

**AMENDMENT #1 TO THE CONTRACT WITH
SHELLEE ANN SEPKO, LMFT D/B/A WHAT'S UP? WELLNESS
CHECKUPS (PESQ4605)**

THIS AMENDMENT is executed this February 28th 2023 by and between **SHELLEE ANN SEPKO, LMFT D/B/A WHAT'S UP? WELLNESS CHECKUPS**, 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 October 18, 2022 per Purchase Order No. PESQ4605; and

WHEREAS, the Contractor operates Spectrum Project to provide LGBTQ+ youth and staff support; and

WHEREAS, the parties desire to amend their Agreement to increase the contract price from \$47,613 to \$77,126 (an increase of \$29,513) 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 02/01/2023.
2. That Maximum Contract Price shall be amended to the following: \$77,126.
3. That the Schedule of Charges and Payments, Exhibit "B" is amended to the revised Exhibit "B" attached hereto and incorporated herein.
4. 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: _____
Ed Scofield
Chair of the Board of Supervisors

ATTEST:

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

CONTRACTOR:

By: _____
Shellee Ann Sepko, LMFT d/b/a
What's Up? Wellness Checkups
PO Box 431
Nevada City, CA 95959

EXHIBIT “B”
SCHEDULE OF CHARGES AND PAYMENTS
SHELLEE ANN SEPKO, LMFT D/B/A WHAT’S UP? WELLNESS CHECKUPS

The maximum obligation under this Agreement for satisfactory performance of services as outlined in Exhibit A shall not exceed \$77,126 for the contract term.

The contract maximum is based on the following project budget:

What’s Up? Wellness Checkups FY 22/23 Budget
LGBTQ+ Support/Spectrum Project

Program Personnel Costs	Hourly Rate	Total # of Hrs/Qty	Total Budget FY
Project Coordinator	\$55.00	1050	\$57,750
Program Director	\$60.00	40	\$2,400
Assistant Program Director	\$48.00	50	\$2,400
Group Assistant	\$30.00	50	\$1,500
Project Assistant	\$30.00	50	\$1,500
Translation/Interpretation Services	\$30.00	16	\$480
Total Personnel Costs			\$66,030
Training Costs			
Training Facilitation	\$40.00	25	\$1000
Total Training Costs	\$1000		\$1,000
Non-Personnel Program Costs			
Mileage	\$0.625	1181	\$738.
Project Supplies	\$175/mo	10.5	\$1,838
Total Non-Personnel Program Costs			\$2,576
Evaluation Costs			
Project Coordinator	\$55.00	35	\$1925
Program Director	\$60.00	25	\$1500
Project Assistant	\$30.00	20	\$600
Total Evaluation Costs			\$4,025
Administrative Costs			
Program Director	\$60.00	25	\$1,500
Bookkeeping Services	\$35.00	27	\$945
Office Supplies, Rent, & Services	\$100/mo	10.5	\$1050
Total Administrative Costs			\$3,495
Total Project Costs			\$77,126

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@co.nevada.ca.us

CC: Contract Manager (refer to Notification section)