



# **RESOLUTION No. 23-567**

## **OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA**

**RESOLUTION APPROVING EXECUTION OF AMENDMENT NO. 1 TO THE CONTRACT WITH SPIRIT - PEERS FOR INDEPENDENCE AND RECOVERY, INC. FOR EXPANDING SERVICES TO THE COMMONS RESOURCE CENTER LOCATED ON SUTTON WAY FOR THE ENHANCEMENT AND EXPANSION OF SERVICES TO MEET UNMET COMMUNITY NEEDS TO INCREASE THE CONTRACT PRICE FROM \$335,486 TO \$369,065 (AN INCREASE OF \$33,579), REVISE EXHIBIT "A" SCHEDULE OF SERVICES TO INCORPORATE EXPANDED SPIRIT OPERATIONS AT THE COMMON RESOURCE CENTER AND AMEND EXHIBIT "B" SCHEDULE OF CHARGES AND PAYMENTS TO REFLECT THE INCREASE IN THE MAXIMUM CONTRACT PRICE (RES 23-292)**

WHEREAS, on June 27, 2023, per Resolution 23-292, the Nevada County Board of Supervisors authorized the execution of the Professional Services Contract between the County of Nevada and SPIRIT - Peers for Independence and Recovery, Inc. for peer support to individuals in crisis at the Emergency Department and Crisis Stabilization Unit (CSU) from July 2023 through December 2023; and

WHEREAS, the parties desire to amend their Agreement to increase the contract price from \$335,486 to \$369,065 (an increase of \$33,579), revise Exhibit "A" Schedule of Services to incorporate operations of SPIRIT programming at the Commons Resource Center located at 1103 Sutton Way and amend 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. 1 to the Professional Services Contract by and between the County and SPIRIT - Peers for Independence and Recovery, Inc., pertaining to the operation of SPIRIT's Peer Empowerment Center and related services for the term of July 1, 2023 through June 30, 2024, in the maximum amount of \$369,065, be and hereby is approved, and that the Chair of the Board of Supervisors be authorized to execute the Amendment on behalf of the County of Nevada.

Funds to be disbursed from account: 1512-40110-493-1000/521520; 1589-40103-493-2200/521520

PASSED AND ADOPTED by the Board of Supervisors of the County of Nevada at a regular meeting of said Board, held on the 5th day of December, 2023, by the following vote of said Board:

Ayes: Supervisors Heidi Hall, Edward C. Scofield, Lisa Swarthout,  
Susan Hoek and Hardy Bullock.

Noes: None.

Absent: None.

Abstain: None.

ATTEST:

JULIE PATTERSON HUNTER  
Clerk of the Board of Supervisors

By: *for*

*the ll, deputy cbs*

*Edward C. Scofield*  
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Edward C. Scofield, Chair

**AMENDMENT NO. 1 TO THE CONTRACT WITH SPIRIT - PEERS FOR  
INDEPENDENCE AND RECOVERY, INC. (RES 23-292)**

**THIS AMENDMENT** is executed this December 5, 2023 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 Professional Services Contract, executed on June 27, 2023 per Resolution 23-292; and

**WHEREAS**, the Contractor operates SPIRIT's Mental Health Peer Empowerment Center and provision of services to meet unmet community needs as a component of the County's Mental Health Services Act (MHSA) Plan.; and

**WHEREAS**, the parties desire to amend their Agreement to increase the contract price from \$335,486 to \$369,065 (an increase of \$33,579), revise Exhibit "A" Schedule of Services to incorporate expanded SPIRIT operations at the Common Resource Center located at 1103 Sutton Way and amend 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 December 1, 2023.
2. That Maximum Contract Price, shall be amended to the following:  
\$369,065.
3. That the Schedule of Services, Exhibit "A" is amended to the revised Exhibit "A" attached hereto and incorporated herein.
4. That the Schedule of Charges and Payments, Exhibit "B" is amended to the revised 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 except as amended herein.


COUNTY OF NEVADA:

By:   
Edward Scofield  
Chair of the Board of Supervisors

ATTEST:

By:   
Julie Patterson-Hunter  
Clerk of the Board

CONTRACTOR:

By:   
Jennifer Morrill (Dec 2, 2023 10:12 PST)  
SPIRIT – Peers for Independence and Recovery, Inc.  
276 Gates Place  
Grass Valley, CA 95945

