

**PROFESSIONAL SERVICES AGREEMENT
BY AND BETWEEN
COUNTY OF HUMBOLDT
AND
SOUTHERN HUMBOLDT JOINT UNIFIED SCHOOL DISTRICT
FOR FISCAL YEARS 2024-2025 THROUGH 2025-2026**

This Agreement, entered into this ____ day of _____, 2024, by and between the County of Humboldt, a political subdivision of the State of California, hereinafter referred to as “COUNTY,” and Southern Humboldt Joint Unified School District, a California school district, hereinafter referred to as “CONTRACTOR,” is made upon the following considerations:

WHEREAS, COUNTY, by and through its Department of Health and Human Services (“DHHS”) – Public Health, desires to retain a qualified professional to provide student wellness support services; and

WHEREAS, such work involves the performance of professional, expert, and technical services of a temporary and occasional character; and

WHEREAS, COUNTY has no employees available to perform such services and is unable to hire employees for the performance thereof for the temporary period; and

WHEREAS, CONTRACTOR represents that it is adequately trained, skilled, experienced, and qualified to perform the student wellness support services required by COUNTY.

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

1. DESCRIPTION OF SERVICES:

CONTRACTOR agrees to provide the services described in Exhibit A – Scope of Services, which is attached hereto and incorporated herein by reference as if set forth in full. In providing such services, CONTRACTOR agrees to fully cooperate with the DHHS – Public Health Director or a designee thereof, hereinafter referred to as “Director.”

2. TERM:

This Agreement shall begin on August 1st, 2024, and shall remain in full force and effect until June 30th, 2026, unless sooner terminated as provided herein.

3. TERMINATION:

A. Termination for Cause. COUNTY may, in its sole discretion, immediately terminate this Agreement, if CONTRACTOR fails to adequately perform the services required hereunder, fails to comply with the terms or conditions set forth herein, or violates any local, state, or federal law, regulation, or standard applicable to its performance hereunder.

B. Termination Without Cause. COUNTY may terminate this Agreement without cause upon thirty (30) days advance written notice which states the effective date of the termination.

C. Termination due to Insufficient Funding. COUNTY’s obligations under this Agreement are contingent upon the availability of local, state, and/or federal funds. In the event such funding

is reduced or eliminated, COUNTY shall, at its sole discretion, determine whether this Agreement shall be terminated. COUNTY shall provide CONTRACTOR seven (7) days advance written notice of its intent to terminate this Agreement due to insufficient funding.

- D. Compensation Upon Termination. In the event this Agreement is terminated, CONTRACTOR shall be entitled to compensation for uncompensated services rendered hereunder through and including the effective date of such termination. However, this provision shall not limit or reduce any damages owed to COUNTY due to a breach of this Agreement by CONTRACTOR.

4. COMPENSATION:

- A. Maximum Amount Payable. The maximum amount payable by COUNTY for services rendered, and costs and expenses incurred, pursuant to the terms and conditions of this Agreement is ONE HUNDRED NINETY-SIX THOUSAND THREE HUNDRED FORTY-ONE Dollars (\$196,341.00). In no event shall the maximum amount paid under this Agreement exceed ONE HUNDRED NINETY-SIX THOUSAND THREE HUNDRED FORTY-ONE Dollars (\$196,341.00) for fiscal year 2024-2025 and fiscal year 2025-2026. CONTRACTOR agrees to perform all services required by this Agreement for an amount not to exceed such maximum dollar amount. However, if local, state, or federal funding or allowance rates are reduced or eliminated, COUNTY may, by amendment, reduce the maximum amount payable hereunder or terminate this Agreement as provided herein.
- B. Schedule of Rates. The specific rates and costs applicable to this Agreement are set forth in Exhibit B – Schedule of Rates, which is attached hereto and incorporated herein by reference.
- C. Additional Services. Any additional services not otherwise provided for herein shall not be provided by CONTRACTOR, or compensated by COUNTY, without written authorization by COUNTY. Any and all unauthorized costs and expenses incurred above the maximum dollar amount set forth herein shall be the responsibility of CONTRACTOR. CONTRACTOR shall notify COUNTY, in writing, at least six (6) weeks prior to the date upon which CONTRACTOR estimates that the maximum dollar amount will be reached.

5. PAYMENT:

CONTRACTOR shall submit to COUNTY monthly invoices itemizing all services rendered, and costs and expenses incurred, pursuant to the terms and conditions of this Agreement by the tenth (10th) day of each month. CONTRACTOR shall submit a final invoice for payment within thirty days following the expiration or termination date of this Agreement. Invoices shall be in a format approved by the Director and the Humboldt County Auditor-Controller and shall include the date that each service was provided, the total number of service hours provided per day, the total cost per day, and the total cost for the month. Payment for services rendered, and costs and expenses incurred, pursuant to the terms and conditions of this Agreement shall be made within thirty (30) days after the receipt of approved invoices. Any and all invoices submitted pursuant to the terms and conditions of this Agreement shall be sent to COUNTY at the following address:

COUNTY: Humboldt County DHHS – Healthy Communities
Attention: Financial Services
507 F Street
Eureka, California 95501

6. NOTICES:

Any and all notices required to be given pursuant to the terms of this Agreement shall be in writing and either served personally or sent by certified mail, return receipt requested, to the respective addresses set forth below. Notice shall be effective upon actual receipt or refusal as shown on the receipt obtained pursuant to the foregoing.

