



RESOLUTION No. 17-003

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA

RESOLUTION APPROVING EXECUTION OF AMENDMENT NO. 1 TO THE RENEWAL PERSONAL SERVICES CONTRACT WITH THE FAMILY RESOURCE CENTER OF TRUCKEE (RES. 16-290) AND AUTHORIZING AND DIRECTING THE AUDITOR-CONTROLLER TO AMEND THE BEHAVIORAL HEALTH DEPARTMENT'S BUDGET FOR FISCAL YEAR 2016/17 (4/5 AFFIRMATIVE VOTE REQUIRED)

WHEREAS, the County entered into a renewal contract with Family Resource Center of Truckee to provide Latino Outreach Services in the Eastern County Region as a component of the County's Mental Health Services Act (MHSA) Prevention and Early Intervention (PEI) Plan on June 28, 2016, per Resolution 16-290, for the contract term of July 1, 2016 through June 30, 2017; and

WHEREAS, the parties desire to amend their Agreement to: increase the Maximum Contract Price; revise Exhibit "A" Schedule of Services to reflect additional services being provided by the Contractor related to the County's MHSA Innovation Plan; and revise Exhibit "B" Schedule of Charges and Payments to reflect an 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 Amendment No. 1 to the Personal Services Contract by and between the County and the Family Resource Center of Truckee, pertaining to increasing the maximum contract price from \$27,500 to \$39,500 (an increase of \$12,000), revising Exhibit "A" to reflect additional services related to the County's MHSA Innovation Plan, and revising Exhibit "B" to reflect an increase in the maximum contract price for the contract term of July 1, 2016 through June 30, 2017 be and hereby is approved, and that the Chair of the Board of Supervisors be and is hereby authorized to execute the Amendment on behalf of the County of Nevada and authorizes and directs the Auditor-Controller to release Fund 1512 fund balance and increase Behavioral Health Department's Budget for Fiscal Year 2016/17 as follows:

Fiscal Year 2016/17

Expenditure: 1512-40104-493-1000/521520 \$12,000

PASSED AND ADOPTED by the Board of Supervisors of the County of Nevada at a regular meeting of said Board, held on the 10th day of January, 2017, by the following vote of said Board:

Ayes: Supervisors Heidi Hall, Edward Scofield, Dan Miller, Hank Weston and Richard Anderson.

Noes: None.

Absent: None.

Abstain: None.

ATTEST:

JULIE PATTERSON HUNTER
Clerk of the Board of Supervisors

By:  _____



Hank Weston, Chair

1/10/2017 cc: BH*
AC*
FRCOT

**AMENDMENT #1 TO THE RENEWAL CONTRACT WITH
FAMILY RESOURCE CENTER OF TRUCKEE (RESO 16-290)**

THIS AMENDMENT is dated this 18th day of November, 2016 by and between FAMILY RESOURCE CENTER OF TRUCKEE, 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 28, 2016, per Resolution No. 16-290; and

WHEREAS, the Contractor provides Latino Outreach Services as a component of the County's Mental Health Services Act (MHSA) Prevention and Early Intervention (PEI) Plan; and

WHEREAS, the parties desire to amend their agreement to: 1) increase the Maximum Contract Price from \$27,500 to \$39,500 (an increase of \$12,000) due to additional services being provided by the Contractor; 2) revise Exhibit "A" Schedule of Services, to reflect additional services provided by the Contractor; 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 #1 shall be effective as of November 1, 2016.
2. That Section (§2) Maximum Contract Price, shall be changed to the following: \$39,500
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.

COUNTY OF NEVADA:

By: Hank Weston
Honorable ~~Dan Miller~~ Hank Weston
Chair of the Board of Supervisors

CONTRACTOR:

By: Teresa Crimmens
Teresa Crimmens
Executive Director

ATTEST:

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

EXHIBIT "A"
SCHEDULE OF SERVICES
FAMILY RESOURCE CENTER OF TRUCKEE

The Family Resource Center of Truckee, herein referred to as "Contractor", agrees to provide Latino Outreach and Linkage Services to decrease stigma and discrimination in receiving and accessing mental health services as a component of the County's Mental Health Services Act (MHSA) Prevention and Early Intervention (PEI) Plan for the Department of Behavioral Health, herein referred to as "County". In addition the Family Resource Center of Truckee will provide bilingual and bicultural mental health support services to Latino community members to improve service delivery to this population as a component of the County's MHSA Innovations plan.

