include the total number of unduplicated individuals served by each program/service during the fiscal year.
 - c. The Exhibit 6 Report shall be submitted no later than 30 days following the end of each reporting quarter. Reports are due: November 1, February 1, May 1, and August 1.
2. Contractor shall submit Annual number of individuals served/demographic data to the Nevada County Behavioral Health Department within 30 days of the end of the Fiscal Year (August 1). Template to be provided by Nevada County Behavioral Health.

Exhibit "B"
Schedule of Charges and Payments
SPIRIT Peers for Independence and Recovery, Inc.

The maximum obligation under this Agreement for satisfactory performance of services as outlined in Exhibit A shall not exceed \$185,144 for the contract term and is based on the following project budget:

| | |
|--|----------------|
| SPIRIT Budget FY 19/20 | |
| PAYROLL | Spirit |
| Administration | 37,074 |
| PSS/Outreach/Training | 87,237 |
| Payroll expense/Workers Comp | 14,026 |
| Total Payroll | 138,337 |
| OPERATING EXPENSES | |
| Rent/Utilities | 27,032 |
| Office Supplies, Postage, Equipment | 4,997 |
| Insurance | 5,100 |
| Professional Service | 3,450 |
| Direct Service | 3,728 |
| Maintenance/Repairs/Security | 2,200 |
| Training Materials | 300 |
| Donations | - |
| Total Operating | 46,807 |
| Total | 185,144 |

Should modification to or changes to the budget line items be needed, a written request for modification shall be submitted for approval to the Director and or his/her designee. County at its sole discretion shall determine if the change will continue to meet the contract objectives and approve or deny the request. A final reconciliation of expenses under this contract will be provided to the County by July 31, 2019 and any unspent funds shall be remitted to County by August 4, 2019.

Contractor shall submit quarterly reports to Nevada County Behavioral Health Department verifying services provided. Reports shall be due by October 31, 2018; January 31, 2019; April 30, 2019 and final report due July 31, 2019 including a final reconciliation of all funds received under this Agreement and corresponding expenditures.

Reports shall be sent to:

Nevada County Behavioral Health Department
 Attn: QA Manager
 500 Crown Point Circle, Suite 120

Grass Valley, CA 95945

Fiscal Invoices shall be sent to:

HHSA Administration
Attn: BH Fiscal
950 Maidu Avenue
Nevada City, CA 95959

The MHSA CSS funds shall be released to the Contractor in 1/12th equal monthly increments for satisfactorily providing services as outlined in Exhibit "A". For the period of July 2019 through October 2019 the 1/12th amount shall be \$13,412 and the 1/12th amount for the period of November 2019 through June 2020 shall be \$16,437. Contractor shall submit an invoice by the 15th of the month following the month of service, and the Behavioral Health Department will process and make payment within 30 days of receipt of the invoice. The Behavioral Health Director may approve an increase over the monthly 1/12th reimbursement rate for project expenditures if justified.