

COUNTY OF SISKIYOU  
CONTRACT FOR SERVICES

This Contract made this 8<sup>th</sup> day of Sept, 2015 between:

COUNTY: Siskiyou County Health and Human Services Agency  
Behavioral Health Division  
2060 Campus Drive  
Yreka, California 96097  
(530) 841-4100  
(530) 841-4320 FAX

And

CONTRACTOR: Northern Valley Catholic Social Services (NVCSS)  
Cathy Wyatt, Executive Director  
2400 Washington Ave  
Redding, CA 96001  
530-241-0552  
530-241-6457  
[cwyatt@nvcss.org](mailto:cwyatt@nvcss.org)

**ARTICLE 1. TERM OF CONTRACT**

**1.01** Contract Term: This Contract shall become effective on July 1, 2015, and shall terminate on June 30, 2018, unless terminated in accordance with the provisions of Article 7 of this Contract or as otherwise provided herein.

**ARTICLE 2. INDEPENDENT CONTRACTOR STATUS**

**2.01** Independent Contractor: It is the express intention of the parties that Contractor is an independent contractor and not an employee, agent, joint venture or partner of County. Nothing in this Contract shall be interpreted or construed as creating or establishing the relationship of employer and employee between County and Contractor or any employee or agent of Contractor. Both parties acknowledge that Contractor is not an employee for state or federal tax purposes. Contractor shall retain the right to perform services for others during the term of this Contract.

**ARTICLE 3. SERVICES**

**3.01** Specific Services: Contractor agrees to furnish the following services:  
Contractor shall provide the services described in Attachment "A" attached hereto.

NVCSS-Wellness Ctr

15/18

8/10/15

VN# @ 3471  
CT# E1600273 CC LOG#  
ACCT 2129-401031-79300-1163  
CT AMT 1991007.1 3741007.1  
ANNUAL TOTAL

No additional services shall be performed by Contractor unless approved in advance in writing by the County stating the dollar value of the services, the method of payment, and any adjustment in contract time or other contract terms. All such services are to be coordinated with County and the results of the work shall be monitored by the Siskiyou County Health and Human Services Agency Director or his or her designee.

**3.02** Method of Performing Services: Contractor will determine the method, details, and means of performing the above-described services including measures to protect the safety of the traveling public and Contractor's employees. County shall not have the right to, and shall not, control the manner or determine the method of accomplishing Contractor's services.

**3.03** Employment of Assistants: Contractor may, at the Contractor's own expense, employ such assistants as Contractor deems necessary to perform the services required of Contractor by this Contract. County may not control, direct, or supervise Contractor's assistants or employees in the performance of those services.

#### **ARTICLE 4. COMPENSATION**

**4.01** Compensation: In consideration for the services to be performed by Contractor, County agrees to pay Contractor in proportion to services satisfactorily performed as specified in Attachment "B". County agrees to work cooperatively with Contractor regarding any concerns or issues with services that may be unsatisfactory and will not withhold reimbursement unless efforts to resolve concerns are exhausted and written notice is provided. Services shall not exceed the amount of One Hundred Ninety Nine Thousand Six Hundred Seven Dollars (\$199,607.00) for the term from July 1, 2015 – June 30, 2016. For FY 16/17 and 17/18 services shall not exceed the base rate of One Hundred Seventy Five Thousand Dollars (\$175,000.00) and is subject to negotiation based on prior year actual cost and mutually agreeable program developments. Total line items as identified in Attachment B may vary up to a maximum of fifteen percent (15%) between categories with prior written approval of the Siskiyou County Health and Human Services Agency Director (or his or her designee), and provided the maximum amount of compensation during the term of the agreement specified above is not exceeded. Administrative expenses shall be calculated at fifteen (15%) percent of direct expenses.

**4.02** Invoices: Contractor shall submit to County a monthly invoice in the form as identified in **ATTACHMENT C**, detailing Contractor's services and expenses. Invoice shall be submitted by the 15th day of each month following the month in which services were provided pursuant to this agreement. Attached to each Invoice shall be copies of all supporting documentation and verifications, (including, but not limited to original receipts and personnel timecards or time studies), for all expenses incurred. Administrative expenses shall be billed at fifteen percent (15%) of direct expenses and shall not require supporting documentation. For the final month or portion thereof that this agreement is in effect, Contractor shall submit a final Invoice for services rendered

for the final month or portion thereof that this agreement was in effect, by the 15<sup>th</sup> day of the following month.

- 4.03** Date for Payment of Compensation: County will make payment within 45 days of receipt of invoices from the Contractor to the County, and approval and acceptance of the work by the County. It is understood that claims may need to be expedited to meet this requirement.
- 4.04** Expenses: Contractor shall be responsible for all other costs and expenses incident to the performance of services for County, including but not limited to, all costs of materials, equipment, all fees, fines, licenses, bonds or taxes required of or imposed against Contractor and all other of Contractor's costs of doing business. County shall not be responsible for any expense incurred by Contractor in performing services for County unless otherwise specified in Attachment "A".
- 4.05** Overpayments: In the event that an overpayment is made to Contractor for services under this agreement, County shall notify and invoice Contractor for repayment in full. Contractor shall refund overpayments to County within 30 days of receipt of invoice. County will not offset future payments for services under this agreement.

