

AGREEMENT FOR SERVICES #040-S1611  
AMENDMENT I

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This Amendment I to that Agreement for Services #040-S1611, made and entered into by and between the County of El Dorado, a political subdivision of the State of California (hereinafter referred to as "County"), and J Wyatt Consulting Inc., a California Corporation, duly qualified to conduct business in the State of California, whose principal place of business is 5505 Rye Ct. Rocklin, CA 95765; (hereinafter referred to as "Consultant");

**RECITALS**

**WHEREAS**, Consultant has been engaged by County to fill the limited term Analyst position for the Community Corrections Partnership (CCP). The basic job functions of this unique assignment fall into four categories: Admin Support-Financial management, Operations analyst, Public policy analyst, and Fund development, in accordance with Agreement for Services #040-S1611, dated July 14, 2015, incorporated herein and made by reference a part hereof; and

**WHEREAS**, Julie Wyatt dba J. Wyatt Consulting, has incorporated and changed the business name to J Wyatt Consulting, Inc. effective May 19, 2016; and

**WHEREAS**, the parties hereto have mutually agreed to amend the Agreement to reflect this name change; and

**WHEREAS**, the parties hereto have mutually agreed to identify and add a separate scope of work for juvenile data collection, hereby adding an additional recital and amending ARTICLE I Scope of Services, ARTICLE III Compensation for Services, ARTICLE XII Notice to Parties, and ARTICLE XXIII Administrator; and

**NOW THEREFORE**, the parties do hereby agree that Agreement for Services #040-S1611 shall be amended a first time as follows:

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## RECITALS

**WHEREAS**, Consultant has been engaged by County to fill the limited term Analyst position for the Community Corrections Partnership (CCP). The basic job functions of this unique assignment fall into four categories: Admin Support-Financial management, Operations analyst, Public policy analyst, and Fund development; and

**WHEREAS**, Consultant has been engaged by County to provide juvenile data collections, analysis and recommendations to the Probation Department; and

### ARTICLE I

#### Consultant for CCP

**Scope of Services “A”:** Consultant agrees to furnish the personnel necessary to provide

The **Admin. – Financial/Management Support** analyst duties for this classification include arranging meetings, agendas, and communications with the Executive Committee of the CCP, its Sub-Committees, and community/agency stakeholders. This would include developing, in concert with agencies and committees, an annual distribution of realignment revenues as well as on going reports of expenditures by fund recipients. The Analyst will gather and report on fiscal information and program performance measures to provide recommendations that could improve efficiency and delivery of services to the offender population. Duties also include providing budget reports to the Sub-Committees and Executive committee at regular intervals, or as requested. Administrative support responsibilities will include the development of CCP and sub-committee agendas, coordination of executive committee and sub-committee meetings, and production of meeting minutes, and coordination of work assignments for committee chairs.

The **Research and Data Collection/Analytics** components of this position will assist the collaborating partners with establishing appropriate data collection processes to collect both qualitative and quantitative, identifying important data sub-sets (i.e. population and samples), and analyzing data through the use of statistical techniques. The classification will administer any third-party contracts that are assisting research collection and analyzing the data. This analyst will provide presentations of data (i.e. dashboard, bar graphs, pie charts, correlation and causation plots) to the Sub-Committees and Executive Committee, Board of Supervisors, other agencies, and the public as needed.

The **Public Policy Evaluation** components of this position will be reviewing legislation and case law that causes changes or mandates changes to court rules, community supervision and jail operations. The intent review is to ensure the Sub-Committee and Executive Committee have necessary information to make informed decisions in regard to future needs, revenues, expenses, and probable challenges for implementing local policy due to changes legislation and/or case law. This position also should monitor policy positions and sponsored legislation of the CA Association of Counties, CA District Attorney's Association, CA State Sheriff's Association, CA Association of Public Defenders, and the Chief Probation Officers of California, EDC Mental Health Commission to ensure the Sub-Committees and Executive Committee is well informed of possible policy shifts that may be of concern to the local CCP and/or will be needed. Finally, this position will be responsible for liaising with statewide associations and bodies in the area of data sharing and reporting.

To promote the sustainability of essential services through **Fund Development** this analyst will seek out, evaluate, and report on potential revenue sources through private, State, or Federal grant programs. Any grants identified will be presented to the appropriate Sub-Committee and/or Executive Committee. This position will be responsible for coordinating the construction of grant applications that are considered appropriate by the CCP and will be the administrator of any grant programs that are statutorily required to be overseen by the CCP.

