



# JEFFERSON COUNTY PUBLIC HEALTH

615 Sheridan Street • Port Townsend • Washington • 98368  
www.jeffersoncountypublichealth.org

November 8, 2010

## JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS

### AGENDA REQUEST

**TO:** Board of County Commissioners  
Philip Morley, County Administrator

**FROM:** Jean Baldwin, Director

**DATE:**

**SUBJECT:** Agenda Item – Professional Services Agreement – Jumping Mouse Children’s Center; January 1, 2011 – December 31, 2011; \$20,000

#### **STATEMENT OF ISSUE:**

Jefferson County Public Health, as the fund manager of the 1/10 of 1% sales tax treatment funds, is requesting Board approval of the Professional Services Agreement – Jumping Mouse Children’s Center; January 1, 2011 – December 31, 2011; \$20,000

#### **ANALYSIS/STRATEGIC GOALS/PRO’S and CON’S:**

This is a one year contract with JCPH and Jumping Mouse Children’s Center to provide services negotiated by the BoCC Advisory Committee.

This contract funds Jumping Mouse Children’s Center, serving 24-40 Jefferson County at-risk youth (2 – 12 years of age) and their families. This Contractor will provide expressive mental health therapy to children and intensive education and support for their parents.

Mental Health treatment is a priority identified by the committee who chose to allocate the majority of these funds to adults with mental health and substance abuse problems.

Through this contract services will be increased for Jefferson County citizens who have no other source of payment for services.

#### **FISCAL IMPACT/COST BENEFIT ANALYSIS:**

This is sales tax revenue raised by the County in the 1/10 of 1% Fund and are allocated by BOCC based on the Mental Health/ Chemical Dependency Committee. The contract states if the sales tax revenue decreases the vendor will be contacted and the contract may be renegotiated. The fund has a fund balance which will be spent down over the next two years to 10%.

COMMUNITY HEALTH  
DEVELOPMENTAL DISABILITIES  
MAIN: (360) 385-9400  
FAX: (360) 385-9401

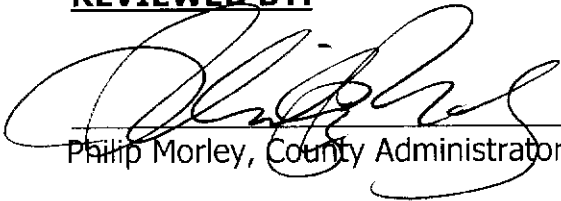
**PUBLIC HEALTH**  
WORKING FOR A BETTER AND  
**HEALTHIER COMMUNITY**

ENVIRONMENTAL HEALTH  
WATER QUALITY  
MAIN: (360) 385-9444  
FAX: (360) 379-4487

**RECOMMENDATION:**

JCPH management request approval of the Professional Services Agreement – Jumping Mouse Children’s Center; January 1, 2011 – December 31, 2011; \$20,000

**REVIEWED BY:**

  
Philip Morley, County Administrator

12/2/10  
Date

(Routed to all Public Health Managers)

**CONTRACT AGREEMENT**  
**By and Between**  
**Jumping Mouse Children's Center**  
**And**  
**Jefferson County**  
**For Expanded Mental Health (MH) & Chemical Dependency (CD) Treatment 2011**

Section 1: **PURPOSE:**

THIS AGREEMENT for Professional Services is entered into between Jefferson County herein referred to as the "County" and Jumping Mouse Children's Center, herein referred to as the "Contractor" to provide mental health services to individuals impacted by mental health/substance abuse issues in Jefferson County, Washington.

Section 2: **TERMS:**

This Agreement shall commence on January 1, 2011 and continue through December 31, 2011, unless terminated as provided herein.

Section 3: **SCOPE OF AGREEMENT:**

Contractor will increase mental health treatment options to Jefferson county residents. Through the use of these funds the provider will increase the number of citizens receiving Mental Health services. The goal of this funding and sales tax increase is to improve the quality of life for Jefferson County citizens by improving access to mental health and substance abuse treatment.

A. **Contract Representatives:**

Jefferson County and Jumping Mouse Children's Center will each have a contract representative who will have responsibility to administer the contract for that party. A party may change its representative upon providing written notice to the other party. The parties' representatives are as follows:

JCPH Contract Representative  
Jean Baldwin, Director  
Jefferson County Public Health  
615 Sheridan St.  
Port Townsend, WA 98368  
(360) 385-9400

Contractor's Contract Representative  
MaryAnn Seward, Executive Director  
Jumping Mouse Children's Center  
1809 Sheridan St.  
Port Townsend, WA 98368  
(360) 379-5109

**Section 4: COMPENSATION:**

The total amount payable under this Contract by County to CONTRACTOR shall not exceed \$20,000.00 in completion of this project without express written amendment signed by both parties to this Agreement. The parties acknowledge that funding for this contract is contingent on the continuation of sales tax revenue in 2011 in the same quantity as the prior year. If the sales tax revenue decreases by ten percent (10%) when applicable sales tax revenues are compared between the most recently completed quarter year and the same quarter year revenues for 2010, then this contract may be renegotiated. The parties acknowledge the funding connected to this contract is revenue of last resort and therefore Contractor will bill all other sources of revenue first.