## **ARTICLE 5. OBLIGATIONS OF CONTRACTOR**

- 5.01** Contractor Qualifications: Contractor warrants that Contractor has the necessary licenses, experience and technical skills to provide services under this Contract.
- 5.02** Contract Management: Contractor shall report to the Siskiyou County Health and Human Services Agency Director (or his or her designee) who will review the activities and performance of the Contractor and administer this Contract.
- 5.03** Tools and Instrumentalities: Contractor will supply all tools and instrumentalities required to perform the services under this Contract. Contractor is not required to purchase or rent any tools, equipment or services from County.
- 5.04** Workers' Compensation: Contractor shall maintain a workers' compensation plan covering all its employees as required by California Labor Code Section 3700, either through workers' compensation insurance issued by an insurance company or through a plan of self-insurance certified by the State Director of Industrial Relations. If Contractor elects to be self-insured, the certificate of insurance otherwise required by this Contract shall be replaced with a "consent to self-insure" issued by the State Director of Industrial Relations. Proof of such insurance shall be provided before any work is commenced under this contract. No payment shall be made unless such proof of insurance is provided.
- 5.05** Indemnification: Contractor shall indemnify and hold County harmless against any and all liability imposed or claimed, including attorney's fees and other legal expenses, arising directly or indirectly from any act or failure of Contractor or Contractor's assistants, employees, or agents, including all claims relating to the injury or death of

any person or damage to any property. Contractor agrees to maintain a policy of liability insurance in the minimum amount of (\$1,000,000) One Million Dollars, to cover such claims or in an amount determined appropriate by the County Risk Manager. If the amount of insurance is reduced by the County Risk Manager such reduction must be in writing. Contractor shall furnish a certificate of insurance evidencing such insurance and naming the County as an additional insured for the above-cited liability coverage prior to commencing work. It is understood that the duty of Contractor to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code. Acceptance by County of insurance certificates and endorsements required under this Contract does not relieve Contractor from liability or limit Contractor's liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to any damages or claims for damages whether or not such insurance policies shall have been determined to apply. By execution of this Contract, Contractor acknowledges and agrees to the provisions of this Section and that it is a material element of consideration.

**5.06** General Liability and Automobile Insurance: During the term of this Contract, Contractor shall obtain and keep in full force and effect a commercial, general liability and automobile policy or policies of at least (\$1,000,000) One Million Dollars, combined limit for bodily injury and property damage; the County, its officers, employees, volunteers and agents are to be named additional insured under the policies, and the policies shall stipulate that this insurance will operate as primary insurance for work performed by Contractor and its sub-contractors, and that no other insurance effected by County or other named insured will be called on to cover a loss covered thereunder. All insurance required herein shall be provided by a company authorized to do business in the State of California and possess at least a Best A:VII rating or as may otherwise be acceptable to County. The General Liability insurance shall be provided by an ISO Commercial General Liability policy, with edition dates of 1985, 1988, or 1990 or other form satisfactory to County. The County will be named as an additional insured using ISO form CG 2010 1185 or the same form with an edition date no later than 1990, or in other form satisfactory to County.

**5.07** Certificate of Insurance and Endorsements: Contractor shall obtain and file with the County prior to engaging in any operation or activity set forth in this Contract, certificates of insurance evidencing additional insured coverage as set forth in paragraphs 5.04 and 5.10 and which shall provide that no cancellation, reduction in coverage or expiration by the insurance company will be made during the term of this Contract, without thirty (30) days written notice to County prior to the effective date of such cancellation. **Naming the County as a "Certificate Holder" or other similar language is NOT sufficient satisfaction of the requirement.** Prior to commencement of performance of services by Contractor and prior to any obligations of County, contractor shall file certificates of insurance with County showing that Contractor has in effect the insurance required by this Contract. Contractor shall file a new or amended certificate on the certificate then on file. **If changes are made during the term of this Contract, no work shall be performed under this agreement, and no payment may be made until such certificate of insurance**

**evidencing the coverage in paragraphs 5.05, the general liability policy set forth in 5.06 and 5.10 are provided to County.**

- 5.08 Public Employees Retirement System (CalPERS):** In the event that Contractor or any employee, agent, or subcontractor of Contractor providing services under this Contract is determined by a court of competent jurisdiction or the Public Employees Retirement System (CalPERS) to be eligible for enrollment in CalPERS as an employee of the County, Contractor shall indemnify, defend, and hold harmless County for the payment of any employee and/or employer contributions of CalPERS benefits on behalf of Contractor or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of County. Contractor understands and agrees that his personnel are not, and will not be, eligible for memberships in, or any benefits from, any County group plan for hospital, surgical or medical insurance, or for membership in any County retirement program, or for paid vacation, paid sick leave, or other leave, with or without pay, or for any other benefit which accrues to a County employee.
- 5.09 IRS/FTB Indemnity Assignment:** Contractor shall defend, indemnify, and hold harmless the County, its officers, agents, and employees, from and against any adverse determination made by the Internal Revenue Service of the State Franchise Tax Board with respect to Contractor's "independent contractor" status that would establish a liability for failure to make social security and income tax withholding payments.
- 5.10 Professional Liability:** If Contractor or any of its officers, agents, employees, volunteers, contactors or subcontractors are required to be professionally licensed or certified by any agency of the State of California in order to perform any of the work or services identified herein, Contractor shall procure and maintain in force throughout the duration of the Contract a professional liability insurance policy with a minimum coverage level of (\$1,000,000) One Million Dollars, or as determined in writing by County's Risk Management Department.
- 5.11 State and Federal Taxes:** As Contractor is not County's employee, Contractor is responsible for paying all required state and federal taxes. In particular:
- a. County will not withhold FICA (Social Security) from Contractor's payments.
  - b. County will not make state or federal unemployment insurance contributions on behalf of Contractor.
  - c. County will not withhold state or federal income tax from payment to Contractor.
  - d. County will not make disability insurance contributions on behalf of Contractor.
  - e. County will not obtain workers' compensation insurance on behalf of Contractor.
- 5.12 Records:** All reports and other materials collected or produced by the Contractor or any subcontractor of Contractor shall, after completion and acceptance of the Contract, become the property of County, and shall not be subject to any copyright

claimed by the Contractor, subcontractor, or their agents or employees. Contractor may retain copies of all such materials exclusively for administration purposes. Any use of completed or uncompleted documents for other projects by Contractor, any subcontractor, or any of their agents or employees, without the prior written consent of County is prohibited. It is further understood and agreed that all plans, studies, specifications, data magnetically or otherwise recorded on computer or computer diskettes, records, files, reports, etc., in possession of the Contractor relating to the matters covered by this Contract shall be the property of the County, and Contractor hereby agrees to deliver the same to the County upon request. It is also understood and agreed that the documents and other materials including but not limited to those set forth hereinabove, prepared pursuant to this Contract are prepared specifically for the County and are not necessarily suitable for any future or other use.

