



RESOLUTION No. 22-542

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA

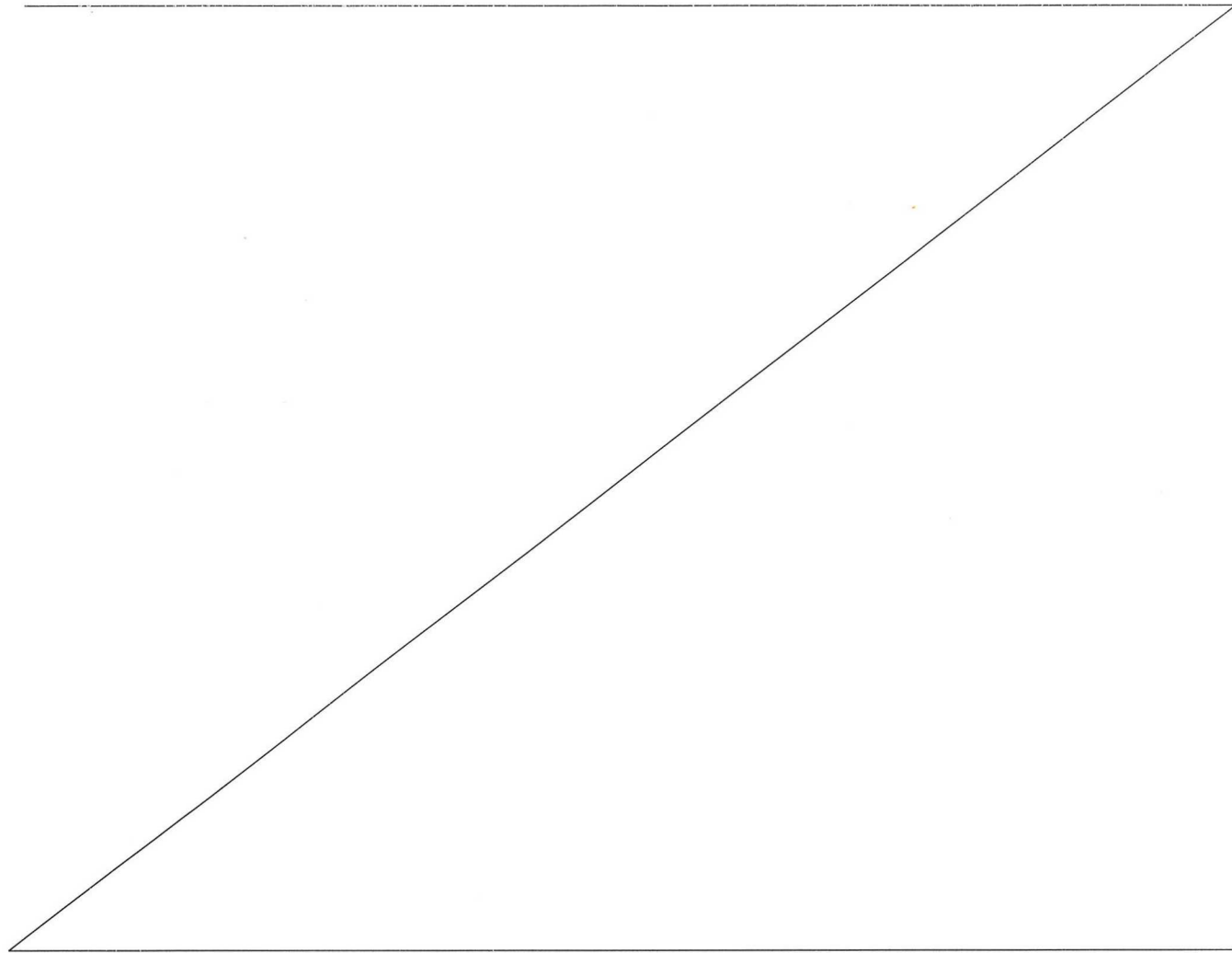
RESOLUTION APPROVING AMENDMENT 1 TO THE CONTRACT WITH THE NEVADA COUNTY SUPERINTENDENT OF SCHOOLS FOR A HEALTH DATA ANALYST TO ENCOURAGE, IMPROVE AND SUPPORT DISEASE SURVEILLANCE, TESTING, DATA COLLECTION, AND REPORTING TO ADDRESS DISEASE INFECTION, CONTROL, AND PREVENTION IN THE SCHOOL COMMUNITY TO INCREASE THE MAXIMUM CONTRACT PRICE FROM \$145,000 TO \$179,580 (AN INCREASE OF \$34,580), REVISE EXHIBIT "A", SCHEDULE OF SERVICES TO REFINE CURRENT DELIVERABLES AND INCORPORATE ADDITIONAL SERVICES, AND REVISE EXHIBIT "B", SCHEDULE OF CHARGES AND PAYMENTS TO REFLECT THE INCREASE IN THE MAXIMUM CONTRACT PRICE TO THE MAXIMUM AMOUNT OF \$179,580 AND A TERM EXTENSION FROM THE CONTRACT END DATE OF NOVEMBER 17, 2022 TO JUNE 30, 2023