COUNTY: Humboldt County DHHS – Healthy Communities
Attention: Karen Baker, Administrative Analyst
908 7th Street
Eureka, CA 95501

CONTRACTOR: Southern Humboldt Joint Unified School District
Attention: Stephanie Steffano-Davis, Superintendent
110 School Road
Miranda, CA 95553

7. REPORTS:

CONTRACTOR agrees to provide COUNTY with any and all reports that may be required by any local, state, and/or federal agencies for compliance with this Agreement. CONTRACTOR shall submit one (1) hard copy and one (1) electronic copy of any and all reports required hereunder in a format that complies with the Americans with Disabilities Act and any other applicable accessibility laws, regulations, and standards. Any and all reports required hereunder shall be submitted in accordance with any and all applicable timeframes using the format required by the State of California as appropriate.

8. RECORD RETENTION AND INSPECTION:

A. Maintenance and Preservation of Records. CONTRACTOR agrees to timely prepare accurate and complete financial, performance, and payroll records, documents, and other evidence relating to the services provided pursuant to the terms and conditions of this Agreement, and to maintain and preserve said records for at least three (3) years from the date of final payment hereunder, except that if any litigation, claim, negotiation, audit or other action is pending, the records shall be retained until completion and resolution of all issues arising therefrom. Such records shall be original entry books with a general ledger itemizing all debits and credits for the services provided pursuant to the terms and conditions of this Agreement.

B. Inspection of Records. Pursuant to California Government Code Section 8546.7, all records, documents, conditions, and activities of CONTRACTOR, and its subcontractors, related to the services provided pursuant to the terms and conditions of this Agreement, shall be subject to the examination and audit of the California State Auditor and any other duly authorized agents of the State of California for a period of three (3) years after the date of final payment hereunder. CONTRACTOR hereby agrees to make all such records available during normal business hours for inspection, audit, and reproduction by COUNTY and any other duly authorized local, state, and/or federal agencies. CONTRACTOR further agrees to allow interviews of any of its employees who might reasonably have information related to such records by COUNTY and any other duly authorized local, state, and/or federal agencies. All examinations and audits conducted hereunder shall be strictly confined to those matters connected with the performance of this Agreement, including, without limitation, the costs of

administering this Agreement.

- C. Audit Costs. In the event of an audit exception or exceptions related to the services provided pursuant to the terms and conditions of this Agreement, the party responsible for not meeting the requirements set forth herein shall be responsible for the deficiency and for the cost of the audit. If the allowable expenditures cannot be determined because CONTRACTOR's documentation is nonexistent or inadequate, according to generally accepted accounting practices, the questionable cost shall be disallowed by COUNTY.

9. MONITORING:

CONTRACTOR agrees that COUNTY has the right to monitor all activities related to this Agreement, including, without limitation, the right to review and monitor CONTRACTOR's records, programs, procedures, and overall business operations, at any time, in order to ensure compliance with the terms and conditions of this Agreement. CONTRACTOR will cooperate with a corrective action plan if deficiencies in CONTRACTOR's records, programs, or procedures are identified by COUNTY. However, COUNTY is not responsible, and will not be held accountable, for overseeing or evaluating the adequacy of CONTRACTOR's performance hereunder.

10. CONFIDENTIAL INFORMATION:

- A. Disclosure of Confidential Information. In the performance of this Agreement, CONTRACTOR may receive information that is confidential under local, state, or federal law. CONTRACTOR hereby agrees to protect all confidential information in conformance with any and all applicable local, state and federal laws, regulations, policies, procedures and standards, including, without limitation: Division 19 of the California Department of Social Services Manual of Policies and Procedures – Confidentiality of Information; California Welfare and Institutions Code Sections 827, 5328, 10850 and 14100.2; California Health and Safety Code Sections 1280.15 and 1280.18; the California Information Practices Act of 1977; the California Confidentiality of Medical Information Act (“CMIA”); the United States Health Information Technology for Economic and Clinical Health Act (“HITECH Act”); the United States Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) and any current and future implementing regulations promulgated thereunder, including, without limitation, the Federal Privacy Regulations contained in Title 45 of the Code of Federal Regulations (“C.F.R.”) Parts 160 and 164, the Federal Security Standards contained in 45 C.F.R. Parts 160, 162 and 164 and the Federal Standards for Electronic Transactions contained in 45 C.F.R. Parts 160 and 162, all as may be amended from time to time.
- B. Continuing Compliance with Confidentiality Laws. The parties acknowledge that local, state, and federal laws, regulations, and standards pertaining to confidentiality, electronic data security, and privacy are rapidly evolving and that amendment of this Agreement may be required to ensure compliance with such developments. Each party agrees to promptly enter into negotiations concerning an amendment to this Agreement embodying written assurances consistent with the requirements of HIPAA, the HITECH Act, the CMIA, and any other applicable local, state, and federal laws, regulations, or standards.