- 5.13 Contractor's Books and Records:** Contractor shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the County for a minimum of five (5) years, or for any longer period required by law, from the date of final payment to the Contractor under this Contract. Any records or documents required to be maintained shall be made available for inspection, audit and/or copying at any time during regular business hours, upon oral or written request of the County.
- 5.14 Assignability of Contract:** It is understood and agreed that this Contract contemplates personal performance by the Contractor and is based upon a determination of its unique personal competence and experience and upon its specialized personal knowledge. Assignments of any or all rights, duties or obligations of the Contractor under this Contract will be permitted only with the express written consent of the County.
- 5.15 Warranty of Contractor:** Contractor warrants that it, and each of its personnel, where necessary, are properly certified and licensed under the laws and regulations of the State of California to provide the special services agreed to.
- 5.16 Withholding for Non-Resident Contractor:** Pursuant to California Revenue and Taxation Code Section 18662, payments made to nonresident independent contractors, including corporations and partnerships that do not have a permanent place of business in this state, are subject to 7 percent state income tax withholding.

Withholding is required if the total yearly payments made under this contract exceed \$1,500.00.

Unless the Franchise Tax Board has authorized a reduced rate or waiver of withholding, and County is provided evidence of such reduction/waiver, all nonresident contractors will be subject to the withholding. It is the responsibility of the Contractor to submit the Waiver Request (Form 588) to the Franchise Tax Board as soon as possible in order to allow time for the Franchise Tax Board to review the request.

**5.17** Compliance with Child, Family and Spousal Support Reporting Obligations: Contractor's failure to comply with state and federal child, family and spousal support reporting requirements regarding contractor's employees or failure to implement lawfully served wage and earnings assignment orders or notices of assignment relating to child, family and spousal support obligations shall constitute a default under this Contract. Contractor's failure to cure such default within ninety (90) days of notice by County shall be grounds for termination of this Contract.

**5.18** Conflict of Interest: Contractor covenants that it presently has no interest and shall not acquire an interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the services hereunder. Contractor further covenants that, in the performance of this Contract, no subcontractor or person having such an interest shall be used or employed. Contractor certifies that no one who has or will have any financial interest under this contract is an officer or employee of County.

**5.19** Compliance with Applicable Laws: Contractor shall comply with all applicable federal, state and local laws now or hereafter in force, and with any applicable regulations, in performing the work and providing the services specified in this Contract. This obligation includes, without limitations, the acquisition and maintenance of any permits, licenses, or other entitlements necessary to perform the duties imposed expressly or impliedly under this Contract.

a. Pursuant to California Code of Regulations, Title 9, Division 1, Chapter 11, Subchapter 2, Article 1, Section 1810.430 (d) services shall meet federal contracting requirements as provided in Title 42, CFR, Section 438.6(f), and shall include the following provisions:

- (1) Treatment requirements, as a condition for reimbursement for services, that ensure beneficiaries will receive the same level of services as provided to all other patients served.
- (2) Assurances that beneficiaries will not be discriminated against in any manner, including admission practices, placement in special wings or rooms, or provision of special or separate meals.
- (3) Specifics on how the facility shall make records available for authorized review for fiscal audits, program compliance and beneficiary complaints.

b. Pursuant to the Single Audit Act and the Office of Management and Budget (OMB) Circular A-133, any Contractor who receives a total of \$500,000 or more per year in federal funds for the purpose of carrying out federal programs may be required to complete an annual audit. The funding threshold is aggregate funds from all sources.

If Contractor is subject to Annual Audit requirements, Contractor is required to submit a copy of the completed audit to Siskiyou County Health and Human

Services Agency department no later than thirty (30) days after term of contract, or as otherwise agreed to in writing by County and Contractor.

- c. Disclosures: Medicaid Managed Care Entities, as defined in 42 C.F.R. § 455.101 and 42 C.F.R. 438.2, and subcontractors must disclose certain information pursuant to 42 C.F.R. § 455.101, 455.104, and 455.106(a)(1),(2), and the Department of Health Care Services (DHCS) contract with the County, Contract # 12-89398, Exhibit A, Attachment I, Section 19. Contractor will disclose this information in accordance with the DHCS contract, located on the Siskiyou County Behavioral Health Website at: <http://www.co.siskiyou.ca.us/BHS/InfoRes.aspx>
- d. Pursuant to Executive Order 123549, 7 CFR Part 3017, 45 CFR Part 76, and 44 CFR Part 17, Contractor must be in good standing with the federal government, and may not be barred or suspended from federal financial assistance programs and activities, nor debarred or proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any federal department or agency for the duration of this Contract, or County may elect to terminate the Contract.

Contractor may not be listed on the System for Award Management (SAM) (<http://www.sam.gov>) prior to or during the Contract. The Contract will not be awarded to Contractor if Contractor appears on the SAM database as suspended or debarred.

