



RESOLUTION NO. 17-195

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA

RESOLUTION APPROVING EXECUTION OF AMENDMENT NO. 1 TO THE RENEWAL PERSONAL SERVICES CONTRACT WITH LYNNE LACROIX D/B/A CODY CONSULTING (RESOLUTION 16-472)

WHEREAS, per Resolution 16-472, the Board approved the renewal Contract with Lynne Lacroix d/b/a Cody Consulting for the provision of project coordination services related to the County's Nutrition Education and Obesity Prevention (NEOP) Project; and

WHEREAS, Contractor will also provide Tobacco Use Prevention Program (TUPP) services to support statewide Tobacco Use Prevention initiatives; and

WHEREAS, the parties desire to amend the Agreement to add services related to the County Medical Services Program (CMSP) Prediabetes Prevention Program; revise the Schedule of Services, Exhibit "A" to reflect these additional services; increase the maximum contract price; and revise the Schedule of Charges and Payments, Exhibit "B" to reflect the increase in the maximum obligation.

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 Lynne Lacroix d/b/a Cody Consulting pertaining to adding services related to County Medical Services Program (CMSP) Prediabetes Prevention Program and increasing the maximum contract price from \$71,699 to \$83,674 (an increase of \$11,975) for the provision of project coordination services related to the County's Nutrition Education and Obesity Prevention (NEOP) Program and Tobacco Use Prevention Program (TUPP) for the term of October 1, 2016 through September 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.

Funds to be disbursed from accounts: 1589-40102-492-2761/521525, 1589-40102-492-2601/521520, and 1589-40102-492-2821/521520.

PASSED AND ADOPTED by the Board of Supervisors of the County of Nevada at a regular meeting of said Board, held on the 9th day of May, 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

5/09/2017 cc:

PH*
AC*
CC

**AMENDMENT #1 TO THE CONTRACT WITH
LYNNE LACROIX DBA CODY CONSULTING (RESO NO. 16-472)**

THIS AMENDMENT is dated this 3rd day of April, 2017 by and between LYNNE LACROIX DBA CODY CONSULTING 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 executed on September 27, 2016 by Resolution No. 16-472.

WHEREAS, the parties desire to amend their Agreement to 1) add services related to the County Medical Services Program (CMSP) Prediabetes Prevention Program; 2) revise the Schedule of Services, Exhibit "A" to reflect these additional services; 3) increase the maximum contract price from \$71,699 to \$83,674 (an increase of \$11,975); and 4) revise the Schedule of Charges and Payments, Exhibit "B" to reflect this increase in the maximum obligation.

NOW, THEREFORE, the parties hereto agree as follows:

1. That Amendment #1 shall be effective as of April 1, 2017.
2. That Section (§2) Maximum Contract Price, shall be changed to the following: \$83,674.
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 except as amended herein.

COUNTY OF NEVADA

By: Hank Weston
Honorable Hank Weston
Chair, Board of Supervisors

CONTRACTOR:

By: Lynne Lacroix
Lynne Lacroix
P.O. Box 1096
Nevada City, California 95959

Attest:

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

EXHIBIT "A"
Schedule of Services
Lynne Lacroix D/B/A Cody Consulting

Lynne Lacroix d/b/a Cody Consulting, hereinafter referred to as "Contractor," shall provide Consultant services for the Nevada County Public Health Department, hereinafter referred to as "County," for the County's Nutrition Education and Obesity Prevention (NEOP) Program, County Medical Services Program (CMSP) Prediabetes Prevention Program, and Tobacco Use Prevention Program (TUPP).

NEOP-related services include:

- Furnish all necessary equipment and supplies in furtherance of performing the services set forth herein.
- Prepare and maintain records and data connected to activities, as defined in the USDA Food and Nutrition Service (FNS) FFY 17 SNAP-Ed Integrated Work Plan (IWP).
- Attendance at California Department of Public Health (CDPH) NEOP and Policy, Systems and Environmental (PSE) mandated trainings, as well as state workshops and trainings related to the NEOP Program.
- Participation in CDPH's monthly local health department (LHD) teleconference calls.
- Convene the County Nutrition Action Plan (CNAP) Group that coordinates USDA funded program interventions and efforts to increase food security in the target population. Serve as a liaison between CNAP and local Food Policy Council, and provide technical assistance to CNAP members.
- Provide technical assistance to the Community Liaison to ensure policy, systems and environmental (PSE) objectives included in the FFY 17 IWP are met; provide support to the local food banks to further food security and healthy choice options and education; and develop new PSE strategies when the opportunity arises in order to complement existing program.
- Consult with contractors and staff to ensure that work plan activities are measured qualitatively and/or quantitatively so that progress towards goals is documented.
- Conduct outreach to organizations that serve the low-income population to determine qualifications and feasibility of hosting nutrition education related programs.
- Participate in ongoing community activities supporting statewide initiatives and provide nutrition education/physical activity promotion resources to local programs.
- Consult with the CalFresh County Director and CalFresh outreach/community workers to provide nutrition education and other resources to CalFresh recipients and CalFresh eligible populations.
- Participate in community outreach and education by organizing community events and information distribution via electronic and traditional means.
- Regularly review the existing work plans and revise accordingly as directed by CDPH. Coordinate annual report among all SNAP-Ed partner agencies.
- Maintain and preserve, until three years after termination of CDPH Grant Agreement Number 16-10170 and final payment to the County, to permit CDPH or any duly authorized representative, to have access to, examine or audit any pertinent books,

documents, papers and records related to this subcontract and to allow interviews of any employees who might reasonably have information related to such records.

- Abide by all provisions of Agreement Number 16-10170 as may be applicable to subcontractors under that Agreement.

NEOP-related deliverables shall include:

Contractor shall:

1. Submit a quarterly activity report within 30 days of quarter's end to the County, summarizing activities and progress toward supporting statewide nutrition initiatives.
2. Attend all CDPH NEOP mandated trainings and state workshops related to the NEOP Program that are available during the term of the Contract and advise the County of any updates monthly.
3. Convene the County Nutrition Action Plan Group a minimum of two times during the term of the contract.
4. Conduct outreach to a minimum of 3 organizations monthly that serve low-income populations and include in the monthly report to County.
5. Revise coordinated, countywide Integrated Work Plan (IWP), as required by the California Department of Public Health to maintain IWP accuracy.
6. Coordinate annual submission of IWP evaluation results to CDPH as required.

CMSP-related services shall include:

- Under direction of the Health and Wellness Program Manager, provide planning, coordination, research, outreach, and collaboration services between the county, community partners, health care partners, and other key stakeholders to identify and pursue collaborative opportunities around chronic disease prevention, specifically focusing on prediabetes and diabetes in low-income populations and on outreach to individuals without health coverage who may be eligible for CMSP or other public services.
- Meet with partners and stakeholders to develop partnerships and collaborative approaches in the development, coordination and delivery of education and services focused on reducing rates of prediabetes and diabetes in low-income populations.
- Provide support and technical assistance to community partners and key stakeholders in the development, coordination and delivery of education, policy development and services focused on reducing rates of prediabetes and diabetes in low-income populations.
- Attend relevant training and/or continuing education that is directly relevant to the activities outlined in the work plan and logic model.
- Assist in the preparation of required data analysis and reports including, as needed, data collection and data set cleaning.
- Implement work plan and logic model activities, and assist with data collection that furthers the work on goals and objectives, as needed.
- Coordinate with other project consultants and staff, as needed, to support the required activities.

CMSP-related deliverables shall include:

1. Work with a minimum of two community organizations that serve low-income populations to coordinate and facilitate the deliverables of the grant.
2. Provide planning support to Program Manager in implementation of work plan.
3. Attend all County CMSP trainings, workshops and webinars related to the CMSP program that are available during the term of the Contract.
4. Prepare and submit monthly event logs and progress reports to the Program Manager.
5. Convene and assist in facilitation and completion of deliverables of the CMSP grant during the term of the contract.
6. Implement work plan activities and assist with data collection that furthers work on goals and objectives, as needed.

