

## **EXHIBIT A**

The following Scope of Work outlines services to be provided by Dana Kent Krone, RD/CLE, formerly known as Dana Kent, RD/CLE, otherwise known as "Contractor". The work shall be performed under the general direction of the Siskiyou County Health & Human Services Public Health, Women Infant and Children (WIC) Program, referred to as the "County," and completed during the period of October 1, 2022 to September 30, 2028 under general direction of the Siskiyou County Health & Human Services/Public Health Division/WIC Manager and completed to the County's satisfaction.

Siskiyou County WIC Program provides direct services to qualified families within Siskiyou County. The WIC Program provides nutritional food supplements through EBT, nutritional counseling, prenatal & post-partum counseling, breastfeeding support & counseling and referral services to pregnant and post-partum women and children birth-5 years of age.

### **Compensation:**

The County shall compensate Contractor for services provided as follows:

1. For the period 10/1/2022 – September 30, 2025 – contractor will be paid \$60.00/hour for services rendered 4 – 6 hours per week, to include an unpaid 1 hour lunch break. The services shall be provided during normal working hours 8:00am – 5:00pm, Monday through Friday excluding national and state holidays.

For the period 10/1/2025 – September 30, 2028 – contractor will be paid \$80.00/hour for services rendered 8 – 10 hours per week, to include an unpaid 1 hour lunch break. The services shall be provided during normal working hours 8:00am – 5:00pm, Monday through Friday excluding national and state holidays.

2. Maximum payable for Scope of Work will not exceed One Hundred Eighty-Three Thousand Three Hundred Sixty Dollars and no cents (\$183,360.00).
3. The work shall be performed and completed to the County's satisfaction during the period of 10/01/2022 – 9/30/2028; any other time spent will not be reimbursed by the County.
4. There will be no reimbursement for mileage and/or meals.
5. It is the Public Health Director's option to discontinue Contractor's services at any time.

**Scope of Work:**

- Will work within the WIC Program's laptop/WICWise system & cell phone without need of one's own.
- Submit attached invoice to Siskiyou County Public Health Division Program Manager, Dawn Walton, by the 5th day of each month for services provided in the month prior. Invoice must include date, start/end time, and event for the reimbursement requested.
- Provide direct phone and in person education/counseling to WIC participants within the area of Siskiyou County
- Will work with WIC Program Manager to provide direct Client Services in accordance with California State WIC by providing phone and in person counseling to support therapeutic formulas provided by the participant's health care provider.
- Work directly with State WIC therapeutic formula division to request and provide formulas for high-risk infants and children.
- Monitor and record in WIC Wise and/or printed documents according to policy outlined in the CDPH/WIC Division Policy and Procedure Manual (WPPM).
- Monitor all high-risk participants determined by WPPM 960-01 (Exhibit C) Nutrition Risks Criteria and Descriptions Job Aid and referred by local agency staff.
- Provide one on one counseling and support as outlined by the Local Agency Nutrition Education Plan and participant's health care provider. Monitor and document in WICWise.
- Attend and complete any required trainings from CDPH WIC division to include, but not limited to, annual mandatory trainings; WIC Leaders in Breastfeeding, Education and Training quarterly webinars; trainings required as part of the Nutrition Services Plan; trainings required in WIC Information Notices (WINs), etc. • Complete Participant Centered Education (PCEI provided by CDPH WIC Division)
- Maintain current Registered Dietician licensure.
- Division approved curriculum and messages and in keeping with the WIC participant's personal, cultural, and socioeconomic preferences) to oversee all nutrition education activities in accordance with WPPM 400-09 (Exhibit E).

- Assume the role of Training Coordinator to ensure staff training is planned, completed, and documented within designated timeframes. The Staff Training Coordinator shall follow all guidance provided within the WPPM, Nutrition Services Plan (NSP), and WIC WINs regarding staff training requirements.
- Assume the role of Nutrition Education Coordinator (a designated WIC local agency Registered Dietitian that ensures nutrition education delivery is done in accordance with CDPH/WIC.
- Dana Kent Krone as Registered Dietitian is responsible for the development, implementation and evaluation of according to WPPM 130-10 (Exhibit B).
  1. Nutrition Services Plan
  2. Continuous Quality Improvement Plan
  3. Individual Nutrition Education Plan
  4. Nutrition education teaching outlines
  5. WNA training and certification process for staff
  6. Participation in outreach activities
  7. Maintenance of contacts list of referral agencies
  8. Communication with healthcare and community organizations