### **Consultant for Probation**

**Scope of Services "B":** Consultant agrees to furnish the personnel necessary to provide juvenile data collection, analysis and recommendations based on identified criteria. Services will include written documentation, supporting recommendations and presentation of findings as requested.

**Juvenile Data Analysis:** The consultant will assist the Probation Department with establishing appropriate data collection process to collect both qualitative and quantitative data, in addition to identifying important data sub-sets (i.e. population and samples), and analyzing data through the use of statistical techniques. The analyst will provide presentations of data (i.e. dashboard, bar graphs, pie charts, correlation and causation plots) and recommendations based on analysis, and identified criteria to the Probation Department. Duties also include training and travel to attend meetings, other department site visits, conferences, legislative updates or as determined and approved by Chief Probation Officer.

### **ARTICLE III**

**Compensation for Services:** For services provided herein, County agrees to pay Consultant monthly in arrears and within forty five (45) days following the County's receipt and approval of itemized invoice(s) identifying services rendered. For the purposes of this Agreement, the billing rate shall be Seventy dollars (\$70.00) per hour.

Invoices / Remittance shall be addressed as indicated below and include;  
Contract number, billing period (daily breakdown), billing rate.

Invoices for Services provided under Scope of Services “A” are to reference Agreement #040-S1611 Scope of Services “A” CCP consultant and shall be sent to:

El Dorado County Probation Department  
Attention: Accounting Department  
3974 Durock Road, Suite 205  
Shingle Springs, CA 95682

Invoices for Services provided under Scope of Services “B” are to reference Agreement #040-S1611 Scope of Services “B” Probation consultant and shall be sent to:

El Dorado County Probation Department  
Attention: Accounting Department  
3974 Durock Road, Suite 205  
Shingle Springs, CA 95682

As authorized by the Chief Probation Officer, additional expenses, such as registration fees, travel, including air transportation; mileage reimbursement; hotel accommodations; rental car; meals; fees; etc., shall be reimbursed in accordance with the El Dorado County Board of Supervisors (BOS) Travel Policy “D-1” in effect at the time of the travel. Written authorization by Chief Probation Officer is required prior to travel. Consultant shall provide the required documentation for reimbursement per the BOS Travel Policy “D-1”.

Services provided under Scope of Services “A” shall not exceed \$375,000 and services provided under Scope of Services “B” shall not exceed \$30,000. Inclusive of all services, the total amount of this Agreement shall not exceed \$405,000.00.

## **ARTICLE XII**

**Notice to Parties:** All notices to be given by the parties hereto shall be in writing and served by depositing same in the United States Post Office, postage prepaid and return receipt requested. Notices to County shall be addressed as follows:

COUNTY OF EL DORADO  
Probation Department - CCC  
3974 Durock Road, Ste. 205  
Shingle Springs, CA 95682  
ATTN: Chief Probation Officer

or to such other location as the County directs.

with a carbon copy to

COUNTY OF EL DORADO  
Chief Administrative Office  
Procurement and Contracts Division  
360 Fair Lane  
Placerville, CA 95667  
ATTN: Purchasing Agent

Notices to Consultant shall be addressed as follows:

J. WYATT CONSULTING INC.  
5505 Rye Ct.  
Rocklin, CA 95765  
ATTN: Julie Wyatt

or to such other location as the Consultant directs.

**ARTICLE XXIII**

**Administrator:** The County Officer or employee with responsibility for administering this Agreement is Brian Richart, Chief Probation Officer, Executive Chair, Community Corrections Partnership, or successor and Brian Richart, Chief Probation Officer, Probation Department, or successor.

Except as herein amended, all other parts and sections of that Agreement #040-S1611 shall remain unchanged and in full force and effect.

**Requesting Contract Administrator Concurrence:**  
**Requesting Department Head Concurrence:**

By: \_\_\_\_\_

Brian Richart, Chief Probation Officer  
Executive Chair, Community Corrections Partnership

Dated: \_\_\_\_\_

**IN WITNESS WHEREOF**, the parties hereto have executed this first Amendment to that Agreement for Services #040-S1611 on the dates indicated below.

**-- COUNTY OF EL DORADO --**

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Chair  
Board of Supervisors  
"County"

ATTEST:  
James S. Mitrising  
Clerk of the Board of Supervisors

By: \_\_\_\_\_  
Deputy Clerk

Dated: \_\_\_\_\_

**-- CONSULTANT --**

J WYATT CONSULTING INC.  
A CALIFORNIA CORPORATION

By: \_\_\_\_\_  
Julie Wyatt  
President  
"Consultant"

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Corporate Secretary

Dated: \_\_\_\_\_