- 5.20** Bankruptcy: Contractor shall immediately notify County in the event that Contractor ceases conducting business in the normal manner, becomes insolvent, makes a general assignment for the benefit of creditors, suffer or permits the appointment of a receiver for its business or assets, or avails itself of, or becomes subject to, any proceeding under the Federal Bankruptcy Act or any other statute of any state relating to insolvency or protection of the rights of creditors.
- 5.21** Confidentiality: All information and records obtained in the course of providing services under this Agreement shall be confidential pursuant to Section 5328 of the Welfare and Institutions Code in accordance with applicable State and Federal law.
- 5.22** Patients' Rights: Contractor shall give the patients notice of their rights pursuant to and in compliance with: California Welfare and Institutions Code Section 5323; California Administrative Code, Title 9, Chapter 1, Subchapter 4, Article 6. In addition, in all facilities providing the services described herein, the Contractor shall have prominently posted in the predominant languages of the community a list of the patient's rights.
- 5.23** Health Insurance Portability And Accountability Act (HIPAA): Contractor shall comply with, and assist Siskiyou County Health and Human Services Agency in complying with, the privacy and security requirements of the Health Insurance Portability and Accountability Act (HIPAA), as follows:

- a. Use or Disclosure of Protected Health Information: Contractor may use or disclose protected health information (PHI) to perform its obligations under the Contract, provided that such use or disclosure does not violate this Agreement, is not prohibited by the Health Insurance Portability and Accountability Act (HIPAA) including, but not limited to, the provisions of title 42, United States code, Section 1320d et seq. and Title 45, Code of Federal Regulations (C.F.R.), Parts 142, 160, 162 and 164, or does not exceed the scope of how County could use or disclose the information.

Contractor shall not use, disclose or allow the disclosure of PHI except as permitted herein or as required or authorized by law. Contractor shall implement appropriate safeguards to prevent use or disclosure of PHI other than as provided herein. At the request of and in the time and manner designated by County, Contractor shall provide access to PHI in a designated record set as required by 45 C.F.R. Section 164.524. Contractor shall report to County any use or disclosure of PHI not provided for herein or HIPAA regulations.

If Contractor provides PHI to a third party, including officers, agents, employees, volunteers, contractors and subcontractors, pursuant to the terms of the Contract, Contractor shall ensure that the third party complies with all HIPAA regulations and the terms set forth herein.

- b. Documentation and Accounting of Uses and Disclosures: Contractor shall document any disclosures of PHI in a manner that would allow County to respond to a request for an accounting of disclosures of PHI in accordance with 45 C.F.R. Section 164.528. Contractor shall provide County, in a time and manner designated by County, all information necessary to respond to a request for an accounting of disclosures of PHI.
- c. Amendments to Designated Record Sets: In accordance with 45 C.F.R. Section 164.526, Contractor agrees to amend PHI in its possession as requested by an individual or as directed by County, in a time and manner designated by County.
- d. Access to Records: Contractor shall make available to County or the Secretary of the United States Department of Health and Human Services (HHS), in the time and manner designed by County, or HHS, any records related to the use, disclosure and privacy protections of PHI for the purpose of investigating or auditing County's compliance with HIPAA regulations.
- e. Termination of Agreement: Upon County's knowledge of a material breach of these provisions or HIPAA regulations, County shall, at its option, either provide Contractor with an opportunity to cure the breach or immediately terminate this Contract. If Contractor is given the opportunity to cure the breach but fails to do so within the time specified by County, County may terminate the Contract without further notice.
- f. Destruction of PHI: Upon termination of this Contract, Contractor shall return to County all PHI required to be retained and return or destroy all other PHI to comply

with HIPAA regulations. This provision shall apply to PHI in the possession of Contractor's officers, agents, employees, volunteers, contractors and subcontractors who shall retain no copies of the PHI. If Contractor determines that returning or destroying the PHI is not feasible, Contractor shall provide County with notice specifying the conditions that make return or destruction not feasible. If County agrees that return of the PHI is not feasible, Contractor shall continue to extend the protection of this provision to the PHI for so long as Contractor or its officers, agents, employees, volunteers, contractors or subcontractors maintain such PHI.

- 5.24** Grievance Procedure: If Contractor is required by ordinance, regulation, policy, County or other authority to have a procedure for filing and considering grievances, Contractor shall provide County with a copy of Contractor grievance procedure prior to providing services under this Contract.
- 5.25** Changes in Regulations: If Siskiyou County Health and Human Services Agency notifies Contractor of a change in County or State regulations or guidelines affecting contract activities, Contractor shall choose one of the following options and notify the County in writing within five (5) days of receipt of the notice as to its choice: (1) Indicate that Contractor's operations are currently in compliance with the change in regulation or guideline; (2) Indicate that Contractor is in the process of modifying operations to comply with the change and will complete these modifications and be in compliance within thirty (30) days of notification by County; or (3) Notify Siskiyou County Health and Human Services Agency of termination of the Contract or seek modification of any terms of the Contract materially affected by a regulation or guideline change.

## **ARTICLE 6. OBLIGATIONS OF COUNTY**

- 6.01** Cooperation of County: County agrees to comply with all reasonable requests of Contractor (to provide reasonable access to documents and information as permitted by law) necessary to the performance of Contractor's duties under this Contract.

## **ARTICLE 7. TERMINATION**

- 7.01** Termination on Occurrence of State Events: This Contract shall terminate automatically on the occurrence of any of the following events:
1. Bankruptcy or insolvency of Contractor
  2. Death of Contractor
- 7.02** Termination by County for Default of Contractor: Should Contractor default in the performance of this Contract or materially breach any of its provisions, County, at County's option, may terminate this Contract by giving written notification to Contractor.

- 7.03** Termination for Convenience of County or Contractor: Either party may terminate this Contract at any time by providing a notice in writing to the other party that the Contract is terminated. Said Contract shall then be deemed terminated and no further work shall be performed by Contractor. If the Contract is so terminated, the Contractor shall be paid for that percentage of the phase of work actually completed, based on a pro rata portion of the compensation for said phase satisfactorily completed at the time the notice of termination is received.
- 7.04** Termination of Funding: County may terminate this Contract in any fiscal year in that it is determined there is not sufficient funding. California Constitution Article XVI Section 18.