11. NON-DISCRIMINATION COMPLIANCE:

- A. Professional Services and Employment. In connection with the execution of this Agreement, CONTRACTOR, and its subcontractors, shall not unlawfully discriminate in the provision of

professional services or against any employee or applicant for employment because of: race; religion or religious creed; color; age, over forty (40) years of age; sex, including, without limitation, gender identity and expression, pregnancy, childbirth, and related medical conditions; sexual orientation, including, without limitation, heterosexuality, homosexuality and bisexuality; national origin; ancestry; marital status; medical condition, including, without limitation, cancer and genetic characteristics; mental or physical disability, including, without limitation, HIV status and AIDS; political affiliation; military service; denial of family care leave; or any other classifications protected by local, state, or federal laws or regulations. Nothing herein shall be construed to require the employment of unqualified persons.

- B. Compliance with Anti-Discrimination Laws. CONTRACTOR further assures that it, and its subcontractors, will abide by the applicable provisions of Title VI and Title VII of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Food Stamp Act of 1977; Title II of the Americans with Disabilities Act of 1990; the California Fair Employment and Housing Act; California Civil Code Sections 51, et seq.; California Government Code Sections 4450, et seq.; California Welfare and Institutions Code Section 10000; Division 21 of the California Department of Social Services Manual of Policies and Procedures; United States Executive Order 11246, as amended and supplemented by United States Executive Order 11375 and 41 C.F.R. Part 60; and any other applicable local, state and/or federal laws and regulations, all as may be amended from time to time. The applicable regulations of the California Fair Employment and Housing Commission implementing California Government Code Section 12990, set forth in Sections 8101, et seq. of Title 2, of the California Code of Regulations are incorporated into this Agreement by reference and made a part hereof as if set forth in full.

12. NUCLEAR-FREE HUMBOLDT COUNTY ORDINANCE COMPLIANCE:

By executing this Agreement, CONTRACTOR certifies that it is not a Nuclear Weapons Contractor, in that CONTRACTOR is not knowingly or intentionally engaged in the research, development, production, or testing of nuclear warheads, nuclear weapons systems, or nuclear weapons components as defined by the Nuclear-Free Humboldt County Ordinance. CONTRACTOR agrees to notify COUNTY immediately if it becomes a Nuclear Weapons Contractor as defined above. COUNTY may immediately terminate this Agreement if it determines that the foregoing certification is false or if CONTRACTOR subsequently becomes a Nuclear Weapons Contractor.

13. DRUG-FREE WORKPLACE CERTIFICATION:

By executing this Agreement, CONTRACTOR certifies that it will provide a drug-free workplace in accordance with the requirements of the Drug-Free Workplace Act of 1990 (California Government Code Sections 8350, *et seq.*), by doing all of the following:

- A. Drug-Free Policy Statement. Publish, as required by California Government Code Section 8355(a)(1), a Drug-Free Policy Statement that notifies employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited, and specifies the actions to be taken against employees for violations.
- B. Drug-Free Awareness Program. Establish, as required by California Government Code Section 8355(a)(2), a Drug-Free Awareness Program which informs employees about:
1. The dangers of drug abuse in the workplace;

2. CONTRACTOR's policy of maintaining a drug-free workplace;
 3. Any available counseling, rehabilitation, and employee assistance programs; and
 4. Penalties that may be imposed upon employees for drug abuse violations.
- C. Drug-Free Employment Agreement. Ensure, as required by California Government Code Section 8355(a)(3), that every employee who provides services hereunder will:
1. Receive a copy of CONTRACTOR's Drug-Free Policy Statement; and
 2. Agree to abide by CONTRACTOR's Drug-Free Policy as a condition of employment.
- D. Effect of Non-Compliance. Failure to comply with the requirements set forth herein may result in termination of this Agreement and/or ineligibility for award of future contracts.

14. INDEMNIFICATION:

- A. Mutual indemnity. Each party hereto shall hold harmless, defend, and indemnify the other party and its agents, officers, officials, employees, and volunteers from and against any and all claims, demands, losses, damages, liabilities, costs, and expenses of any kind or nature, including, without limitation, attorneys' fees and other costs of litigation, arising out of, or in connection with, the negligent performance of, or failure to comply with, any of the duties and/or obligations contained herein, except such loss or damage which was caused by the sole negligence or willful misconduct of the other party or its agents, officers, officials, employees or volunteers.
- B. Comparative Liability. Notwithstanding anything to the contrary, in the event that both Parties are held to be negligently or willfully responsible, each party shall only bear their proportionate share of liability as determined in any such proceeding. In such cases, each party will bear their own costs and attorneys' fees.
- C. Effect of Insurance. Acceptance of the insurance required by this Agreement does not relieve either party from liability under this provision. This provision shall apply to all claims for damages related to either party's performance hereunder regardless of whether any insurance is applicable or not. The insurance policy limits set forth herein shall not act as a limitation upon the amount of indemnification or defense to be provided by either party hereunder.

