

AGREEMENT NO. 2024-461
COLLIN COUNTY
PERSONAL SERVICES AGREEMENT

THIS AGREEMENT is entered into by and between Petrina Woody, herein also referred to as Provider, and Collin County, Texas.

STATEMENT OF WORK: The Provider shall perform the following duties and services as described in the Collin County Veterans Accessing Lifelong Opportunities for Rehabilitation (VALOR) program, in the capacity of Clinical Director, approved by the court at the request of the County to evaluate and monitor the mental health and treatment progress of individuals as related to their participation in the program. Provider shall perform the services at the Community Corrections Facility, Courthouse, other county locations or at the Provider's office in Arlington, TX.

In providing services, the Provider shall conduct herself with the highest professional ethics in the performance of the service within the statute of the law.

The goal of the Collin County/VALOR program is to move Justice-involved veterans (JIV) out of the traditional criminal justice process and into appropriate, individualized rehabilitative alternatives that improve mental health and successfully lead to community reintegration and criminal case resolution. Once veterans have been screened, assessed, approved for participation, and transferred into this program, they promptly begin a treatment program that is specific to their needs. In addition to program team meetings, the program may involve drug and/or alcohol treatment, random drug testing, support group meetings, vocational or job counseling, educational classes, and community supervision. Many services are provided by outside agencies, and participants are referred as needed. While actual length varies based on participant progress, the 2-to-6 month program consists of 4 phases requiring frequent meetings with mental health and drug abuse clinicians, as well as Probation Department and Sheriff's Office personnel, during each phase.

The Provider will provide the following services and complete the described requirements:

Program Services:

1. Responsible for all clinical programming for the participants while in the program, which includes:
2. trauma groups, psychoeducation, journaling activities, Art/music groups, all other groups as necessary.
3. individual treatment utilizing evidenced based treatment protocols for Veterans per the Department of Veterans Affairs guidelines for PTSD.
4. Oversees the treatment facility, including the supervision of the case managers, interns, and clinicians working in the VALOR program.
5. Responsible for creating the VALOR program guidelines for replication and the VALOR participant handbook.
6. Responsible for creating and updating curriculum that will be used for all group treatment for VALOR participants.
7. Responsible for volunteers and staffing requirements for the VALOR program. Will interview and schedule all training for incoming staff and new volunteers that will be working with the participants.
8. Responsible for conducting all Military Informed Care training for oncoming staff that will be working in any capacity for the VALOR program. It is mandatory that they receive this training prior to being allowed to work in the unit.
9. Works closely with the SCORE staff to ensure all requirement's and guidelines are met for VALOR participants.
10. Responsible for scheduling the monthly VALOR treatment team meetings and for developing the agenda for such meetings.
11. Conducts community education and outreach for local, state, and federal agencies concerning VALOR.
12. Responsible for staying current on the best practices and evidenced based treatment protocols for this population, by research, community collaboration, and training attendance.
13. Serves as liaison between clients and their families, state and judicial systems, and facility or treatment providers; and coordinates placements.
14. Coordinates discharges for participants by collaborating with the client, family, health care team, and

community resources.

15. Submits evaluations and reports concerning staff recommendations, social work coverage in the facility, in-service training needs, budgetary matters, and social work program status.
16. Participates in budget planning, unit administration, and organizational workgroups.
17. Travels to conduct education and community outreach about VALOR Programing, Justice Involved Programing for Veterans, and current incarcerated trends.
18. Serves as a resource in creating awareness of public health problems and public health education programs.
19. Analyze legislation to determine the impact on public health policies and programs; and identify issues related to the implementation, improvement, and change in funding levels.
20. Oversees, plans, prioritizes, and schedules dorm activities and the work of staff.
21. Oversees the implementation of case management standards and the preparation of related forms, records, and reports.
22. Oversees, monitors, and evaluates compliance with laws, rules, regulations, policies, and standard operating procedures related to case management, individual and group counseling sessions, facility security, on-the-job training, and related operations and programs.
23. Promotes understanding of residential treatment goals and objectives, and coaches staff on strategies to achieve treatment goals and objectives.
24. Represents the VALOR during staff and special meetings, and provides relevant information regarding related operations and activities to facility administrators.
25. Monitors rehabilitation, behavior management, crisis intervention, and treatment program of participants.
26. May communicate problems and recommendations for improvement to appropriate staff.
27. Serves as the Veteran dorm's liaison with representatives of various facility programs and other community and justice agencies.
28. Coordinates clinical, occupational, recreational, vocational, and educational therapy programs.
29. Plans, assigns, and evaluates the performance of treatment programs and activities.
30. Performs pre- and post- mental health and substance abuse assessments and interprets results for the VALOR staff.
31. Meets with all incoming participants. Conducts the pre- and post- mental health and/or substance abuse assessments and treatment plans based on the needs of the client. This information will be scored, recorded, with the results interpreted for the VALOR staff.
32. Stores and maintains all assessments and results within the participants secure online case file for the team to review as needed.
33. Tracks these scores for grant requirements as well as for program evaluation via excel spreadsheets.
34. Interprets diagnostic interviews and test data to conduct group discussions on the needs for each participant by analyzing behavioral deficits, implementing and monitoring rehabilitation activities for behavior management, and communicates these effectively with the VALOR management team.
35. Collects data for use in planning and evaluating the effectiveness of public health education programs.
36. Prepares reports and maintains documentation on resident behavior, progress, and goals.

