



# RESOLUTION No. 19-096

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

### RESOLUTION APPROVING EXECUTION OF AMENDMENT NO. 1 TO THE PERSONAL SERVICES CONTRACT WITH SIERRA ROOTS PERTAINING TO THE PROVISION OF A TEMPORARY EMERGENCY SHELTER AND ACTIVITIES AND CALFRESH OUTREACH AND APPLICATION ASSISTANCE TO HOMELESS INDIVIDUALS AND FAMILIES WHO ARE UNABLE TO ACCESS HOSPITALITY HOUSE DURING DESIGNATED COLD WINTER NIGHTS (RESOLUTION 18-537)

WHEREAS, Sierra Roots serves chronically homeless individuals Nevada County, California; and

WHEREAS, Sierra Roots and the City of Nevada City have entered into a Memorandum of Understanding (MOU), which sets forth guidelines for Sierra Roots' use of City facilities as warming shelters for homeless individuals when cold weather criteria is met; and

WHEREAS, per Resolution 18-537 the County of Nevada and Sierra Roots entered into a partnership to support up to 20 nights of shelter care for up to 36 homeless individuals who are unable to access Hospitality House due to capacity or other barriers during designated cold weather events; and

WHEREAS, pursuant to this Agreement, Sierra Roots will provide a temporary shelter and activities, including CalFresh outreach and application assistance, to homeless individuals who are unable to access Hospitality House during these designated cold weather nights; and

WHEREAS, pursuant to this Agreement, the County will provide certain support and coordination services and activities, as set forth in the Agreement, in support of the emergency shelter operations and CalFresh outreach and application assistance; and

WHEREAS, the overall objective of Amendment No. 1 to the contract is to expand the original contract from 20 to 26 nights (an increase of six nights).

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 of Nevada and Sierra Roots, pertaining to the provision of a temporary shelter and activities, including CalFresh outreach activities, to homeless individuals who are unable to access Hospitality House during designated cold weather nights, in the maximum amount of \$32,268 (an increase of \$5,076) for the contract term of November 1, 2018 through June 30, 2019, and revises Exhibit "B" Schedule of Charges and Payments to reflect the increase in the maximum contract price, be and hereby is approved, and that the Chair of the Board of Supervisors be and is hereby authorized to execute the Contract on behalf of the County of Nevada.

Funds to be disbursed from account: 1589-50105-494-5001/521525  
1589-50101-491-3000/521520

PASSED AND ADOPTED by the Board of Supervisors of the County of Nevada at a regular meeting of said Board, held on the 12th day of March, 2019, by the following vote of said Board:

Ayes: Supervisors Heidi Hall, Edward Scofield, Dan Miller,  
Susan K. Hoek, and Richard Anderson

Noes: None.

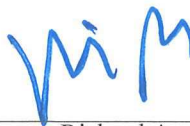
Absent: None.

Abstain: None.

ATTEST:

JULIE PATTERSON HUNTER  
Clerk of the Board of Supervisors

By: 



Richard Anderson, Chair

3/12/19 cc:

CSS\*  
AC\*  
SR

**AMENDMENT #1 TO CONTRACT WITH  
SIERRA ROOTS (RESO 18-537)**

**THIS AMENDMENT** is dated this 12<sup>TH</sup> day of March, 2019 by and between SIERRA ROOTS 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 November 13, 2018 per Resolution No. 18-537.


**WHEREAS**, the CONTRACTOR provides temporary emergency shelter and activities including CalFresh outreach and application assistance, to homeless individuals and families who are unable to access Hospitality House during designated cold winter nights for the contract term of November 1, 2018 through June 30, 2019; and

**WHEREAS**, the parties desire to amend their Agreement to amend Exhibit "B", Schedule of Charges and Payments, to increase the maximum contract amount from \$27,192 to \$32,268 (an increase of \$5,076) to expand existing contract for six additional nights.

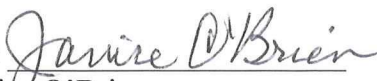
**NOW, THEREFORE**, the parties hereto agree as follows:

1. That Amendment #1 shall be effective as of January 1, 2019.
2. That Exhibit "B", Schedule of Charges and Payments, shall be revised to the amended Exhibit "B" as attached hereto and incorporated herein.
3. 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:   
Honorable Richard Anderson  
Chair, Board of Supervisors

**CONTRACTOR:**

By:   
Janice O'Brien  
President

**ATTEST:**

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

**EXHIBIT "B"**  
**SCHEDULE OF CHARGES AND PAYMENTS**  
**Sierra Roots, d/b/a Sierra Roots**

The maximum contract price shall not exceed \$32,268 dollars for the satisfactory performance of services as described in Exhibit "A" for the contract term of November 1, 2018 through June 30, 2019, and shall be in accordance with the budget shown below. County shall only be billed for services provided while the shelter is open.

Contractor agrees to properly record and report time spent on services described in Exhibit "A".

Per Contractor, the estimate of personnel costs includes:

**Operating Budget – November 1, 2018 through June 30, 2019**

	<b>1-day</b>	<b>26 days (annual)</b>
<b>PERSONNEL:</b>		<b>Amount:</b>
Shelter Operation stipends (3 staff 9p-6a and one Community Liaison 2:30p-9am)	\$846.00	\$21,996.00
CalFresh Outreach activities (100 hours)		\$1,800
<b>OPERATIONS:</b>		<b>Amount:</b>
Supplies (Food, Kitchen Supplies)	\$250.00	\$5,000.00
Fee for use of back-up church location (5 night maximum @ \$100/night)	\$100.00	\$500.00
Printing		\$500.00
<b>Administrative Overhead @ 10.39% of Personnel</b>		\$2,472.00
<b>TOTAL:</b>		\$32,268.00

Contractor may shift budget line items with prior written approval from the County Department Director or designee.

**BILLINGS AND PAYMENTS FOR November 1, 2018 THROUGH June 30, 2019:**

Sierra Roots – Cold Weather Shelter Program  
2018/19 A01

*J.O'B.*

Contractor shall submit an invoice to County the first day of each month following the month services were rendered. Each invoice shall include:

- Dates/Month services were rendered
- Cost of services rendered - identifying total direct costs
- Billing period covered
- Contract number assigned to the approved contract
- Supporting documentation per Exhibit "A"

Contractor shall submit monthly invoices for services to:

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

County shall review each billing for supporting documentation; dates of services and costs of services as detailed previously. Should there be a discrepancy on the invoice; said invoice shall be returned to Contractor for correction and/or additional supporting documentation. Payments shall be made in accordance with County processes once an invoice has been approved.

*J. A. B.*