15. INSURANCE REQUIREMENTS:

This Agreement shall not be executed by COUNTY, and CONTRACTOR is not entitled to any rights hereunder, unless certificates of insurance, or other proof that the following provisions have been complied with, are received by the County of Humboldt Risk Manager or a designee thereof.

- A. General Insurance Requirements. Without limiting CONTRACTOR's indemnification obligations set forth herein, CONTRACTOR, and its subcontractors, shall take out and maintain, throughout the term of this Agreement, and any extension thereof, the following policies of insurance, placed with insurers authorized to do business in the State of California with a current A.M. Bests rating of no less than A: VII or its equivalent against personal injury,

death and property damage which may arise from, or in connection with, the activities of CONTRACTOR or its agents, officers, directors, employees, assignees or subcontractors:

1. Comprehensive or Commercial General Liability Insurance at least as broad as Insurance Services Office Commercial General Liability Coverage (occurrence form CG 0001), in an amount of Two Million Dollars (\$2,000,000.00) per occurrence for anyone (1) incident, including, without limitation, personal injury, death, **sexual abuse and molestation**, and property damage. If a general aggregate limit is used, such limit shall apply separately hereto or shall be twice the required occurrence limit.
2. Automobile/Motor Liability Insurance with a limit of liability not less than One Million Dollars (\$1,000,000.00) combined single limit coverage. Such insurance shall include coverage of all owned, hired, and non-owned vehicles, and be at least as broad as Insurance Service Offices Form Code 1 (any auto).
3. Workers' Compensation Insurance, as required by the California Labor Code, with statutory limits, and Employers Liability Insurance with a limit of no less than One Million Dollars (\$1,000,000.00) per accident for bodily injury or disease. Said policy shall contain, or be endorsed to contain, a waiver of subrogation against COUNTY and its agents, officers, officials, employees, and volunteers.

B. Special Insurance Requirements. Said policies shall, unless otherwise specified herein, be endorsed with the following provisions:

1. The Comprehensive or Commercial General Liability Policy shall provide that COUNTY, and its agents, officers, officials, employees, and volunteers, are covered as additional insured for liability arising out of the operations performed by, or on behalf of, CONTRACTOR. The coverage shall contain no special limitations on the scope of protection afforded to COUNTY or its agents, officers, officials, employees, and volunteers. Said policy shall also contain a provision stating that such coverage:
 - a. Includes contractual liability.
 - b. Does not contain exclusions as to property damage caused by explosion or collapse of structures or underground damage, commonly referred to as "XCU Hazards."
 - c. Is the primary insurance with regard to COUNTY.
 - d. Does not contain a pro-rata, excess only, and/or escape clause.
 - e. Contains a cross liability, severability of interest, or separation of insureds clause.
2. The above-referenced policies shall not be canceled, non-renewed, or materially reduced in coverage without thirty (30) days prior written notice being provided to COUNTY. It is further understood that CONTRACTOR shall not terminate such coverage until COUNTY receives adequate proof that equal or better insurance has been secured.
3. The inclusion of more than one (1) insured shall not operate to impair the rights of one (1) insured against another insured, and the coverage afforded shall apply as though separate policies had been issued to each insured, but the inclusion of more than one (1)

insured shall not operate to increase the limits of the insurer's liability.

4. For claims related to this Agreement, CONTRACTOR's insurance is the primary coverage to COUNTY, and any insurance or self-insurance programs maintained thereby are excess to CONTRACTOR's insurance and will not be used to contribute therewith.
 5. Any failure to comply with the provisions of this Agreement shall not affect the coverage provided to COUNTY or its agents, officers, officials, employees, and volunteers.
 6. CONTRACTOR shall furnish COUNTY with certificates and original endorsements affecting the required coverage prior to execution of this Agreement. The endorsements shall be on forms approved by the Humboldt County Risk Manager. Any deductible or self-insured retention over One Hundred Thousand Dollars (\$100,000.00) shall be disclosed to, and approved by, COUNTY. If CONTRACTOR does not keep all required policies in full force and effect, COUNTY may, in addition to any other available remedies, take out the necessary insurance and deduct the cost of said insurance from the monies owed to CONTRACTOR under this Agreement.
 7. COUNTY is to be notified immediately if twenty-five percent (25%) or more of any required insurance aggregate limit is encumbered, and CONTRACTOR shall be required to purchase additional coverage to meet the above-referenced aggregate limits.
- C. Insurance Notices. Any and all insurance notices required to be given pursuant to the terms and conditions of this Agreement shall be sent to the addresses set forth below in accordance with the notice requirements contained herein.