### **ARTICLE 8. GENERAL PROVISIONS**

- 8.01** Notices: Any notices to be given hereunder by either party to the other may be effected either by personal delivery in writing or by mail, registered or certified, postage prepaid or return receipt requested. Mailed notices shall be addressed to the parties at the addresses appearing in the introductory paragraph of this Contract, but each party may change the address by written notice in accordance with the paragraph. Notices delivered personally will be deemed communicated as of actual receipt; mailed notices will be deemed communicated as of two (2) days after mailing.

County	Siskiyou County Health and Human Services Agency Attn: Behavioral Health Division Fiscal Officer 818 S. Main Street Yreka, California 96097 (530) 841-4732 PHONE (530) 841-4320 FAX <a href="mailto:rbullock@co.siskiyou.ca.us">rbullock@co.siskiyou.ca.us</a>
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Contractor	Northern Valley Catholic Social Services Cathy Wyatt, Executive Director 2400 Washington Ave Redding, CA 96001 530-241-0552 530-241-6457 <a href="mailto:cwyatt@nvcss.org">cwyatt@nvcss.org</a>
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- 8.02** Entire Agreement of the Parties: This contract supersedes any and all contracts, either oral or written, between the Parties hereto with respect to the rendering of services by Contractor for County and contains all the covenants and contracts between the parties with respect to the enduring of such services in any manner whatsoever. Each Party to this Contract acknowledges that no representations, inducements, promises, or contract, orally or otherwise, have been made by any party,

or anyone acting on behalf of any Party, which are not embodied herein, and that no other contract, statement, or promise not contained in this Contract shall be valid or binding. Any modification of this Contract will be effective only if it is in writing signed by the Party to be charged and approved by the County as provided herein or as otherwise required by law.

- 8.03** Partial Invalidity: If any provision in this Contract is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provision will nevertheless continue in full force without being impaired or invalidated in any way.
- 8.04** Attorney's Fees: If any action at law or in equity, including an action for declaratory relief, is brought to enforce or interpret the provisions of this Contract, the prevailing Party will be entitled to reasonable attorney's fees, which may be set by the court in the same action or in a separate action brought for that purpose, in addition to any other relief to which that party may be entitled.
- 8.05** Conformance to Applicable Laws: Contractor shall comply with the standard of care regarding all applicable federal, state and county laws, rules and ordinances. Contractor shall not discriminate in the employment of persons who work under this contract because of race, the color, national origin, ancestry, disability, sex or religion of such person.
- 8.06** Waiver: In the event that either County or Contractor shall at any time or times waive any breach of this Contract by the other, such waiver shall not constitute a waiver of any other or succeeding breach of this Contract, whether of the same or any other covenant, condition or obligation.
- 8.07** Governing Law: This Contract and all matters relating to it shall be governed by the laws of the State of California and the County of Siskiyou and any action brought relating to this Contract shall be brought exclusively in a state court in the County of Siskiyou.
- 8.08** Reduction of Consideration: Contractor agrees that County shall have the right to deduct from any payments contracted for under this Contract any amount owed to County by Contractor as a result of any obligation arising prior or subsequent to the execution of this contract. For purposes of this paragraph, obligations arising prior to the execution of this contract may include, but are not limited to any property tax, secured or unsecured, which tax is in arrears. If County exercises the right to reduce the consideration specified in this Contract, County shall give Contractor notice of the amount of any off-set and the reason for the deduction.
- 8.09** Negotiated Contract: This Contract has been arrived at through negotiation between the parties. Neither party is to be deemed the party which prepared this Contract within the meaning of California Civil Code Section 1654. Each party hereby represents and warrants that in executing this Contract it does so with full knowledge of the rights and duties it may have with respect to the other. Each party also represents and warrants that it has received independent legal advice from its attorney

with respect to the matters set forth in this Contract and the rights and duties arising out of this Contract, or that such party willingly foregoes any such consultation.

- 8.10** Time is of the Essence: Time is of the essence in the performance of this Contract.
- 8.11** Materiality: The parties consider each and every term, covenant, and provision of this Contract to be material and reasonable.
- 8.12** Authority and Capacity: Contractor and Contractor's signatory each warrant and represent that each has full authority and capacity to enter into this Contract.
- 8.13** Binding on Successors: All of the conditions, covenants and terms herein contained shall apply to, and bind, the heirs, successors, executors, administrators and assigns of Contractor. Contractor and all of Contractor's heirs, successors, executors, administrators, and assigns shall be jointly and severally liable under the Contract.
- 8.14** Cumulation of Remedies: All of the various rights, options, elections, powers and remedies of the parties shall be construed as cumulative, and no one of them exclusive of any other or of any other legal or equitable remedy which a party might otherwise have in the event of a breach or default of any condition, covenant or term by the other party. The exercise of any single right, option, election, power or remedy shall not, in any way, impair any other right, option, election, power or remedy until all duties and obligations imposed shall have been fully performed.
- 8.15** No Reliance On Representations: Each party hereby represents and warrants that it is not relying, and has not relied upon any representation or statement made by the other party with respect to the facts involved or its rights or duties. Each party understands and agrees that the facts relevant, or believed to be relevant to this Contract, may hereunder turn out to be other than, or different from the facts now known to such party as true, or believed by such party to be true. The parties expressly assume the risk of the facts turning out to be different and agree that this Contract shall be effective in all respects and shall not be subject to rescission by reason of any such difference in facts.
- 8.16** Audits:
- A. Services provided by Contractor under this agreement and associated documents and records shall be subject to audit by appropriate County, State and Federal agencies.
  - B. Contractor's Cost Report and Financial Statement shall be subject to audit by appropriate County, State and Federal agencies.
  - C. Contractor shall provide County with on-site access to all reasonable documents, records and other supporting documentation for billing and services under this agreement.
  - D. Should Contractor create a Federal or State audit exception during the course of the provision of services under this agreement, due to an error or errors of omission or

commission, Contractor shall be responsible for the audit exception and any associated recoupment. Should a Contractor-caused audit exception result in financial recoupment, County shall invoice Contractor for the associated amount and Contractor shall reimburse County the full amount within 30 days. The County will not offset future billings for repayment under this agreement.

