



LASSEN COUNTY

Health and Social Services Department

- ☐ **HSS Administration**
1345 Paul Bunyan Road, Ste B
Susanville, CA 96130
(530) 251 - 8128
- ☐ **Public Guardian/Administrator**
1345 Paul Bunyan Road, Ste B
Susanville, CA 96130
(530) 251 - 8337
- ☐ **Housing & Grants**
1445 Paul Bunyan Road, Ste B
Susanville, CA 96130
(530) 251 - 8309
- ☐ **Behavioral Health**
555 Hospital Lane
Susanville, CA 96130
(530) 251 - 8108
- ☐ **Public Health**
1445 Paul Bunyan Road, Ste B
Susanville, CA 96130
(530) 251 - 8183
- ☐ **Community Social Services**
1400 Chestnut Street, Ste A
Susanville, CA 96130
- LassenWORKS**
1616 Chestnut Street
Susanville, CA 96130
(530) 251 - 8152
- Child & Family Services**
1600 Chestnut Street
Susanville, CA 96130
(530) 251 - 8277
- Adult Services**
1400 Chestnut Street, Ste B
Susanville, CA 96130
(530) 251 - 8158
- Family Solutions/Wraparound**
1400 Chestnut Street, Ste C
Susanville, California 96130
(530) 251 - 8340

Date: September 25, 2024

To: Tom Neely, Chairman
Lassen County Board of Supervisors

From: Natalie Ruegger, Interim Director
Public Health

Subject: Amendment to the Agreement between Lassen County and Strategies By Design to provide experienced consulting to evaluate the Public Health Tobacco Use Reduction/Prevention Program evaluations. This amendment is to extend the term by two additional years, FY 2025/2026 and FY 2026/2027, and to extend the maximum amount to \$127,465.

Background:

Strategies By Design (SBD) is a Northern California-based organization that has been assisting leaders, non-profit organizations, private businesses, governmental agencies, and communities since 1992. SBD delivers a full range of consulting services, including organization development and capacity building, strategic planning, qualitative and quantitative evaluation and research, and facilitation.

Fiscal Impact:

This agreement will be paid from the Public Health Tobacco Use Reduction Fund and Budget 115/7330.

Action Requested:

1) Approve the Amendment to the Agreement with Strategies By Design and 2) Authorize the County Administrative Officer to execute the Amendment.

Mailing Address:
PO Box 1180
Susanville, California 96130

**FIRST AMENDMENT TO AGREEMENT
BY AND BETWEEN
LASSEN COUNTY
AND
STRATEGIES BY DESIGN**

THIS FIRST AMENDMENT TO AGREEMENT ("Amendment") is made by and between LASSEN COUNTY ("COUNTY") and M. Susan Haun, a sole proprietor doing business as STRATEGIES BY DESIGN with a principal business at 5762 Owls Nest Dr., Santa Rosa, CA 95409(hereinafter "CONTRACTOR"), who agree as follows:

1. **Recitals:** This First Amendment is made with reference to the following facts and objectives:

COUNTY and CONTRACTOR have entered into a written Agreement for the term of January 1, 2022, through June 30, 2025 (the "Agreement") in which CONTRACTOR agreed to provide experienced consulting to evaluate Public Health Tobacco Use Reduction/Prevention Program evaluations.

2. **Amendments:** The parties agree to amend the Agreement as follows:

- a. The parties desire to extend the term of the agreement for two additional years, FY 2025/26 and FY 2026/27. Therefore, the first sentence of Section 8 is deleted and replaced with the following:

"The term of this agreement shall be from January 1, 2022 through June 30, 2027."

- b. The parties desire to extend the Maximum Contract Amount to include FY 2025/26 and FY 2026/27. Therefore, Attachment B is deleted and replaced with the following:

July 1, 2025 through June 30, 2027						
Scope #	Program/Service Description	Funding Source	Unit Type	Rate	Total # Units	Total
A.1.5.1	Objective 1	Tobacco	Hourly	\$115.00	150	\$17,250.00
A.1.5.2	Objective 2	Tobacco	Hourly	\$115.00	60	\$6,900.00
A.1.5.3	Objective 3	Tobacco	Hourly	\$115.00	51	\$5,865.00
A.1.5.4	Policy Cessation	Tobacco	Hourly	\$115.00	0	\$0.00
A.1.5.5	Media	Tobacco	Hourly	\$115.00	1	\$115.00
A.1.5.6	Eval Reporting, Changes, 27-30 Development	Tobacco	Hourly	\$115.00	154	\$17,710.00
Contract Amount						\$47,840.00

Maximum Agreement not to Exceed \$127,465

- c. The parties desire to extend the services listed on Appendix A. Therefore, Attachment is deleted and replaced with the following:

APPENDIX A COST

Lassen County Tobacco Use Reduction (LCTURP) Program Evaluation January 2022 - June 2027
The following table includes each of the three objectives, as well as other evaluation scope of work-related elements. Note that External Evaluators for tobacco control programs are required to provide at least 208 hours of evaluation consulting services annually.

Evaluation Services	1/22 – 6/22	7/22 – 6/23	7/23 – 6/24	7/24 – 6/25	7/25 – 6/26	7/26 – 6/27
Obj. 1 End Commercial Tobacco Campaign Smoke-Free OPPs & Flavors						
• 22-28 Instruments, including 9 ECT Campaign Instruments	46.25	96.25	118.25	70	90	60
• 18-22 activity reports						
• 1 BER/1 FER						
Obj. 2 Community Engagement						
• 10-12 Instruments	9	38.5	26.5	47.5	30	30
• 14-16 activity reports						
• 1 BER						
Obj. 3 Tobacco Industry Sponsorship						
• 11-13 Instruments	25	30.5	10.5	47.5	25.5	25.5
• 15-18 activity reports						
• 1 BER						
Policy Cessation Support (technical assistance)	.25	-	-	-	-	-
Media Activity Record Support (instrument, technical assistance)	2.25	.25	.25	.5	.5	.5
Project Planning, Monitoring & Data Discussion , including prep and follow-up (monthly or as needed)	24	48	48	48	48	48
Evaluation Activity Reporting (semi-annually)	4	8	8	8	8	8
Changes to 22–27 Evaluation Plan (if needed)	-	-	10	-	-	-
27–30 Evaluation Plan Development (including CTPP negotiations and revisions)	-	-	-	-	-	30
Required Statewide Meetings						
• 4 CTPP Required Meetings or Trainings per year (total time shared by multiple projects)	3	6	6	6	6	6
Total Hours	113.75	227.5	227.5	227.5	208	208
Total Fees/Expenses Not-to-Exceed*	\$11,375	\$22,750	\$22,750	\$22,750	\$23,920	\$23,920

Fees for 1/22-6/25, \$100 per hour
Fees for 7/25-6/27, \$115 per hour

SIGNATURES ON THE FOLLOWING PAGE

____ County Initials
Strategies By Design Amend v.1 22.27

2

 Contractor Initials

Amendment to: Agreement with Strategies By Design

3. **Effectiveness of Agreement:** Except as set forth in this First Amendment, all provisions of the Agreement signed April 12, 2022, shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates shown opposite their respective signatures.

CONTRACTOR

Dated: 7/2/25

By: M. Susan Haun
M. Susan Haun
Strategies By Design

COUNTY

Dated: _____

By: _____
Maurice Anderson
County Administrative Officer or Designee

Approved as to form:

Amanda Uhrhammer
Lassen County Counsel

Dated: 8/19/25

By: [Signature]