

**FIRST ADDENDUM TO CONTRACT FOR SERVICES
BY INDEPENDENT CONTRACTOR**

THIS FIRST ADDENDUM is to that Contract for Services entered into on November 6th, 2023, by and between the County of Siskiyou (“County”) and Lotus Educational Services Inc. (“Contractor”) and is entered into on the date when it has been signed by all other parties to it.

WHEREAS, the Contract expired on June 30, 2024, and services continued to be required after that date; and

WHEREAS the parties desire to extend the term of the Contract; and

WHEREAS the cost of services to be provided under the Contract is expected to exceed the amount provided in the Contract; and

WHEREAS the parties desire to increase the amount of compensation payable under the Contract; and

WHEREAS, the Scope of Service, Exhibit A, needs to be revised to reflect additional duties.

NOW THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

Paragraph 1.01 of the Contract for Services shall be amended to extend the term of the Contract through June 30, 2025.

Paragraph 3.01 of the Contract, Scope of Services, Exhibit “A”, shall be deleted and replaced in its entirety with the new Exhibit “A”, Scope of Services, attached hereto and hereby incorporated by reference.

Paragraph 4.01 of the Contract, Compensation, shall be amended to add an additional Twenty Thousand Seven Hundred Eighteen Dollars and No/100 Cents (\$20,718.00), to increase the compensation payable under the Contract to an amount not to exceed Forty-One Thousand Four Hundred Thirty-Six Dollars and No/100 Cents (\$41,436.00) for the term of the Contract.

All other terms and conditions of the Contract shall remain in full force and effect.

(SIGNATURES ON FOLLOWING PAGE)

IN WITNESS WHEREOF, County and Contractor have executed this First Addendum on the dates set forth below, each signatory represents that they have the authority to execute this agreement and to bind the Party on whose behalf their execution is made.

CONTRACTOR: Lotus Educational Services Inc.

Date: 8/30/2024

Signed by:

Marcia Ramstrom

Marcia Ramstrom, Director

Date: 8/30/2024

Signed by:

Marcia Ramstrom

Marcia Ramstrom, Treasurer

License No.: N/A

(Licensed in accordance with an act providing for the registration of contractors)

Note to Contractor: For corporations, the contract must be signed by two officers. The first signature must be that of the chairman of the board, president or vice-president; the second signature must be that of the secretary, assistant secretary, chief financial officer or assistant treasurer. (Civ. Code, Sec. 1189 & 1190 and Corps. Code, Sec. 313.)

TAXPAYER I.D.: 37-1906025

COUNTY OF SISKIYOU

DocuSigned by:

Angela Davis

9/16/2024

Angela Davis, County Administrator (Date)

APPROVED AS TO LEGAL FORM:

DocuSigned by:

Dana Barton

9/6/2024

Natalie E. Reed, County Counsel (Date)

APPROVED AS TO ACCOUNTING FORM:

Fund	Organization	Account	Activity Code (if applicable)		
2129	401031	723000	164	<u>FY23/24</u>	<u>FY24/25</u>
				\$20,718	\$20,718

If not to exceed, include amount not to exceed: \$41,436.00.

Encumbrance number (if applicable): E2400408

If needed for multi-year contracts, please include separate sheet with financial information for each fiscal year.

DocuSigned by:

Diane L. Olson

9/9/2024

Diane Olson, Auditor-Controller (Date)

APPROVED AS TO INSURANCE REQUIREMENTS:

DocuSigned by:

Hayley Hudson

9/13/2024

Hayley Hudson, Risk Management (Date)

Exhibit "A"

I. **Scope of Services**

Target Populations within the Mental Health Services Act are County residents within all age groups with a primary focus on Children, Transition- Age Youth, Adults, and Older Adults at a significantly higher than average risk of developing a serious mental illness with a special focus on Unserved and Underserved populations.

A. **Outreach:** Outreach is a process of engaging, encouraging, educating, and learning from potential responders about ways to recognize and respond effectively to early signs of potentially severe and disabling mental illness. Outreach may also include educating those with mental illness on how to recognize and respond to their own symptoms.