**EXHIBIT "A"**  
**SCHEDULE OF SERVICES**  
**SPIRIT - PEERS FOR INDEPENDENCE AND RECOVERY, INC.**

**Project Overview:**

The SPIRIT Peer Empowerment Center is a peer-driven community support center that offers free drop-in services and classes that support participants as they identify their path to recovery, and empower themselves to achieve their personal goals. One of the key populations that SPIRIT Peer Empowerment Center supports are those experiencing homelessness, including offering more basic services such as showers and laundry in addition to empowerment and recovery focused support. 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. This includes a specific focus on serving those experiencing homelessness, including offering basic services such as showers and laundry in addition to empowerment and recovery focused support. SPIRIT has demonstrated success in engaging individuals experiencing homelessness who do not participate in traditional services such as shelter through Hospitality House.
- Provide support to participants in their educational and career goals by offering assistance in compiling a resume, practicing for a job interview, connecting them with a current list of job postings, and/or providing transportation to the local Business and Career Center.
- Staff, volunteers, and interested participants shall work together to conduct and organize fundraising events, create brochures, develop and implement marketing strategies, and build skills to engage with the business community.
- 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:
  - **Peer Support 101, Depression and Anxiety, Diagnosis with Dignity, Co-Occurring Disorder Diagnosis, Progress not Perfection, 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
- Provide day services at the Commons Resource Center (CRC) located at 1103 Sutton Way in Grass Valley. This will expand SPIRIT operations into a new facility utilizing existing SPIRIT staff and programming.
  - Serve approximately 10-15 Participants per day, 5 days per week from 8:30am to 3:30pm. Expanded operations will begin December 1<sup>st</sup> 2023 and end on March 1<sup>st</sup>, 2024
  - Expanded operations will include bringing Peer Support and resiliency Program elements to the CRC location to promote social connection, housing resiliency, educational opportunities and direct outreach
- Maintain daily log of the number of participants that come in for services each day.
- 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.
- 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, or other similar Evidence Based Practice.
- Provide Wellness Recovery Action Plan (WRAP), or other similar Evidence Based Practice, trainings periodically throughout the year
- 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. Organize and conduct four major fundraising drives per year.
  - a. For activities and events, include dates and attendance numbers
  - b. For fundraising letters, include date of mailing and approximate number of each mailing
8. 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.
9. 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

10. Contractor shall provide Leadership training by:

- a. Ensuring administrative employees and Board Members are adequately trained in their role and responsibilities.

Despite progress in addressing explicit discrimination, racial inequities continue to be deep, pervasive, and persistent across the country. Though we have made many strides toward racial equity, policies, practices, and implicit bias have created and still create disparate results. Through partnerships with the community, Nevada County Behavioral Health strives to address these inequities and continue progress in moving forward.

Contractor is encouraged to have a diverse and inclusive workforce that includes representation from the disparate communities served by our county. Contractor is expected to think holistically about creating services, program sites and an employee culture that is welcoming and inclusive. Contractor should track metrics on Diversity, Equity, and Inclusion outcomes within their service delivery. Additional efforts should be made to identify and highlight growth opportunities for equitable outcomes, access to services, and other opportunities. Contractor shall consult with County contract manager about proposed metrics to track.

Services should be designed to meet clients' diverse needs. Contractor will be expected to participate in the NCBH Cultural Competency program, participate in trainings and tailor outreach efforts and marketing materials to engage a diverse population of community members. Given that Spanish is a threshold language in Nevada County, a special emphasis should be placed on engaging Latinx communities and providing services in Spanish.

#### **Crisis Support/Emergency Department Program**

SPIRIT will provide support and advocacy to individuals over 18 years of age in emotional crisis at the Sierra Nevada Memorial Hospital Emergency Department (SNMH-ED) and the Crisis Stabilization Unit (CSU). If a SPIRIT Crisis Peer Supporter is not already on-site, a Peer Supporter will go to the SNMH-ED or the CSU following a call from Triage or the Crisis Worker informing Contractor that an individual is coming into SNMH-ED or the CSU. The Crisis Peer Supporter at the SNMH-ED or CSU communicates with the NCBH Crisis Worker, CSU Staff and SNMH-ED staff as needed, to determine appropriate referrals to resources, and will act as an advocate for and educator to the individual by explaining and answering questions about resources offered by the Crisis Worker, adding information about additional community resources, as well as assisting the individual in developing a personal plan of action. The SPIRIT Crisis Peer Supporter does not provide transportation or legal advice, but may assist the individual in making transportation arrangements.

Crisis Peer Supporters will also provide follow up support, advocacy and resources to individuals as soon as possible after leaving the SNMH-ED or CSU, including those individuals who did not meet 5150 criteria. For follow up with individuals after their crisis evaluation and visit to the SNMH-ED or CSU, Crisis Peer Supporters shall provide additional support within one week of the SNMH-ED/CSU visit. The SPIRIT Crisis Peer Supporter contacts the individual by telephone the day after the SNMH-ED/CSU visit, if they have not been placed in a locked psychiatric facility, dependent upon SPIRIT center hours of operation. If telephone contact is not possible and the individual indicated a request for follow-up services, the SPIRIT Peer Supporter will attempt to meet with the individual at SPIRIT Center. All follow-up contacts will occur during regular working hours of SPIRIT Center.

Contractor will perform and maintain records of criminal background checks on all prospective and current Crisis Peer Supporters. SPIRIT Crisis Peer Supporters must comply with any and all hospital policies that are required to provide services while on hospital premises, which may include meeting medical clearance requirements. SPIRIT Crisis Peer Supporters must comply with any and all Nevada County Behavioral Health policies including those related to privacy, security and confidentiality. Non-compliance with the above mentioned policies by SPIRIT Crisis Peer Supporters could be considered a material breach of contract and trigger related penalties.