COUNTY: County of Humboldt
Attention: Risk Management
825 Fifth Street, Room 131
Eureka, California 95501

CONTRACTOR: Southern Humboldt Joint Unified School District
Attention: Stephanie Steffano-Davis, Superintendent
110 School Road
Miranda, CA 95553

16. RELATIONSHIP OF PARTIES:

It is understood that this Agreement is by and between two (2) independent entities and is not intended to, and shall not be construed to, create the relationship of agents, servants, employees, partnerships, joint ventures, or any other similar association. Both parties further agree that CONTRACTOR shall not be entitled to any benefits to which COUNTY employees are entitled, including, without limitation, overtime, retirement, leave, or workers' compensation benefits.

17. COMPLIANCE WITH APPLICABLE LAWS AND LICENSURE REQUIREMENTS:

- A. General Legal Requirements. CONTRACTOR agrees to comply with any and all local, state, and federal laws, regulations, policies, procedures, and standards applicable to the services provided pursuant to the terms and conditions of this Agreement.

- B. Licensure Requirements. CONTRACTOR further agrees to comply with any and all applicable local, state, and federal licensure, certification, and accreditation standards applicable to the services provided pursuant to the terms and conditions of this Agreement.
- C. Accessibility Requirements. CONTRACTOR agrees to comply with any and all applicable accessibility requirements set forth in the Americans with Disabilities Act, Section 508 of the Rehabilitation Act of 1973, as amended, California Government Code Section 1135, and any current and future implementing regulations, policies, procedures, and standards promulgated thereunder, including, without limitation, the federal accessibility standards set forth in 36 C.F.R. Section 1194.1, all as may be amended from time to time.
- D. Conflict of Interest Requirements. CONTRACTOR agrees to comply with any and all applicable conflict of interest requirements set forth in the California Political Reform Act and any current and future implementing regulations, policies, procedures, and standards promulgated thereunder, including, without limitation, COUNTY's Conflict of Interest Code, all as may be amended from time to time.

18. PROVISIONS REQUIRED BY LAW:

This Agreement is subject to any additional local, state, and federal restrictions, limitations, or conditions that may affect the terms, conditions, or funding of this Agreement. This Agreement shall be read and enforced as though all legally required provisions are included herein, and if for any reason any such provision is not included, or is not correctly stated, the parties agree to amend the pertinent section to make such insertion or correction.

19. REFERENCE TO LAWS, REGULATIONS AND STANDARDS:

In the event any law, regulation, or standard referred to herein is amended during the term of this Agreement, the parties agree to comply with the amended provision as of the effective date thereof.

20. PROTOCOLS:

Both parties agree that the inclusion of additional protocols may be required to make this Agreement specific. All such protocols shall be negotiated, determined, and agreed upon by both parties hereto.

21. SEVERABILITY:

If any provision of this Agreement, or any portion thereof, is found by any court of competent jurisdiction to be unenforceable or invalid for any reason, such provision shall be severable and shall not in any way impair the enforceability of any other provision of this Agreement.

22. ASSIGNMENT:

Neither party shall delegate its duties or assign its rights hereunder, either in whole or in part, without the other party's prior written consent. Any assignment by CONTRACTOR in violation of this provision shall be void and shall be cause for immediate termination of this Agreement. This provision shall not be applicable to service agreements or other arrangements usually or customarily entered into by either party to obtain supplies, technical support, or professional services.

23. AGREEMENT SHALL BIND SUCCESSORS:

All provisions of this Agreement shall be fully binding upon, and inure to the benefit of, the parties and to each of their heirs, executors, administrators, successors, and permitted assigns.

24. AMENDMENT:

This Agreement may be amended at any time during the term of this Agreement upon the mutual consent of both parties. No addition to, or alteration of, the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto.

25. WAIVER OF DEFAULT:

The waiver by either party of any breach of this Agreement shall not be deemed to be a waiver of any such breach in the future, or the breach of any other requirement of this Agreement. In no event shall any payment by COUNTY constitute a waiver of any breach of this Agreement which may then exist on the part of CONTRACTOR. Nor shall such payment impair or prejudice any remedy available to COUNTY with respect to the breach or default. COUNTY shall have the right to demand repayment of, and CONTRACTOR shall promptly refund, any funds disbursed to CONTRACTOR which COUNTY determines were not expended in accordance with the terms of this Agreement.

26. NON-LIABILITY OF COUNTY OFFICIALS AND EMPLOYEES:

No official or employee of COUNTY shall be personally liable for any default or liability under this Agreement.

27. STANDARD OF PRACTICE:

CONTRACTOR warrants that it has the degree of learning and skill ordinarily possessed by reputable professionals practicing in similar localities in the same profession and under similar circumstances. CONTRACTOR's duty is to exercise such care, skill, and diligence as professionals engaged in the same profession ordinarily exercise under like circumstances.

28. TITLE TO INFORMATION AND DOCUMENTS:

It is understood that any and all documents, information, and reports concerning the subject matter of this Agreement prepared and/or submitted by CONTRACTOR shall become the property of COUNTY. However, CONTRACTOR may retain copies of such documents, information, and reports for its records. In the event this Agreement is terminated, for any reason whatsoever, CONTRACTOR shall promptly turn over all such documents, information, and reports to COUNTY without exception or reservation.