- i. Examples of activities include but are not limited to; Youth Mental Health First Aid courses, Adult Mental Health First Aid courses, Teen Mental Health First Aid courses, etc.
- ii. Any additional groups not outlined in this contract will need to have a Program Activity Form (Attachment 1), completed and submitted to the BHS Director or their designee and include all appropriate measurement tools and flyers, prior to implementation.

B. **Suicide Prevention:** Organized activities to prevent suicide because of mental illness. (e.g., targeted information campaigns, suicide prevention networks, capacity building programs, culturally specific approaches, survivor-informed models, screening programs, suicide prevention hotlines or web-based suicide prevention resources, and training and education.

- i. Examples of activities include but are not limited to, safeTALK courses, ASIST courses, etc.

Staff of Lotus Educational Services, Inc. will make themselves available during working hours for walk-in access to consumers who self-identify as needing mental health-related support or services. Staff will work with the target population, as described above, to complete MHSA Referral Form (Attachment 2). Services will be based on either self-identified needs, a screening tool, or referral to Beacon, a sub-contractor of Partnership Health, for screening.

II. Documentation:

- A. All data will be entered into the preferred data collection system, Apricot.
- B. Data should be entered into Apricot monthly. Invoices will not be paid without verification of completed items.
- C. All hard copy documents outside of the Apricot system such as: sign in sheets, flyers, print screens from social media posts, pictures, handouts, fact sheets, shall be kept on file at each provider site for County auditing purposes.
- D. All supporting documentation shall be kept on file for five (5) years. Audits will take place annually, at the availability of the Behavioral Health MHSA coordinator.
- E. Files and documents related to MHSA clientele with protected health information, as defined by federal HIPAA guidelines, must be kept in secured locked locations and inaccessible to non-staff members of the Contractor.

III. Invoicing:

- A. Provide detailed charges on the supplied invoice (please see Attachment 3).
- B. Invoices without accompanying data for the events being billed will be denied until appropriate documentation is provided.
- C. Programing changes between components must be pre-approved prior to submitting invoices. Contract not to exceed limits still apply.

IV. Trainings and meetings

- A. Contractor will send a representative to attend all PEI trainings hosted by Siskiyou County Behavioral Health. A calendar of meetings will be established and sent out to all approved providers after contracts are completed and signed.
- B. Community partnership planning meetings are a requirement of the Mental Health Services Act. Providers are required to host, advertise, and draw in their community to offer feedback on MHSA programming throughout the year. The MHSA Coordinator and, when possible, the BHS Clinical Director will present at these meetings and inform on the program and solicit feedback.
- C. Contract providers are required to submit evidence of staff completion of required training to administer programing. Copies of certificates must be sent to the MHSA Coordinator digitally.

V. County will be responsible for the following:

- A. Provide program monitoring, including assistance in developing activities and events outlined above.
- B. Provide training and guidance to support appropriate service referrals and delivery for Contractor programs above.
- C. Notify Contractor in a timely manner of any program / contractual issues or concerns.
- D. Work collaboratively to promote effective service delivery.
- E. Respond timely to referrals in accordance with state guidelines and policies and procedures.

VI. Compensation

A . Over the course of the contract term, BHS realizes a change to activity funding may be required to accommodate unanticipated client needs. In this event, a written request detailing the shift in funding must be submitted to, and approved by, the Director prior to any expenditures being incurred.

B. County shall pay Contractor for services and the staffing to provide them, the total not to exceed amount of \$41,436.00.

County will pay Contractor for Workshops as follows:

- safeTALK series at a rate of \$4,000.00 per session
- ASIST series at a rate of \$8,718.00 per session.
- Youth Mental Health First Aid (MHFA) at the rate of \$4,000.00 per session.
- Adult Mental Health First Aid (MHFA) at the rate of \$4,000.00 per session

C. Contractor shall provide County with an original itemized invoice, providing the dates, type of services, and charges for the services. Invoices shall be submitted within thirty (30) days following the month's end of service and within (15) days following the year- end of June 30, 2026.