Participants Services:

1. Responsible for developing the curriculum for the treatment groups based on current evidence-based treatment protocols; utilizing research and providing these tools to others as needed.
2. Oversees and evaluates psychological activities to include reviews and implementation of research projects and program evaluations. Conducts research and disseminates findings.
3. Develops individualized treatment plans for each VALOR participant to utilize throughout their participation in the program.
4. Conducts individual and group sessions. Evaluates and oversees individualized program plans.
5. Interviews clients, recommends treatment, and prepares reports. Maintains clients' treatment plans and progress records and modifies treatment plans accordingly.
6. Responsible for all notes, plans, and assessments entered in the Theranest system for record tracking.
7. Creates training and classes, as needed, for community partners and for incoming staff members/volunteers.
8. Participates in planning and conducting public health training courses.
9. Analyzes the application and variations of mental health programs and develop action plans to improve or initiate programs.

Special Considerations:

1. The Provider position may be abolished at any time by the Collin County Commissioners Court.
2. The Provider will notify the Court of any potential conflicts of interest arising from her work with individuals.
3. Prior to receiving funds from the County for services, Provider must complete the services as stated in this Agreement.
4. Any travel associated with the project/program will not be reimbursed.

County Provided Equipment:

1. The County will provide the Provider with equipment for the secure access to the County network and information as needed. All equipment will be returned to the County at the end of the term or before if funding, the position or program is terminated.
 - a. Laptop computer
 - b. Computer software and licenses
 - c. Desktop scanner

County Provided Access:

1. County will provide the access to the following areas as necessary:
 - a. County Community Correctional Facility/Jail/Minimum Security
 - b. County Court House
 - c. County Software to access County-related information

County Provided Information:

1. County will make available to Provider any and all information, data, etc. as it may have in its possession relating to the individual case as described herein.

COMPENSATION FOR SERVICES: Provider will invoice the County as outlined in Exhibit A. No other expense or reimbursement shall be borne by Collin County unless stated herein.

- INVOICES along with a statement of work indicating the task completed, dates and hours worked, shall be submitted to the 296th District Court Judge for approval prior to being submitted to the Collin County Auditor's Office, 2300 Bloomdale Rd, Suite 3100, McKinney, Texas 75071.
- PAYMENT will be made for hours worked and/or lump sum fee in accordance with the Government code, Title 10, Subtitled F, Chapter 2251.
- SALES TAX: Collin County is by statute exempt from the State Sales Tax and Federal Excise Tax.

TERM OF AGREEMENT: This agreement will begin upon final execution by all parties after Court approval of both the agreement and acceptance of all associated grants, and will remain in effect until November 2, 2024. This agreement may be renewed by amendment for additional one (1) year periods dependent upon availability of grant funding. This agreement may be terminated by either party with a thirty (30) calendar day written notice prior to any cancellation which must state therein the reasons for such cancellation. Collin County reserves the right to terminate the agreement immediately in the event the provider fails to perform in accordance with terms and conditions of the agreement as stated herein.

BENEFITS: Provider is not an employee of Collin County and is not entitled to any benefits offered to Collin County Employees.

INDEMNIFICATION: Provider shall defend, indemnify and save harmless Collin County and all its officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injury to or damages received or sustained by any person, persons, or property on account of any negligent act or fault in performance under this Agreement. Provider shall pay any judgment with cost, which may be obtained against Collin County growing out of such injury or damages.

FORCE MAJEURE: No party shall be liable or responsible to the other party, nor be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement, when and to the extent such failure or delay is caused by or results from acts beyond the affected party's reasonable

control, including, without limitation: acts of God; flood, fire or explosion; war, invasion, riot or other civil unrest; actions, embargoes or blockades in effect on or after the date of this Agreement; or national or regional emergency (each of the foregoing, a "Force Majeure Event"). A party whose performance is affected by a Force Majeure Event shall give notice to the other party, stating the period of time the occurrence is expected to continue and shall use diligent efforts to end the failure or delay and minimize the effects of such Force Majeure Event.

VENUE: This Agreement will be governed and construed according to the laws of the State of Texas. This Agreement is performable in Collin County, Texas.