29. JURISDICTION AND VENUE:

This Agreement shall be construed in accordance with the laws of the State of California. Any dispute arising hereunder, or relating hereto, shall be litigated in the State of California and the venue shall lie in the County of Humboldt unless transferred by court order pursuant to California Code of Civil Procedure Sections 394 or 395.

30. ADVERTISING AND MEDIA RELEASE:

Any and all informational material related to this Agreement shall receive approval from COUNTY prior to being used as advertising or released to the media, including, without limitation, television, radio, newspapers, and internet. CONTRACTOR shall inform COUNTY of all requests for interviews by the media related to this Agreement before such interviews take place, and COUNTY shall be entitled to have a representative present at such interviews. All notices required by this provision shall be given to the Director in accordance with the notice requirements set forth herein.

31. SUBCONTRACTS:

CONTRACTOR shall obtain prior written approval from COUNTY before subcontracting any of the services to be provided pursuant to the terms and conditions of this Agreement. Any and all subcontracts shall be subject to all applicable terms and conditions of this Agreement, including, without limitation, the licensing, certification, privacy, security, and confidentiality requirements set forth herein. CONTRACTOR shall remain legally responsible for the performance of all terms and conditions of this Agreement, including, without limitation, any and all services provided by third parties under subcontracts, whether approved by COUNTY or not.

32. ATTORNEYS' FEES:

If either party shall commence any legal action, including, without limitation, an action for declaratory relief, against the other by reason of the alleged failure of the other to perform any of its obligations hereunder, the party prevailing in said action shall be entitled to recover court costs and reasonable attorneys' fees, including, but not limited to, the reasonable value of services rendered by the Humboldt County Counsel's Office, to be fixed by the court, and such recovery shall include court costs and attorneys' fees on appeal, if applicable. As used herein, "prevailing party" means the party who dismisses an action in exchange for payment of substantially all sums allegedly due, performance of provisions allegedly breached, or other considerations substantially equal to the relief sought by said party, as well as the party in whose favor final judgment is rendered.

33. SURVIVAL OF PROVISIONS:

The duties and obligations of the parties set forth in Section 3D – Compensation Upon Termination, Section 8 – Record Retention and Inspection, Section 10 – Confidential Information, and Section 14 – Indemnification shall survive the expiration or termination of this Agreement.

34. CONFLICTING TERMS OR CONDITIONS:

In the event of any conflict in the terms or conditions set forth in any other agreements in place between the parties hereto and the terms and conditions set forth in this Agreement, the terms and conditions set forth herein shall have priority.

35. INTERPRETATION:

This Agreement, as well as its individual provisions, shall be deemed to have been prepared equally by both of the parties hereto, and shall not be construed or interpreted more favorably for one (1) party on the basis that the other party prepared it.

36. INDEPENDENT CONSTRUCTION:

The titles of the sections and subsections set forth herein are inserted for convenience of reference

only and shall be disregarded in construing or interpreting any of the provisions of this Agreement.

37. FORCE MAJEURE:

Neither party hereto shall be liable, or responsible for delays or failures in performance resulting from events beyond the reasonable control, and without the fault or negligence, of such party. Such events shall include, without limitation, acts of God, strikes, lockouts, riots, acts of war, epidemics, acts of government, fire, power failures, nuclear accidents, earthquakes, unusually severe weather, acts of terrorism, or other disasters, whether or not similar to the foregoing.

38. ENTIRE AGREEMENT:

This Agreement contains all of the terms and conditions agreed upon by the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind either of the parties hereto. In addition, this Agreement shall supersede in their entirety any and all prior agreements, promises, representations, understandings, and negotiations between the parties, whether oral or written, concerning the same subject matter. Any and all acts which may have already been consummated pursuant to the terms of this Agreement are hereby ratified.

39. COUNTERPART EXECUTION:

This Agreement, and any amendments hereto, may be executed in one (1) or more counterparts, each of which shall be deemed to be an original and all of which, when taken together, shall be deemed to be one (1) and the same agreement. A signed copy of this Agreement, and any amendments hereto, transmitted by email or by other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this Agreement and any amendments hereto.

40. AUTHORITY TO EXECUTE:

Each person executing this Agreement represents and warrants that he or she is duly authorized and has legal authority to execute and deliver this Agreement. Each party represents and warrants to the other that the execution and delivery of this Agreement and the performance of such party's obligations hereunder have been duly authorized.

[Signatures on Following Page]

IN WITNESS WHEREOF, the parties have entered into this Agreement as of the first date written above.

TWO SIGNATURES ARE REQUIRED FOR CORPORATIONS:
(1) CHAIRPERSON OF THE BOARD, PRESIDENT, OR VICE PRESIDENT; AND
(2) SECRETARY, CHIEF FINANCIAL OFFICER OR TREASURER.