In Nevada County the Latino population is growing. Truckee's Latino population is also growing. Between the year 2000 and 2014, the Latino population increased by 54% from 1,773 to 2,731 (American Community Survey). According to the 2011 Tahoe Forest Hospital District Community Health Needs Assessment, the Latino population faces significant disparities in many health indicators, including experiencing more days with poor physical and mental health than the rest of the population. With respect to mental health, in particular, the Family Resource Center of Truckee has identified a great deal of stigma and fear among Latinos about reaching out for help with mental health issues. This population is underserved in accessing Spanish speaking resources, especially mental health services. In addition, the local population is impacted by confusing county lines which create barriers to easy access of services.

The Family Resource Center of Truckee has been serving the Latino population in Truckee since 2001. The Family Resource Center (FRC) has a Promotoras Program who hires paraprofessionals to help Latino families connect to health resources and to offer health education. The Family Resource Center of Truckee has developed a cadre of three Promotoras over the last three years who have developed Mental Health outreach and engagement groups to decrease stigma in accessing and receiving mental health services in the Latino Community. The FRC will also create a Family Advocate position who will work with community members identified by the Promotoras, Truckee Case Manager, and Truckee Homeless Outreach Worker as needing more significant mental health services. The Family Advocate will provide linkage and access to services regardless of which county the community member lives in.

Also, during this period Promotoras shall recruit a minimum of **twenty five new participants** to attend **four mental health groups consisting of six sessions of psycho-education** workshops "talleres". This psycho-education group shall educate individuals about mental health, attempt to decrease stigma and increase the number of Latinos seeking mental health treatment. Childcare shall be offered. In addition, the Family Advocate will work with a minimum of ten community members one-on-one to connect them to other needed resources to support their mental health.



Currently the Promotoras meet with the Supervisor to revise goals and objectives for each taller, with session agenda, structured learning experiences and theoretical concept displayed in visual formats. The Promotoras shall provide ten hours per week, two hours for educational sessions to be conducted in the residential offices of the communities served, two hours for supervision, and eight hours for outreach, follow up, documentation and other available training. The Promotoras will identify to the Family Advocate any community members needing more extensive support. The Family Advocate will participate in trainings around engagement strategies for hard to reach populations and will build relationships with critical community services so that she/he can link community members to needed resources. In addition the Family Advocate will meet regularly with relevant community partners to identify barriers and inefficiencies in the regional mental health system for Latinos.

Evaluation shall be conducted in the same participatory manner with excerpts of personal histories of change and a more accurate counting of responses to lessons learned.

The Family Resource Center of Truckee shall:

- Recruit a minimum of twenty-five new participants to attend four mental health groups.
- Conduct, in Spanish, four workshops consisting of six sessions of psycho-education workshops "talleres" yearly at Affordable Housing in Truckee & the Family Resource Center.
- Conduct outreach to Latino population
- Reduce stigma about reaching out for help with mental health issues in the Latino community.
- Provide childcare for the Psycho-educational Groups.
- Provide one-on-one support to at least ten community members through the Family Advocate
- Refer clients to a Nevada County Behavioral Health bi-lingual therapist or Sierra Mental Wellness Group therapist or case manager as needed.
- If necessary, accompany and provide transportation for clients to their first appointment with the mental health provider.
- Attend MHSA Steering Committee Meetings
- Send staff to relevant training to enhance service to community members. Training may include Wellness Recovery Action Plan (WRAP), trauma-informed care; motivational interviewing, Mental Health First Aid, Know the Signs and/or other relevant training.
- Meet regularly with Nevada/Placer County staff, Sierra Mental Wellness Group Case Manager, Project Mana Homeless Outreach Coordinator and regional Promotoras de Salud, to understand the mental health needs of Latino community members, provide bilingual and bicultural support and identify barriers to service and inefficiencies.
- Meet as needed with representatives from other partner agencies, such as Tahoe Truckee Unified School District, Tahoe Forest Hospital District, Truckee Healthy Babies, Sierra Senior Services, Gateway Mountain

TC

Center and Tahoe SAFE Alliance to promote and facilitate integration of services for Latino community members.

The Behavioral Health Department will provide to the Family Resource Center of Truckee:

- Training on mental health issues;
- Updates on mental health services and programs in the region;
- Provide therapy as appropriate to participants participating in the psycho-educational groups.