Ongoing supervision for crisis support at the SNMH-ED/CSU includes approximately 8 hours per week of oversight to the program. The Supervisor will be responsible for the scheduling of the Crisis Peer Supporters, arranging the retrieval and storage of the documentation by Crisis Peer Supporters, coordination of monthly staff trainings and taking phone calls from Crisis Peer Supporters during their shifts to address emergent clinical or administrative issues. The hospital's attending physician is responsible for the patient's treatment and disposition. Contractor's Crisis Peer Supporters are guided by the NCBH Crisis Worker(s) who are the primary communicator with the SNMH-ED Staff and the CSU staff. For follow-up phone calls, supervision is provided by SPIRIT. In addition, all SPIRIT Crisis Peer Supporters participate in a monthly internal supervision meeting at SPIRIT Center. Crisis Peer Supporters also participate as needed in the bi-monthly NCBH Crisis Team meeting.

With the upcoming implementation of 24/7 mobile crisis benefits for Medi-Cal beneficiaries in December 2023/January 2024, the SPIRIT Crisis Support program will operate from July 2023 through December 2023. The program will intentionally wind down over this time frame in preparation for mobile crisis launch, as the mobile crisis benefit will entail significant utilization of peer workforce in its model. SPIRIT will work with the Nevada County Behavioral Health crisis provider to share best practices about peer employment, roles and responsibilities in crisis, and make referrals of qualified peers who may be interested in employment under the mobile crisis team.

**Crisis Support/EDP Program Outcome Reporting:** This program will report on the following outcomes:

- The targeted number of individuals, clients, and families served in each reporting quarter.
- The total number of individuals, clients, and families served in each reporting quarter.
- The total number of unduplicated individuals, clients and families served in each reported quarter.
- Referral(s) to other services (check box of potential services)
- Follow-up service (if available): date of contact/phone call(s) and referral to other service (check box of potential services)
- The annual progress report shall include the total number of unduplicated individuals, clients, and family units served by each program/service during the fiscal year which will include the demographic information (race/ethnicity, culture, language spoken and age) This data will be gathered by Contractor and reported to NCBH.

#### **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 \$369,065 for the contract term.

The contract maximum is based on the following project budget:

<b>SPIRIT FY 23/24</b>	<b>Center</b>	<b>CRC</b>	<b>Total</b>
<b>Personnel (Salary and Benefits)</b>			
Executive Administration (Direct)	62,817	3,364	66,181
PSS Peers	115,222	17,643	132,865
Housing Specialist	20,800	4,561	25,361
Taxes and Benefits	23,860	2,958	26,818
Total Payroll	222,699	28,526	251,225
<b>Operating Expenses</b>			
Rent, Utilities	26,867		26,867
Office Supplies/Postage/Equipment	6,561		6,561
Insurance/ Licenses	9,550		9,550
Profession Service/Training/Website	7,555		7,555
Maintenance/Repairs/Security	4,550		4,550
Direct Service (Lunches, Laundry, bus passes, emergency hotel rooms, personal car, etc...	14,851		14,851
Client Services: hygiene supplies, coffee, creamer, etc		2,000	
Total Operating	69,934	2,000	71,934
Crisis Admin/Operating Expenses (w/30 hrs./wk. Crisis Support July 1-Dec 2023)	36,215		36,215
Admin (Indirect)	6,638	3,053	9,691
<b>SPIRIT Center Total Expenses</b>	<b>335,486</b>	<b>33,579</b>	<b>369,065</b>

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 or their designee. County at its sole discretion shall determine if the change will continue to meet the contract objectives and approve or deny the request.

**Billing and Payment**

As compensation for services rendered to County, Contractor shall bill County monthly and shall be reimbursed for actual costs incurred in carrying out the terms of the contract.

To expedite payment, a complete invoice submission includes:

- Invoice cover page on contractor template. Invoice cover page to include:
  - Invoice date
  - Unique invoice number
  - Resolution/purchasing order number assigned to Contract
  - Time period billed
  - Total invoice amount
  - Personnel hours being billed
  - Reimbursement expenses being claimed by funding source
- Budget Status Table with starting budget amounts, expenditures per billing period and remaining budget balance by budget line item.
- All applicable backup to support expenditures. Examples can include:
  - Detailed receipts
  - Financial reports
  - Payroll hours reports
  - Mileage reimbursement documents (mileage reimbursement rate may not exceed the current IRS allowable rate)

Contractor agrees to be responsible for the validity of all invoices.

County shall review the invoice 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 delaying the entire invoice pending resolution of the cost(s). Payment of approved invoices shall be made within thirty (30) days of receipt of a complete, correct, and approved invoice.

Contractor shall submit invoices to:

Via mail:

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

Or

Via Email:  
 BH.Fiscal@nevadacountyca.gov  
 CC: Contract Manager (refer to Notification section)