- E. All provisions in Section 8.16. Audits shall survive the termination, expiration, or cancellation of this agreement.

Executed in Yreka, California, on the date and year first above written.

**COUNTY OF SISKIYOU**, a political subdivision of the State of California

**CONTRACTOR:** Northern Valley Catholic Social Services

By: Ed Valenzuela  
Ed Valenzuela, Chair  
Siskiyou County Board of Supervisors

By: \_\_\_\_\_  
Cathy Wyatt, NVCSS Executive Director

**ATTEST:** Colleen Setzer, Clerk to the Board of Supervisors

On File  
Taxpayer ID

By: Wendy Dyer  
Deputy

**APPROVED AS TO FORM:**

By: \_\_\_\_\_  
Brian L Morris  
County Counsel

**APPROVED AS TO ACCOUNTING:**

Fund	Org	Acct	Actv
2129	401031	723000	163A

By: \_\_\_\_\_  
Jennie Ebejer  
Auditor-Controller

**APPROVED AS TO RISK MANAGEMENT:**

By: \_\_\_\_\_  
Rose Ann Herrick  
Assistant County Administrator

Executed in Yreka, California, on the date and year first above written.

**COUNTY OF SISKIYOU**, a political subdivision of the State of California

**CONTRACTOR:** Northern Valley Catholic Social Services

By: \_\_\_\_\_  
Ed Valenzuela, Chair  
Siskiyou County Board of Supervisors

By:  9/9/15  
Cathy Wyatt, NVCSS Executive Director

**ATTEST:** Colleen Setzer, Clerk to the Board of Supervisors

On File  
Taxpayer ID

By: \_\_\_\_\_  
Deputy

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Auditor-Controller

**APPROVED AS TO RISK MANAGEMENT:**

By: \_\_\_\_\_  
Rose Ann Herrick  
Assistant County Administrator

**ATTACHMENT A**  
**PROGRAM WORKPLAN**  
**Mental Health Wellness and Recovery**

**1. Program Overview**

The Program shall be a multi-service mental health program that provides ethnically and culturally diverse opportunities in a healthy, inclusive manner with a wide spectrum of activities that foster recovery and resiliency. Any individual experiencing mental health challenges, and/or their family members, shall be welcome to participate in Program activities.

Contractor shall seek input and guidance from Participants as a required element to the planning of activities, service delivery, and operating guidelines for the Program. The Program shall form relationships with community-based agencies and service providers in order for Participants to link to additional community services and supports. The Program staff shall be actively involved in providing support and linkage as needed.

The vision and philosophy of the Program is deeply rooted in wellness, recovery, and resiliency. The Program shall support Participants to gain, regain, or maintain their ability to live, work, learn, and participate fully in the community. Education and training shall focus on independent-living skills, employment or community life skills, peer and family support, and self-help groups and advocacy training.

The ultimate goal of the Program is to support each Participant in achieving recovery and maintaining wellness as defined by the Participant. The role of the Program is not to provide mental health treatment, but to provide support and assistance in obtaining or accessing mental health treatment and other community resources.

**2. Location and Hours of Operation**

The Program shall be located in Yreka at 1501 S. Main Street or other mutually agreeable location, which is close to transportation and other community services. The Program shall be open daily Monday through Friday, excluding Contractor Holidays, as specified in **ATTACHMENT D, HOLIDAYS**, attached and incorporated herein. The daily hours of operation shall be 10:00 a.m. to 3:00 p.m.

The County will be responsible for securing a lease for the site location. In addition, the County will secure and pay utility costs including water, sewer, trash and power. In addition, County will provide an Alarm System of their choosing, including panic buttons. NVCSS will be responsible for arranging for installation of a phone(s) and be reimbursed for monthly charges.

The County will provide light janitorial services two times per week.

**3. Staff**

NVCSS shall provide staff according to **ATTACHMENT B**. Program staff shall include both unpaid volunteer and paid staff. During the term of the agreement, NVCSS will strive for a

total of 75% of all staff (both paid and unpaid) to be comprised of Consumers and/or Consumer Family Members. Supervisorial Staff will be assigned by mutual agreement of both parties.

The budget in Attachment B reflects the intention to operate Wellness Center Monday through Friday, 10 am to 3pm with the following minimum staff:

Position	House at Six Stones	Total Hours per Week	Hourly Rate*
NVCSS Director	No	2	\$35.21
Supervisor	Yes	40	20.79
Case Manager I	Yes	40	14.78
Peer Assistants(3)	Yes	13.5	10.00

\*Hourly rates are approximate

All staff members shall be familiar with the values, goals, and practices of recovery and wellness, and shall receive training in the competency of serving persons of diverse culture, language, group, and ethnicity, including the requirements of serving a population that includes individuals with mental illness.

**4. Participants**

The Program target population includes Siskiyou County residents aged 18 years and older who may be experiencing mental health challenges and/or their family members.

**5. Services and Components**

Program development and start up activities will begin upon execution of agreement. Contractor will strive to have Center open to public within 30 days of execution date. Program service delivery systems shall be wellness and recovery strength-based and shall be broad-based and inclusive. Program services will include on a daily basis, a minimum of five daily workshops/group activities and a minimum of two support activities that may include, but are not limited to, engagement activities, peer support, and socialization activities. Program services will include on a weekly basis, a minimum of two 12-step recovery meetings.