WHEREAS, on August 10, 2022, per Resolution 21-347, the Nevada County Board of Supervisors authorized the execution of the Professional Services Contract between the County of Nevada and the Nevada County Superintendent of Schools for the services related to a Health Data Analyst position to encourage, improve and support surveillance, testing, data collection, and reporting to address disease infection, control, and prevention in the school community; and

WHEREAS, the overall objective of the contract is to support the efforts of the Public Health Department in collecting and analyzing disease and illness data to discover trends and anomalies to further support its efforts to prevent the spread of COVID-19 and other communicable diseases. The Nevada County Superintendent of Schools is able to provide a bridge between the Public Health Department and School Nurses and other school health personnel to improve disease surveillance efforts and help control the spread of COVID-19 in Nevada County schools; and

WHEREAS, the parties desire to amend their Agreement to increase the contract price from \$145,000 to \$179,580 (an increase of \$34,580), revise Exhibit "A", Schedule of Services to refine current deliverables and incorporate additional services, and revise Exhibit "B", Schedule of Charges and Payments to reflect the increase in the maximum contract price to \$179,580 and a term extension to June 30, 2023.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Supervisors of the County of Nevada, State of California, that the Amendment 1 to the Professional Services Contract by and between the Nevada County Superintendent of Schools, pertaining to the provision of services related to a Health Data Analyst to encourage, improve and support surveillance, testing, data collection, and reporting to address disease infection, control, and prevention in the school community in the maximum amount of \$179,580 for the contract term of July 1, 2021 through June 30, 2023, 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.



PASSED AND ADOPTED by the Board of Supervisors of the County of Nevada at a regular meeting of said Board, held on the 25th day of October, 2022, by the following vote of said Board:

- Ayes: Supervisors Heidi Hall, Edward Scofield, Dan Miller, Susan K. Hoek and Hardy Bullock.
- Noes: None.
- Absent: None.
- Abstain: None.

ATTEST:

JULIE PATTERSON HUNTER
Clerk of the Board of Supervisors

By: 


Susan K. Hoek, Chair

10/25/2022 cc: PH*
AC* (Hold)
NCSoS*

10/31/2022 cc: PH*
AC*(release)
NCSoS*

**AMENDMENT NO. 1 TO THE CONTRACT WITH NEVADA COUNTY
SUPERINTENDENT OF SCHOOLS RES 21-347**

THIS AMENDMENT is executed this 25th day of October by and between NEVADA COUNTY SUPERINTENDENT OF SCHOOLS, 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 August 10th, 2021 per Resolution 21-347; and

WHEREAS, the Contractor provides a Health Data Analyst to encourage, improve and support surveillance, testing, data collection, and reporting to address disease infection, control, and prevention in the school community stakeholders; and

WHEREAS, the parties desire to amend their Agreement to increase the maximum contract price from \$145,000 to \$179,580 (an increase of \$34,580), revise Exhibit “A”, Schedule of Services to refine current deliverables and incorporate additional services, and revise Exhibit “B”, Schedule of Charges and Payments to reflect the increase in the maximum contract price to \$179,580 and a term extension to June 30, 2023.

NOW, THEREFORE, the parties hereto agree as follows:

1. That Amendment #1 shall be effective as of October 1, 2022.
2. That Maximum Contract Price, shall be amended to the following: \$179,580
3. That the Schedule of Services, Exhibit “A” is amended to the revised Exhibit “A” attached hereto and incorporated herein.
4. That the Contract Termination Date is amended to the following:
June 30, 2023.
5. That the Schedule of Charges and Payments, Exhibit “B” is amended to the revised Exhibit “B” attached hereto and incorporated herein.
6. 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: *Susan Hoek*
Susan Hoek (Oct 28, 2022 10:40 PDT)
Susan Hoek
Chair of the Board of Supervisors

CONTRACTOR:

By: *Scott W. Lay*
Scott W. Lay (Oct 28, 2022 08:58 PDT)
Nevada County Superintendent of Schools
380 Crown Point Circle
Grass Valley, CA 95945