SOUTHERN HUMBOLDT JOINT UNIFIED SCHOOL DISTRICT:

By: _____ Date: _____

Name: _____

Title: _____

By: _____ Date: _____

Name: _____

Title: _____

COUNTY OF HUMBOLDT:

By: _____ Date: _____

Sofia Pereira, Public Health Director

*(Pursuant to the authority granted by the
Humboldt County Board of Supervisors
on [REDACTED], 20[REDACTED] [Item [REDACTED]-[REDACTED]])*

INSURANCE AND INDEMNIFICATION REQUIREMENTS APPROVED:

By: _____
Risk Management

Date: _____

LIST OF EXHIBITS:

- Exhibit A – Scope of Services
- Exhibit B – Schedule of Rates

**EXHIBIT A
SCOPE OF SERVICES**

Southern Humboldt Joint Unified School District
For Fiscal Years 2024-2025 through 2025-2026

Southern Humboldt Joint Unified School District (SHJUSD) will contract with DHHS to provide student wellness support services through SHJUSD school sites and the Wellness Center. Student wellness support services will include evidence-based educational programming, culturally competent and inclusive empowerment groups (aka Belong Circles), and extracurricular activities during the school year and Summer Break. SHJUSD will assist and collaborate with DHHS in student and family outreach events and media campaigns. SHJUSD will collaborate with DHHS to draft a cannabis use prevention policy for SHJUSD school sites.

1. **SERVICES:**

Student Wellness Support Services

- CONTRACTOR will provide facilitation of evidence-based educational programming and Photo Voice sessions to increase student awareness of cannabis use prevention education.
- CONTRACTOR will provide facilitation of empowerment groups (aka Belong Circles) and extracurricular activities to foster protective factors against student cannabis use.
- CONTRACTOR will provide support for outreach events and media campaigns to increase awareness of cannabis use prevention among students and families.
- CONTRACTOR will provide COUNTY access to school-based data collection platforms such as academic achievement, attendance, and suspension records in order to track the impact of grant activities on student health & well-being.

Development of SHJUSD Policy for Cannabis Use in Schools

- CONTRACTOR will work with COUNTY to develop policy for SHJUSD school sites to implement best practices to prevent and respond to cannabis use on campus.
- CONTRACTOR will assist COUNTY in training school staff on best practices and the implementation of any new policies that are developed during the grant period related to cannabis use prevention and response on campus.

2. SCHEDULE:

Invoicing/reporting Deadlines:

Quarter	Inclusive Dates	Due Date
Q1 (Y2)	7/1/2024 - 9/30/2024	10/10/2024
Q2 (Y2)	10/1/2024 - 12/31/2024	1/10/2025
Q3 (Y2)	1/1/2025 – 3/31/2025	4/10/2025
Q4 (Y2)	4/1/2025 - 6/30/2025	7/10/2025
Q1 (Y3)	7/1/2025 - 9/30/2025	10/10/2025
Q2 (Y3)	10/1/2025 - 12/31/2025	1/10/2026
Q3 (Y3)	1/1/2026 – 3/31/2026	4/10/2026
Q4 (Y3)	4/1/2026 - 6/30/2026	7/10/2026

3. DELIVERABLES:

By the end of the grant period, CONTRACTOR will have supported DHHS with:

- Engaged 30-60 SHJUSD students in Photo Voice.
- Engaged approximately 80 students in empowerment groups (aka Belong Circles).
- Participated in recurring extracurricular activities for students during the school year and Summer Break.
- Hosted four (4) bi-annual parent and caregiver outreach events to promote awareness of cannabis use prevention and grant activities.
- Supported three (3) media campaigns related to cannabis use prevention for students and families.
- Supported creation & publication of annual “Success Stories” to highlight the achievements of grant activities in the community.
- Developed one (1) cannabis use policy for SHJUSD school sites.

4. ACCEPTANCE CRITERIA:

CONTRACTOR will meet or exceed all functional, technical, and other requirements and specifications identified for Deliverables.

5. REPORTING REQUIREMENTS:

Data will be collected ongoing by CONTRACTOR and COUNTY and analyzed bi-annually by DHHS from school-based data collection platforms, pre/post-tests, and qualitative survey instruments from students and families including:

- Number of youths referred to empowerment groups (aka Belong Circles);
- Number of youths participating in empowerment groups (aka Belong Circles);
- Number of youths who participate in in-school education sessions, Photo Voice sessions, and extracurricular activities;
- Percentage of youth who improve the practice of healthy behaviors;
- Percentage of youth who show improvement in behavior in class and academic achievement;
- Rate of decrease in cannabis-involved school infractions;
- Number of families participating in outreach events;
- 25-60 completed Photo Voice Posters;
- Copies of each set of final policy recommendations for each school

CONTRACTOR will respond to all requests for data by COUNTY within two (2) weeks of the request.

6. PLACE OF PERFORMANCE:

Humboldt County, CA

7. COUNTY RESPONSIBILITIES:

COUNTY shall attend quarterly meetings with CONTRACTOR to track project goals and manage collaborative activities.

COUNTY shall provide CONTRACTOR with reasonable access to any and all information, records, and documentation needed to provide the student wellness services required pursuant to the terms and conditions of this Agreement.