A. Contractor shall provide a variety of individual and scheduled group activities which shall include, but not be limited to, the following:

Support Activities:

- 1) physical activities
- 2) arranging and providing transportation services which increase access to the Program
- 3) housing information
- 4) employment services

- 5) assistance for Participants to understand, navigate, and connect to mental health services and other community resources

Workshops/Groups:

- 1) support groups
- 2) activities for families to increase support, communication, and education
- 3) independent living skills workshops
- 4) pre-crisis services
- 6) socialization activities
- 7) peer counseling
- 8) mentoring
- 9) consumer support and training on self-advocacy

12-Step Recovery Meetings:

- 1) Substance abuse recovery groups (i.e., Alcoholics Anonymous or Narcotics Anonymous)
- 2) Mental Health self-help groups (i.e., Emotions Anonymous)

- B. The Program shall provide an individual orientation to all prospective Participants prior to providing services. The orientation shall include the following:
- 1) A tour of the facility and overview of the Program
  - 2) Review of the Program policies, rules, and Participant requirements
  - 3) Review of the monthly calendar of events
  - 4) Determination of Participants wellness and recovery needs
  - 5) Transportation plan for the Participants to attend the Program
- C. The Program shall include the maintenance of the Program website to permit access to information and resources. Contractor shall ensure the content of the website is current and up to date at all times.
- D. The Program shall prepare a monthly written newsletter which shall include a calendar of scheduled activities and events. The newsletter shall also be accessible via the Program Website.
- E. The Program shall provide activities designed to engage Participants in a variety of interactions with the community, such as volunteering within the community and participating in community events.

6. **Community Participation and Coordination**

The Program shall contact and maintain affiliations with other community groups to assist with referrals to Participants for services. These affiliations shall include, but not be limited to:

- A. Siskiyou County Health and Human Services Agency
- B. Family Stabilization Program
- C. College of the Siskiyous
- D. Social Security Administration
- E. Family Resource Centers
- F. Beacon of Hope
- G. Siskiyou County Public Health
- H. Cal Works
- I. Child Protective Services
- J. Community Medical Providers

7. **Recordkeeping and Reporting**

Contractor shall provide County with written Monthly Progress Report as specified in **Attachment E**, attached and incorporated herein. Monthly Progress Reports are due no later than 20 days after the end of each calendar month. Should this agreement expire or be terminated on a date other than the end of a calendar month, the final Monthly Progress Report shall cover the period of time during the last calendar month this agreement was in effect and shall be provided to County within 20 days after this agreement expires or is terminated. Each Monthly Progress Report shall include, but not be limited to, the following elements:

- A. Participant data
  - demographics- age, gender, ethnicity, and whether the Participant is a consumer of mental health treatment services provided by the County or other mental health professional or a family member
  - number of Participants utilizing any service provided under this agreement
- B. Activities. For the purposes of this provision “Activity” or “Activities” means specific actions or functions provided for Participants
  - description - type, duration, schedule, whether the facilitator of the Activity is a volunteer or an employee.
  - number of Participants engaged in each Activity

- C. Staff
  - number of staff, job title, and whether staff is a paid or a volunteer
- D. Monthly Participant Satisfaction survey results.
- E. Trainings
  - number and description of staff trainings, length of training, name of training instructor, and number of participants per training.
- F. Copies of Wellness Program Newsletter
- G. Narrative on progress, successes, any potential problems
  - Contractor shall develop and maintain detailed records concerning the services provided pursuant to this agreement. Those records shall be in a form acceptable to County. Timely submission of reports is required. Payments made to Contractor under this agreement shall be contingent upon County's timely receipt and approval of required reports.

## 8. Evaluation

The Program shall be jointly evaluated by Contractor and County utilizing data supplied by Contractor in the Monthly Progress Report. The Program evaluation shall be in the sole discretion of County, a minimum of once per County Fiscal Year and may, at County's sole discretion, include a site visit to the Wellness Program site. For the purposes of this agreement, the County Fiscal Year commences on July 1 and ends on June 30 of the following calendar year. The following are the goals, expected outcomes, and measurements for the Program:

### ○ Goals

- Community Collaboration
- Data Collection and Analysis

### ○ Outcomes

- Improved services and availability of services to Participants
- Linkage for Participants to services and community
- Participant involvement at all levels
- Healthier participants
  - Increase ability to spend time in meaningful activities
  - Increase satisfaction with level of involvement in community.
  - Reduce adverse consequences of un-treated and under-treated mental illness.

- **Measurements**

- Program will strive to serve a minimum of 30 unduplicated participants in the first 6 months with an overall goal of 75 or more unduplicated within the first fiscal year. Program shall strive to continue to serve a minimum of 75 or more unduplicated participants during each subsequent fiscal year.
- 100% of those individuals accessing the Program will participate in a minimum of one activity per day.
- Program Staff Makeup including paid and unpaid:
  - Strive to hire 75% of Program staff to be Consumers and/or family members.

9. **Transportation**

Transportation for consumers to and from the Wellness Center will be provided by the County, at the County's expense. Transportation services will be provided within a reasonable distance from the Wellness Center as determined by the County. Additional transportation for participants for special outings must be coordinated with the Department's Transportation Division Supervisor at least 10 business days prior to event.

NVCSS will be responsible for purchase (reimbursement of) and distribution of County bus passes to assist clients in attending.