ATTEST:

By: *Tine Mathiasen, Deputy COB, for*
Tine Mathiasen, Deputy COB, for (Oct 31, 2022 13:00 PDT)
Julie Patterson-Hunter
Clerk of the Board

EXHIBIT "A"
SCHEDULE OF SERVICES
Nevada County Superintendent of Schools

Nevada County Superintendent of Schools, hereinafter referred to as "CONTRACTOR", shall provide a Health Data Analyst to work in collaboration with the Local Education Agency's (LEA) stakeholders to encourage, improve and support surveillance, testing, data collection, and reporting to address disease infection, control, and prevention in the school community on behalf of the Nevada County Public Health Department, hereinafter referred to as "COUNTY".

The Health Data Analyst position is designed to support the efforts of the COUNTY in collecting and analyzing disease and illness data to discover trends and anomalies to further support its efforts to prevent the spread of COVID-19 and other communicable diseases.

CONTRACTOR's Responsibilities:

The Health Data Analyst will assist in analysis and preparation of complex health data reports, respond to questions regarding program policies, procedures and functions, provide assistance for statistical analysis of data, maintain databases and confidentiality, prepare and present written and oral reports to administration, provide guidance, instruction and training to LEA stakeholders, serve as a liaison between LEA stakeholders, school staff, and COUNTY, and assist in developing protocols to support programs. This position will perform complex and specialized health data analysis.

Essential Functions and Responsibilities for the Health Data Analyst may include, but are not limited to:

1. Provide outreach and encourage schools to participate in the Nevada County's School Absenteeism Syndromic Surveillance Program.
2. Participate in Syndromic Surveillance management system development and implementation with COUNTY staff. Utilize programming guidance and expertise to develop an effective system for data collection and analysis for Nevada County's Syndromic Absenteeism Surveillance Program.
3. Troubleshoot collection and database issues and encourage LEA stakeholders to consistently meet daily reporting standards. Collection data to include but not limited to: enrollment, attendance and students experiencing Influenza-Like Illness symptoms and other identifiable illnesses as deemed necessary by NCPHD.
4. In coordination with COUNTY staff, including NCPHD's Epidemiologist, review, analyze and interpret data to identify potential outbreaks, trends, and anomalies in Nevada County schools.
5. Assist NCPHD staff in coordination of gathering data regarding students' vaccination records during potential outbreaks of vaccine-preventable diseases.
6. Serve as a liaison between school nurses/personnel for all schools located in Nevada County and NCPHD to address infection, control and prevention activities as it relates to COVID-19 or other disease tracking required by NCPHD. This may require coordination with NCPHD's Epidemiologist, Infection Control Specialist and Public Health Nurses specializing in school exposures to COVID-19.
7. Provide disease mitigation and prevention guidance to parents of children and other vulnerable populations.

8. Ensure compliance for COVID-19 school case reporting county-wide through CalCONNECT as required by state law. This includes registering new SPOT liaisons, providing technical assistance to liaisons, processing intake forms, and other duties as identified by COUNTY staff.
9. Regularly report, at least quarterly, to NCPHD on all activities to meet grant reporting requirements.
10. Prepare and maintain a variety of records and reports related to assigned activities including those required by local, State and federal agencies.
11. Review and educate school nurses/personnel and stakeholders on current immunization recommendations and immunization waiver process.
12. Working in partnership with NCPHD's Immunization staff, assist school nurses/personnel on mandatory annual fall immunization reporting to the State.
13. Keep abreast of best practices and changes in regulations and/or guidelines for assigned responsibilities. Prepare and disseminate information to school nurses/personnel and stakeholders.
14. Provide resources, training and guidance to LEA stakeholders to meet program goals.
15. Assist with Kindergarten Oral Health Assessment (KOHA) reporting in conjunction with Oral Health Program staff:
 - Assess the number of schools currently not reporting Kindergarten Oral Health Assessments (KOHA) to the System for California Oral Health Reporting (SCOHR).
 - Identify current processes of participating schools and identify best practices.
 - Identify target schools for intervention.
 - Provide guidance for implementation KOHA participation and reporting.
 - Conduct meetings of key partners, mobilize the community, and set targets.
 - Provide the number of kindergarteners registered per school, and how many completed KOHA forms the school collected from these students.
16. California Healthy Kids Survey data collection.
17. Other duties as needed and agreed upon by CONTRACTOR and COUNTY.