CHANGE ORDERS: No oral statement of any person shall modify or otherwise change, or affect the terms and conditions stated in this Agreement. All Change Orders to this Agreement will be made in writing by the Collin County Purchasing Agent.

AUDITS AND RECORDS: The Provider agrees that at any time during normal business hours, and as often as County may deem necessary, Provider shall make available to representatives of the County for examination all of its records with respect to all matters covered by this Agreement, and will permit such representatives of the County to audit, examine, copy and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all matters covered by this Agreement, all for a period of three (3) years from the date of final settlement of this Agreement or of such other or longer period, if any, as may be required by applicable statute or other lawful requirements.

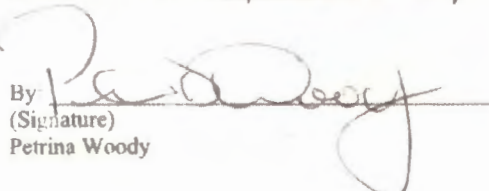
CONFLICT OF INTEREST: No public official shall have interest in this Agreement, in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitled C, Chapter 171.

WORKERS COMPENSATION: By signing this agreement, Provider agrees to provide his/her own workers compensation insurance coverage and agrees that he/she shall not be entitled to any coverage under Collin County Workers Compensation program, as applicable.

MEDICAL INSURANCE: By signing this agreement, Provider is certifying that he/she has medical insurance, and agrees that he/she shall not be entitled to any coverage under Collin County.

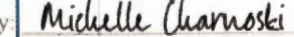
LIABILITY INSURANCE: Provider agrees to meet all insurance requirements as set forth in Exhibit B which is attached hereto and thereby made part of this Agreement. **THIS AGREEMENT**, when properly accepted by Collin County shall constitute an agreement equally binding between the Personal Service Provider and Collin County.

AGREED TO AND ACCEPTED THIS
27 DAY OF September, 2024

By: 
(Signature)
Petrina Woody

EXECUTED AND ACCEPTED THIS
8 DAY OF October, 2024

COLLIN COUNTY
DocuSigned by:

By: 
(Signature) b5959e82f845e...
Michelle Charnoski, NIGP-CPP, CPPB, Purchasing Agent

Court Order 2024-1046-10-07

EXHIBIT A
COMPENSATION SCHEDULE

Unused amount	\$ 81,724.08
Contract amount	\$ 8,275.92
Total	\$ 90,000.00

Petrina Woody	Annual Salary	\$90,000.00
	Daily rate	\$ 344.83
	Weekly rate	\$ 1,724.15

	Petrina Woody		Days	
1	10/1/2024	10/5/2024	4	\$ 1,379.32
2	10/6/2024	10/12/2024	5	\$ 1,724.15
3	10/13/2024	10/19/2024	5	\$ 1,724.15
4	10/20/2024	10/26/2024	5	\$ 1,724.15
5	10/27/2024	11/2/2024	5	\$ 1,724.15

4 Days	\$ 1,379.32	\$ 1,379.32
4 Weeks	\$ 1,724.15	\$ 6,896.60
		\$ 8,275.92

GR
9/30/24

Exhibit B

Insurance Requirements Updated 7.31.22

- 1.0 Before commencing work, the vendor shall be required, at its own expense, to furnish the Collin County Purchasing Agent with certified copies of all insurance certificate(s) indicating the coverage to remain in force throughout the term of this contract.
 - 1.1 Commercial General Liability insurance including but not limited to the coverage indicated below.
 - Each Occurrence: \$500,000
 - Personal Injury & Property Damage: \$500,000
 - Independent Contractors & Contractual Liability: \$500,000
 - General Aggregate: \$1,000,000
 - 2.0 With reference to the foregoing insurance requirement, the vendor shall endorse applicable insurance policies as follows:
 - 2.1 A waiver of subrogation in favor of Collin County, its officials, employees, volunteers and officers shall be provided for General Liability, Automobile Liability
 - 2.2 The vendor's insurance coverage shall name Collin County as additional insured under the General Liability policy.
 - 2.3 All insurance policies shall be endorsed to the effect that Collin County will receive at least thirty (60) days' notice prior to cancellation, non-renewal or termination of the policy.
 - 2.4 All copies of Certificates of Insurance shall reference the project/contract number.
 - 3.0 All insurance shall be purchased from an insurance company that meets the following requirements: A-VII or higher as assigned by A.M. BEST Rating Company
 - 3.1 Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent and shall contain provisions representing and warranting the following:
 - Sets forth all endorsements and insurance coverage according to requirements and instructions contained herein.
 - Sets forth the notice of cancellation or termination to Collin County.
- 4.0 Vendor will have current auto insurance for his/her vehicle and will be able to provide a copy of the insurance if requested.