**EXHIBIT B
SCHEDULE OF RATES**

Southern Humboldt Joint Unified School District
For Fiscal Years 2024-2025 through 2025-2026

A. Personnel Cost	
<p>Title: WELLNESS COACH Hourly Rate of Pay or Salary Calculation: Salary \$28.20-\$29.05/hr.; Taxes & Worker’s Comp: \$23,142-\$23,840; Health & Welfare Cap: \$22,920</p> <p>Duties Description: Under the general direction of the Assistant Superintendent, and/or Superintendent, and/or Director of Student Services, the Wellness Coach will support school administrators and staff; provide students, parents, and staff with information and referrals to support students' success; provide information regarding students' mental health goals and progress. They will assist students with academic, attendance, and/or behavioral issues and assist parents and students in locating services (e.g., counseling, resource, and intervention referrals) to increase student success. The Wellness Coach, working with trained school staff will mediate and facilitate student disputes (i.e., assisting students with problem-solving strategies) including student social skills groups (non-counseling in nature) to enhance positive student behavior and appropriate social skills. The Wellness Coach will assist with the organization and implementation of school-based initiatives, district, and team priorities (including bullying prevention, positive behavioral support, in-school suspension, and in-school disciplinary</p>	

responses).

The Wellness Coach will also collect required data and documentation including student behavior and discipline, keep records, and prepare reports as necessary with guidance from the co-supervisors and school administrators.

The Wellness Coach will also regularly be involved with care coordination of identified students. They will assist students and families to access community services (as identified by Clinicians, K-12 coordinators, and school/district administrators). In addition, they will follow up and monitor student/family engagement with community and other services.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Work with Mental Health Clinicians, Program Coordinators, and hiring district staff, assist or takes the lead in supporting/referring assigned students to community and school services;
- Monitor the effectiveness of interventions and supports;
- Keep Clinicians, Program Coordinators, and school administrators apprised of student progress;
- Assist with education program transitions to ensure students are adequately supported;
- Maintain adequate case notes and database to monitor and analyze service delivery;
- Prepare various reports as required;
- Serve as a liaison with community resources;
- Protect school, family, and student confidentiality and safety per HIPPA and FERPA;
- Attend relevant meetings including staff meetings;
- Make referrals to appropriate agency personnel when specialized services are required;
- Performs other reasonable duties related to the position as assigned.
- Assist parents and students in locating services (e.g., counseling, resource, and intervention referrals) to identify issues and take appropriate action for increasing student success.
- Mediate and facilitate student disputes (i.e., assisting students with problem-solving strategies) including student social skills groups (non-counseling in nature) to enhance positive student behavior and appropriate social skills.
- Participate in staff development and personnel training, as well as site, district, and program staff meetings.
- Collect and input required data and documentation including student behavior and prepare reports as necessary.
- Communicate with appropriate personnel to receive and/or provide information.
- Occasionally drive clients and family members to meetings.
- Facilitate evidence-based educational programming and Photo Voice sessions with DHHS and Southern Humboldt FRC.
- Facilitate empowerment groups (aka Belong Circles) and extracurricular activities during the school year and Summer Break.
- Provide support for outreach events and media campaigns targeted to students

and families.

- Provide support for data collection efforts for DHHS to complete required grant reporting to the CDPH. Examples include administering pre/post-tests via QR codes or paper surveys, administering qualitative survey instruments via QR codes or paper surveys, and working with SHJUSD admin to provide DHHS access to school-based data collection platforms as needed.
- Participate in quarterly meetings with DHHS and SHJUSD to track progress, achievements, and obstacles to delivering grant activities.
- Participate in regular meetings to create 1 cannabis use policy for SHJUSD school sites, and track progress in implementing policy.
- Support DHHS and Southern Humboldt FRC staff in delivering grant activities at SHJUSD school sites and the Wellness Center.
- Participate in trainings and webinars as needed to successfully implement and facilitate grant activities.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities over other District employees but may be responsible for the supervision, safety, and discipline of students.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/ or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Knowledge of:

Basic math including calculation of fractions, percents, and/or ratios; reading technical information, composing a variety of documents and/or facilitating group discussions; and solving practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes concepts of grammar and punctuation.

Connecting families with community resources, making referrals, assisting with transportation, and participating in child and family team meetings are just a few of the activities that HBTS staff will participate in to ensure that services and supports are happening in a coordinated way.

Ability to:

Read and comprehend laws, rules, and regulations; work well with students of varying ages, family members, and multi-agency personnel; organize work and communicate clearly and concisely; work independently and exercise sound judgment; maintain accurate records for program reviews and audits; adapt to changing work demands including adjustments to the work schedule; manage task priorities to meet deadlines; work under varying degrees of stress; effectively follow directions; communicate effectively orally and in writing via telephone, computer, and in person; some public speaking may be required; communicate with tact and courtesy with students, families, and school staff; demonstrate computer literacy, including the use of appropriate software; initiate