Training

The Health Data Analyst will complete the following trainings in addition to other trainings identified by COUNTY staff throughout the contract term:

1. California COVID-19 Virtual Training Academy (VTA) Case Investigation and Contact Tracing Course (offered remotely at no additional cost)
2. CalCONNECT Shared Portal for Outbreak Tracking (SPOT) and Outbreak Investigation (offered remotely at no additional cost)
3. Training provided by COUNTY's Epidemiologist in the COUNTY's School Absenteeism Syndromic Surveillance Program
4. Training provided by COUNTY's Infection Control Specialist on School Reporting, SPOT, and infection control practices.
5. Participate in Statewide (CDPH) COVID-19 Local Public Health School Leadership and Liaison Group calls

Coordination and Support

The Health Data Analyst will participate in weekly check in meetings with COUNTY staff for technical support, coordination, and training.

Reporting

CONTRACTOR shall provide quarterly reports to COUNTY that include:

- Number of new schools enrolled in COUNTY's School Absenteeism Syndromic Surveillance Program
- Efforts to improve consistent reporting in the COUNTY's School Absenteeism Syndromic Surveillance Program with schools that are already participating in the program
- Efforts to prevent COVID-19 infections in schools and control measures when there are cases and ensure accurate reporting through the CalCONNECT SPOT Portal.

There is no specific format for the report as long as it includes the data elements described above. A one-page report would be sufficient.

Due Dates and Reporting Periods are as follows:

- August 15, 2021 (for the period of 7/1/2021-7/31/2021)
- November 15, 2021 (for the period of 8/1/2021-10/31/2021)
- February 15, 2022 (for the period of 11/1/2021-1/31/2022)
- May 15, 2022 (for the period of 2/1/2022-4/30/2022)
- August 15, 2022 (for the period of 5/1/2022-7/31/2022)
- November 15, 2022 (for the period of 8/1/2022-10/31/2022)
- February 15, 2023 (for the period of 11/1/2022-1/31/2023)
- May 15, 2023 (for the period of 2/1/2023-4/30/2023)
- June 30, 2023 (for the period of 5/1/2023-6/30/2023)

COUNTY's Responsibilities:

COUNTY will provide remote training to Health Data Analyst directly or instructions about how to sign up for state-offered trainings.

COUNTY will provide support with complicated situations with COVID-19 cases.

COUNTY will provide direction and resources for infection control and prevention.

EXHIBIT "B"
SCHEDULE OF CHARGES AND PAYMENTS
Nevada County Superintendent of Schools

The maximum contract obligation for services provided under this Contract shall not exceed One-Hundred and Seventy-Nine Thousand and Five Hundred and Eighty Dollars (\$179,580) for satisfactory performance of services as outlined in Exhibit "A" during the contract term of July 1, 2021 through June 30, 2023.

Contract Maximum is based on projected costs and Contractor shall be reimbursed for actual salary/benefits of CONTRACTOR's assigned staff and program expenses incurred in carrying out the terms of the contract.

CONTRACT EXPENDITURE BREAKDOWN:

Expenditure Description	7/1/2021 - 6/30/2023
Health Data Analyst Salary	
1.00 FTE (215 paid days/8 hours per day @ \$30.82/hr in 21/22)	\$51,038
1.00 FTE (215 paid days/8 hours per day @ \$35.56/hr in 22/23)	\$61,168
Statutory Benefits (25.65% in 21/22 & 28.73% in 22/23 of salary)	\$30,667
Health and Welfare Benefits	\$21,145
Materials and Supplies	\$845
Mileage/Professional Development	\$1,500
Indirect @ 8.0% of Salaries and Benefits	\$13,218
Total	\$179,580

Mileage reimbursement rate may not exceed the IRS allowable rate at the time of travel.

NOTE: Changes to the line items as detailed above in excess of ten percent (10%) shall be submitted in advance for approval by the Director of Public Health or designee who at their sole discretion shall determine if the change in the budget will continue to meet the outcomes of the contract.

CONTINGENCY:

The maximum obligation of this Agreement is contingent and dependent on the COUNTY's receipt of ELC Enhancing Detection funding from the California Department of Public Health.

BILLING AND PAYMENT:

CONTRACTOR shall bill COUNTY monthly for services rendered and each invoice shall state the amount of personnel hours/benefits and other reimbursable expenses being claimed.

To expedite payment, CONTRACTOR shall reference on invoices the Board Resolution Number assigned to the approved Contract.

Invoice shall be emailed to: Debbie.Daniel@nevadacountyca.gov

CONTRACTOR shall be reimbursed within thirty (30) days of COUNTY's receipt of complete, correct, approved invoice.