TUPP-related services shall include:

- Planning, coordination, outreach and collaboration activities with county, community members, school partners, and coalition members to identify possible collaboration opportunities around the retail environment, focused on a healthy retail campaign.
- Meet with potential Healthy Retail Campaign partners to develop partnerships and collaborative approaches, and to assist in implementation in partnerships with TUPP and Public Health.
- Provide support and technical assistance in the education of consumers and retailers on marketing practices at the point of sale.
- Provide support and technical assistance in smoke-free multi-unit housing activities, including outreach and coordination in recruitment, policy development and coordination.
- Develop a minimum of 2-3 fact sheets on topics relevant to objectives, such as Health Retail partnerships, flavored tobacco products, minimum packaging restrictions and youth use of cigars and cigarillos.
- Implement work plan activities and assist with data collection that furthers work on goals and objectives, as needed.

TUPP-related deliverables shall include:

Contractor shall:

1. Submit a quarterly activity report within 30 days of quarter's end to the County summarizing activities and progress toward supporting statewide Tobacco Use Prevention initiatives.
2. Attend all County TUPP trainings, workshops and webinars related to the TUPP program that are available during the term of the Contract.
3. Prepare and submit monthly event logs and progress reports to the Tobacco Project Director to be used in the statewide data reporting system.
4. Convene and help in facilitation of the CX Community of Excellence workgroup during the term of the contract.

EXHIBIT "B"
Schedule of Charges and Payments
Lynne Lacroix D/B/A Cody Consulting

Payment under the terms of this Agreement shall not exceed the maximum amount of Eighty Three Thousand Six Hundred Seventy Four Dollars (\$83,674) for satisfactory performance of services and deliverables as outlined in Exhibit "A," and as set forth in the estimated budget below, during the contract term of October 1, 2016 through September 30, 2017. County shall pay Contractor for the provision of services and deliverables at the all-inclusive rate of Fifty Dollars (\$50.00) per hour. This is an all-inclusive rate, excluding Program Manager-approved travel outside of the County of Nevada. The maximum contract obligation includes two thousand dollars (\$2,000) to provide reimbursement for Program Manager-approved, program-related trainings and travel.

The maximum obligation of this agreement is contingent and dependent on the County's receipt of anticipated NEOP, CMSP and TUPP Program Funding during the current Federal Fiscal Year (FFY) funding cycle and is based on the following estimated budget.

ESTIMATED BUDGET

NEOP-Related Activities	Participation in Meetings, LHD Teleconference Calls, CNAP Groups	\$ 10,000
	Community Outreach and Education, Technical Assistance	\$ 15,600
	Report Preparation	\$ 2,500
	Data Collection	\$ 7,500
	Consultation and Planning	\$ 14,700
	Annual Work Plan	\$ 1,500
	Travel/Training	\$ 1,499
	PSE Strategies	\$ 10,000
<i>NEOP Total</i>		<i>\$63,299</i>
CMSP-Related Activities	Community Outreach and Education, Technical Assistance	\$5,000
	Consultation and Planning	\$3,700
	Participation in meetings, conference calls, and other trainings	\$675
<i>CMSP Total</i>		<i>\$9,375</i>
TUPP-Related Activities	Consultation and Planning	\$1,000
	Community Outreach and Education, Technical Assistance	\$4,000
	Report and Document Preparation	\$1,250
	Participation in Meetings and Training Calls	\$1,250

	Data Collection	\$1,500
<i>TUPP Total</i>		<i>\$9,000</i>
Program Manager- Approved Travel		\$2,000
Total		\$ 83,674

Budget line items within the Estimated Budget may be increased or decreased by shifting funds from other line items by no more than twenty percent (20%) of their original amounts. Should the categories change by more than twenty percent (20%); Contractor shall submit a budget modification to the Department Director for approval. The Department of Public Health at its sole discretion shall determine if the change will continue to meet the outcomes of the Agreement.

BILLING AND PAYMENT:

Contractor shall submit to the Public Health Accounting Department an invoice for services rendered during the prior month itemizing dates, number of hours and services provided, including identification of deliverables and specific tasks completed during the prior month. To expedite payment, Contractor shall reference on invoices the Resolution Number assigned to her approved Contract.

Invoice shall be mailed or delivered to:

Nevada County Public Health Department
Attn: Fiscal Unit
500 Crown Point Circle, Suite 110
Grass Valley, CA 95945

Contractor shall be paid by County within thirty (30) days of receipt of a complete, approved invoice.