Outcome Data Elements: Contractor shall track outcome data that shall include, but is not limited to:

- Number of groups offered and number of attendees
- Number of community members served in one-on-one settings
- Demographic information on all people served including individual services tracking forms
- Results from surveys, pre and post-tests, group conversations and/or other culturally competent methods which measure the reduction of negative feelings, attitudes, beliefs, perceptions, stereotypes and/or discrimination related to being diagnosed with a mental illness, having a mental illness, or in seeking mental health services and to increase acceptance, dignity, inclusion, and equity for individuals with mental illness, and members of their families.
- Client survey results
- Promotora survey results
- Number of referrals to mental health treatment and the kind of treatment to which the person was referred.
- Number of persons who followed through on the referral and engaged in treatment, defined as the number of individuals who participated at least one in the treatment to which the person was referred.
- Duration of untreated mental illness shall be measured for individuals that are referred to treatment and who have not received treatment in the past. Track time between the self-report and/or parent-or-family reported onset of symptoms of mental illness and entry into treatment, defined as participating at least once in treatment to which the person was referred.
- Items outlined in the evaluation plan developed with the MHSa Evaluation staff/contractor
- Trainings completed by FRCOT staff
- Successes and challenges related to service delivery system
- Recommendations for improvements to the delivery system

Additionally, Contractor shall be responsible for providing:

1. Standard evaluation data forms by the 10th of each month to the MHSa Evaluation contractor/staff member.
2. A Mid-year Progress Report within 30 days of the end of the second quarter (Q2 ends 12/31; report due 2/1);
3. An Annual Progress Report within 30 days of the end of the fiscal year (fiscal year ends 6/30; report is due 8/1);



4. A final program report due within 30 days of the end of the multi-year program, following the prescribed outline and including lessons learned.
5. Any MHSA Progress or Evaluation Report that is required, and or as may be requested by the County. The Contractor shall cooperate with the County for the compilation of any data or information for services rendered under this Agreement as may be necessary for the County to conform to MHSA PEI and Innovation reporting guidelines.

Performance Measures: The outcomes to be achieved by the Latino Outreach program shall include, but is not limited to:

- Twenty-five individuals will receive education on mental health issues per year.
- Eighty percent of individuals will demonstrate an improvement in attitudes, knowledge, and/or behavioral change related to mental illness that is applicable to the activity.
- Eighty percent of individuals will demonstrate an improvement in attitudes, knowledge, and/or behavior related to seeking mental health services that are applicable to the activity.
- Eighty percent of individuals that self-identify or are identified by a Promotora as having a mental health need will be referred to a mental health provider and offered a warm handoff.
- Ten individuals will receive one-on-one support and consultation from the Family Advocate
- Sixty percent of individuals that are referred to mental health services will engage at least once with the referred mental health service provider.

EXHIBIT "B"
SCHEDULE OF CHARGES AND PAYMENTS
FAMILY RESOURCE CENTER OF TRUCKEE

County shall pay to Contractor a maximum not to exceed \$39,500 for satisfactory performance of services in accordance with Exhibit "A".

Contract Maximum is based on reimbursement for actual salary/benefits of Contractor's assigned staff, and program expenses not to exceed \$39,500 for the term of this contract. As compensation for services rendered to County, Contractor shall be reimbursed for actual salary/benefits and costs incurred in carrying out the terms of the contract. Contractor shall bill County monthly, and each invoice shall state the amount of personnel hours/benefits and reimbursement expenses being claimed. Contractor agrees to be responsible for the validity of all invoices.

The project maximum is based on the following project budget:

FAMILY RESOURCE CENTER OF TRUCKEE PROGRAM BUDGET

Description	Ongoing Costs	Total
Program Coordinator	\$2,500	\$2,500
(3) Promotoras	\$17,375	\$17,375
Family Advocate	\$9,500	\$9,500
Other costs: training, travel, mileage, materials, supplies, childcare, etc.	\$4,800	\$4,800
Administration	\$5,325	\$5,325
TOTAL	\$39,500	\$39,500

Mileage reimbursement rate may not exceed the current IRS allowable rate.

BILLING AND PAYMENT:

Major line items (total salary, total benefits) within the budget may be increased or decreased by using funds from other line items by no more than 10% of their original amounts. Contractor shall submit a written explanation of the need for any adjustments. County reserves the right to deny any such change on any line item.

Payment shall be approved after approval by County's PEI and Innovation Program Manager of invoice and any required reports for that period.

County shall review the billing and notify the Contractor within fifteen (15) working days if an individual item or group of costs is being questioned. Contractor has the option of either removing the questioned cost or delaying the entire claim pending resolution of the cost(s). Payments of approved billing shall

be made within thirty (30) days of receipt of a complete, correct, and approved billing and reports. The final yearly invoice will not be paid until all of the Mid-Year and Annual Progress Reports are provided.

To expedite payment, Contractor shall reference the PO (Purchase Order) Number assigned to their Contract on their invoice.

Contractor shall submit invoices for services to:

Nevada County Behavioral Health Department
Attn: Fiscal Staff
500 Crown Point Circle, Suite 120
Grass Valley, CA 95945