

**Sierra County
Board of Supervisors'
Agenda Transmittal &
Record of Proceedings**

MEETING DATE: July 20, 2021	TYPE OF AGENDA ITEM: <input type="checkbox"/> Regular <input type="checkbox"/> Timed <input checked="" type="checkbox"/> Consent
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DEPARTMENT: Public Health
APPROVING PARTY: Vickie Clark, Director
PHONE NUMBER: (530) 993-6700

AGENDA ITEM: Amendment to Professional services agreement 2020-058 between James McCubbrey, Ph.D. and Sierra County for Tobacco Use Reduction Plan Evaluation services.

SUPPORTIVE DOCUMENTS ATTACHED: Memo Resolution Agreement Other

BACKGROUND INFORMATION: Please see attached memo.

FUNDING SOURCE: 0515610

GENERAL FUND IMPACT: No General Fund Impact

OTHER FUND:

AMOUNT: \$20,800.00 Annually

ARE ADDITIONAL PERSONNEL REQUIRED?

 Yes, -- --
 No

IS THIS ITEM ALLOCATED IN THE BUDGET? Yes No

IS A BUDGET TRANSFER REQUIRED? Yes No

SPACE BELOW FOR CLERK'S USE

<p>BOARD ACTION:</p> <input type="checkbox"/> Approved <input type="checkbox"/> Approved as amended <input type="checkbox"/> Adopted <input type="checkbox"/> Adopted as amended <input type="checkbox"/> Denied <input type="checkbox"/> Other <input type="checkbox"/> No Action Taken	<input type="checkbox"/> Set public hearing For: _____ <input type="checkbox"/> Direction to: _____ <input type="checkbox"/> Referred to: _____ <input type="checkbox"/> Continued to: _____ <input type="checkbox"/> Authorization given to: _____	Resolution 2021- _____ Agreement 2021- _____ Ordinance _____ Vote: Ayes: Noes: Abstain: Absent: <input type="checkbox"/> By Consensus
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COMMENTS:

CLERK TO THE BOARD

DATE

Memorandum

To: Sierra County Board of Supervisors

From: Vickie Clark, Director

Reference: Agenda Item

Date of memo: July 8, 2021

Date of Board Meeting: July 20, 2021

Requested Action: Amendment to Professional services agreement 2020-058 between James McCubbrey, Ph.D. and Sierra County for Tobacco Use Reduction Plan Evaluation services.

Mandated by: California Department of Public Health

Funding

Budgeted? Yes No

Revenue	\$20,800.00	Tobacco Prop 99 and Prop 56
Expenses	\$20,800.00	Tobacco Prop 99 and Prop 56
Difference	0	

Background Information: This amendment is extending the contract period to December 31, 2021. The California Tobacco Control Program (CTCP) has extended the 2017-2021 plan period through December 31, 2021. Due to COVID-19 the objectives were not able to be completed and this additional time will allow contractor to complete the activities as needed. There will not be any additional cost to extend the agreement.

Potential Issues to consider: None

Alternatives or Impacts of disapproval: Sierra County would not meet the requirement of tobacco to have an evaluator.

AMENDMENT
To
AGREEMENT FOR
PROFESSIONAL SERVICES

The following is an amendment to that certain Agreement No. 2020-058 (“Agreement”), with an effective date of July 1, 2021, by and between the County of Sierra, a political subdivision of the State of California (“the COUNTY”) and James McCubbrey, Ph.D. (“the CONTRACTOR”).

2. TERM

Commencement Date: July 1, 2020

Termination Date: December 31, 2021

Attachment A

A.1 SCOPE OF SERVICES AND DUTIES

- IX. Perform the following evaluation activities, per the non-primary and primary objectives (listed below) organized by type of activity and year, in the tobacco program’s 2017-2021 CTCP SOW:
- Objective 1:** By December 31, 2021, at least one jurisdiction in Sierra County (the unincorporated area or the City of Loyalton) will adopt and implement a policy that prohibits the sale or distribution of electronic smoking devices (ESDs) and the sale of flavored tobacco products.
- Objective 2:** By December 31, 2021, three organizations in Sierra County that serve mental health, substance use, family, senior, and/or low income clients will adopt and implement a voluntary 100% tobacco free policy.
- Objective 3:** By December 31, 2021, the Tobacco Use Reduction Program will create at least one partnership annually with an organization serving or addressing low income, health, education, families, social services, nutrition, alcohol and other drugs, behavioral health, religious groups, businesses or coalition to address smoke-free policies, tobacco retail restrictions, other tobacco-related policies, tobacco-related determinants of health and capacity building. Each partnership will implement a collaborative event (e.g. symposium, conference, health event) to address tobacco control and health inequities.
- Objective 4:** By December 31, 2021, at least one health care campus in Sierra County will include tobacco use assessment questions in their client intake procedures and utilize the “Ask, Advise, Refer” protocol to refer clients who smoke to the California Smokers’ Helpline. Additionally, at least one organization will systematically implement evidence-based tobacco cessation treatment program.
- Objective 5:** By December 31, 2021, Convene coalition, organization and community members that are widely representative of Sierra County LLA to participate in 1-3 virtual meetings and/or calls, to complete the Communities of Excellence (CX) needs assessment process and develop the LLA 2022-2025 scope of

work (SOW). At least 80% of participants will rate their participation experience with the CX process and SOW development as "good" or "very good".

Evaluation Services	20/21
1. Evaluation Plan Development (including CTCP negotiations and revisions)	Revision to Evaluation Plan, if necessary
2. Evaluation Plan Monitoring, Scheduling, Implementation & Data Discussion	Regular (monthly or as needed) meetings with PD/EPM
3. Develop all data collection instruments and protocols, technical assistance on data collection and data entry	Instruments HSHC Campaign, Key Informant Interviews, Focus Group Guides, and/or others as necessary
4. Conduct data collection trainings	TA to Project Director
5. Data collection	TA to Project Director
6. Develop all evaluation activity reports	evaluation activity reports
7. Evaluation Activity Reporting in OTIS	Semi-annually
8. Final Evaluation Reporting	Descriptive statistics will be used to analyze findings from all data sources. A summary of data collected will be written and conclusions and recommendations in Final Evaluation Reporting will be based on evaluation results and findings. -
9. Statewide Meetings/TCEC Trainings (costs shared by all TURP projects he services)	1-2 in-person and 2-3 online Statewide Meetings/TCEC Regional Trainings per year 2-3 Communities of Practice meetings or The Evaluator Alliance meetings per year
10. Other	Travel to Agency twice per year for community meetings, data collection, trainings, community outreach, data presentations, and/or other activities that may arise during implementation of the program and mutually agreed to between Contractor and Project Director or Director of Sierra County Public Health or Designee.
Total Hours	208

Other:

- X. Contractor will provide the above services on a fixed fee basis based on 208 hours (July 1, 2020 – December 31, 2021). Contractor shall invoice the Agency for services completed on at least a quarterly basis (September 30, December 31, March 31, June 30, September 30, and December 31) to the Tobacco Use Reduction Program Project Director. The maximum amount payable to Contractor under this contract is \$20,800 (including travel expenses) or a total of \$20,800.

All other terms and conditions of the AGREEMENT are to remain the same.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date set forth above.

COUNTY OF SIERRA

“CONTRACTOR”

LEE ADAMS
Chairman, Board of Supervisors

JAMES McCUBBREY, Ph.D.

ATTEST:

APPROVED AS TO FORM:

HEATHER FOSTER
Clerk of the Board

DAVID PRENTICE
County Counsel