**ATTACHMENT B**

**Northern Valley Catholic Social Service  
Six Stones Wellness Center  
FY 15/16**

Revenue	<u>12 months</u>	
Siskiyou MHSA-CSS	\$ 199,607	
Other	-	
	<hr/>	
	<hr/>	
Expenses		
Staff Salaries (per Attach A #3)	\$ 110,678	
Staff Benefits (ins, dent, wrk comp)	\$ 29,743	
Educational Supplies	\$ 3,750	course material, workshops, services
		paper, pens, ink, cleaning supplies, postage, copies, hiring expense (publications, background, etc), start up costs (lighting, furniture)
Office Supplies	\$ 14,500	
Telephone	\$ 2,400	install/monthly phone cost
Travel & Training Expenses	\$ 7,500	staff mlg, reg, motel, per diem* arts/craft supplies, food, music, bus passes, for Wellness Center shared use
Client Cost of Care	\$ 5,000	
Administrative/Indirect (HR, IT, Finance, etc)	\$ 26,036	federally approved 15% indirect cost
<b>Total Expenses</b>	<b>\$ 199,607</b>	

Advance = NO

Responsible Person = Supervisor Hire

Fiscal Year = 15/16

Funding Type = State/MHSA Prop 63

Reimbursement Cycle = Monthly Invoice

CFDA = N/A

\*Per Diem: not to exceed County rate of \$9 breakfast, \$10 lunch, \$20 dinner

**ATTACHMENT C**  
**INVOICE / EXPENDITURE REPORT**

Siskiyou County Health & Human Services  
Behavioral Health Division  
2060 Campus Drive  
Yreka, CA 96097

NVCSS  
2400 Washington Ave  
Redding, CA 96001

Check for final Invoice / Report  Date of Report

Term of Contract:  
Period of Report

Budget Category (1)	Approved Budget (2)	This Period (3)	Previous Periods (4)	YTD (5)	Remaining Balance (6)
<b>Personnel/Position</b>					
	0.00			0.00	0.00
	0.00			0.00	0.00
	0.00			0.00	0.00
	0.00			0.00	0.00
	0.00			0.00	0.00
Fringe Benefits	0.00			0.00	0.00
<b>Total Salary and Benefits</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Operating Expenses**

Office Expenses/Supplies	0.00		0.00	0.00	0.00
Equipment	0.00		0.00	0.00	0.00
Rents/Leases	0.00		0.00	0.00	0.00
Utilities/Communications	0.00		0.00	0.00	0.00
Travel	0.00		0.00	0.00	0.00
(OTHER <i>Please Specify</i> )	0.00		0.00	0.00	0.00
(OTHER <i>Please Specify</i> )	0.00		0.00	0.00	0.00
(OTHER <i>Please Specify</i> )	0.00		0.00	0.00	0.00
(OTHER <i>Please Specify</i> )	0.00		0.00	0.00	0.00
(OTHER <i>Please Specify</i> )	0.00		0.00	0.00	0.00
<b>Total Operating Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Other Expenses**

Fixed Assets	0.00				
(OTHER <i>Please Specify</i> )	0.00				
(OTHER <i>Please Specify</i> )	0.00				
<b>Total Other Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Total Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
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**Administrative Cost**  
*(Not to exceed 15%)*

	<b>0.00</b>			0.00	0.00
<b>Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Invoice Total** **\$0.00**

Prepared by: (type name here) Date Telephone #

I certify that this claim is in all respects true, correct, supportable by available documentation, and in compliance with all terms/condition, laws, and regulations governing its payment

Authorized Fiscal Signature

Date

**FOR COUNTY USE ONLY:**

Cost Center \_\_\_\_\_  
Account Code \_\_\_\_\_  
Project Code \_\_\_\_\_  
Activity Code \_\_\_\_\_

**ATTACHMENT D**  
**HOLIDAYS**

**NORTHERN VALLEY CATHOLIC SOCIAL SERVICE**  
**HOLIDAY OBSERVANCE SCHEDULE**

JULY 3, 2015	FRIDAY	INDEPENDENCE DAY OBSERVED
SEPTEMBER 7, 2015	MONDAY	LABOR DAY OBSERVED
NOVEMBER 11, 2015	WEDNESDAY	VETERANS DAY OBSERVED
NOVEMBER 26, 2015	THURSDAY	THANKSGIVING DAY OBSERVED
NOVEMBER 27, 2015	FRIDAY	THANKSGIVING HOLIDAY OBSERVED
DECEMBER 21-25, 2015	M-F	CHRISTMAS HOLIDAY OBSERVED
JANUARY 1, 2016	FRIDAY	NEW YEARS DAY
JANUARY 18, 2016	MONDAY	MARTIN LUTHER KING JR. DAY
FEBRUARY 15, 2016	MONDAY	PRESIDENT'S DAY OBSERVED
MAY 30, 2016	MONDAY	MEMORIAL DAY

\*\*\*PLUS ONE ANNUAL ALL STAFF TRAINING DAY – DATE TBD\*\*\*

**ATTACHMENT E**

**Mental Health Services Act  
Wellness Center Monthly Report**

1. Month: \_\_\_\_\_ Year: \_\_\_\_\_
2. How many unduplicated people participated in at least one Wellness Center activity or group during the report month?
3. Please provide the following unduplicated participant demographic information. NOTE – the responses in each table should add up to the same number you answered in question #2.

Age Group	Number of Participants
Transition Age Youth (18-25)	
Adults (26-59)	
Older Adults (60 +)	

Gender	Number of Participants
Male	
Female	
Transgender	
Other	

Race/Ethnicity	Number of Participants
Caucasian	
Black/African American	
Hispanic	
Asian/Pacific Islander	
Native American	
Other or Unknown	
Multiple Races	

Status	Number of Participants
Consumers	
Family Members	
Both	
Decline to State	
Unknown	

4. Please fill out the following information for each staff position that was occupied during the last month. (If you need another row in the table, click in the bottom right cell then press the tab key)

Job Title	Filled by a Consumer and/or Family Member? (Yes/No)	Is this a paid position OR a volunteer position? (Paid/Vol)

5. What trainings were provided to staff (including volunteers) during the last month? Please use the following tables to complete this question (If you need another row in the table, click in the bottom right cell, then press the tab key)

Description of Staff/Volunteer Training	Length	Who was the instructor?	Total Number of Staff Participants at the Training

6. What Wellness Center activities, groups and workshops were provided during the report month? Please use the following table to complete this question, with an entry for each and every meeting held (If you need another row in the table, click in the bottom right cell, then press the tab key):

Date of	Title	Description	Length	Is the	Number of
---------	-------	-------------	--------	--------	-----------