- A. Contractor shall be paid for services as outlined in **Exhibit B** – Fee Schedule.
- B. Contractor shall submit invoices to JCPH, 615 Sheridan St., Port Townsend, WA 98368, Attn: Finance Department, once a month for payment of work actually completed to date.
- C. The Contractor may submit invoices and data template to the County, monthly, for work completed to date. The County will review such invoices, and upon approval thereof, payment will be made to the Contractor in the amount approved.
- D. The County will make final payment of any balance due the Contractor promptly upon determining that i) the Contractor has completed its obligations under this Agreement and ii) the County can and does accept the work performed by the Contractor.
- E. Contractor records and accounts pertaining to this agreement are to be kept available for inspection by representatives of the County and state for a period of six (6) years after final payments. Copies shall be made available upon request.

**Section 5: INDEMNIFICATION:**

The Contractor shall indemnify, defend and hold harmless the County, its officers, agents and employees, from and against any and all claims, lawsuits, demands for money damages, losses or liability, or any portion thereof, including attorney's fees and costs, arising from any injury to person or persons (including the death or injury of the Contractor or damage to personal property) if said injury or damage was caused by the negligent acts or omissions of the Contractor.

**Section 6: INSURANCE:**

The Contractor shall obtain and keep in force during the terms of this Agreement, or as otherwise required:

- A. Professional Liability Insurance providing \$2,000,000 per incident; \$4,000,000 aggregate. Contractor shall name Jefferson County Public Health as additional insured.
- B. All employees or subcontractors of the Contractor undertaking the performance of mental health/substance abuse services under this agreement are required to be professionally licensed or certified by the State.

- C. The Contractor shall participate in the Worker's Compensation and Employer's Liability Insurance Program as may be required by the State of Washington.

**Section 7: CONFIDENTIALITY:**

Contractor, its employees, subcontractors and their employees will maintain the confidentiality of all information provided by JCPH or acquired in performance of this Agreement as required by HIPAA and other privacy laws. This Contract, once executed by the parties, is and remains a Public Record subject to the provision of Ch. 42.56 RCW, the Public Records Act.

**Section 8: ASSIGNMENTS AND SUBCONTRACTING**

The Contractor shall not sublet or assign any of the services covered by this agreement without the express written consent of the County.

**Section 9: INDEPENDENCE**

The Contractor and the County agree that the Contractor is an independent Contractor with respect to the services provided pursuant to this agreement. Nothing in this agreement shall be considered to create the relationship of employer and employee between the parties hereto. The Contractor shall not be entitled to any benefits accorded County employees by virtue of the services provided under this agreement. The County shall not be responsible for withholding or otherwise deducting federal income tax or social security or for contributing to the state industrial insurance program, otherwise assuming the duties of an employer with respect to employee.

**Section 10: REPORTING**

The Contractor will provide a monthly data template to the County. The monthly data template shall contain a brief summary of the work performed, relationship to the tasks identified in **Exhibit A** and the total hours worked. The monthly report shall be submitted to Jefferson County Public Health in care of the Jean Baldwin, Director, 615 Sheridan, Port Townsend, and WA 98368 for payment by the last working day of the month.

**Section 12: TERMINATION**

The County reserves the right to terminate this contract in whole or in part, with 30 days notice, in the event that expected or actual funding from any funding source is withdrawn, reduced, or limited in any way after the effective date of this agreement. In the event of termination under this clause, the County shall be liable for only payment for services rendered prior to the effective date of termination.

- A. This agreement may also be terminated as provided below:
1. With 30 days notice by the Board of County Commissioners for any reason, or
  2. With 30 days notice by the Board of County Commissioners for non-performance of the specific job duties in **Exhibit A**
  3. With 30 days notice by the Contractor by voluntary resignation.

**Section 13: MODIFICATION**

This professional services agreement may be modified at any time by written agreement of either party and may be modified if tax revenue decreases

**Section 14: DISPUTE RESOLUTION**

Any dispute or disagreement concerning the terms and obligations of this Contract shall initially be brought to the attention of the Public Health Director via a written document. The Public Health Director shall make a determination with reasonable promptness, i.e., a decision within ten business days shall be deemed to have been made with reasonable promptness. If the aggrieved party is not happy with that decision, then the Jefferson County Administrator (or as may hereafter be amended), will decide the appeal of the Director's decision.

**Section 15: INTEGRATED AGREEMENT**

This Agreement together with attachments or addenda represents the entire and integrated agreement between the County and the Contractor and supersedes all prior negotiations, representations, or agreements written or oral between the parties. This agreement may be amended only by written instrument signed by both County and Contractor.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

BOARD OF COUNTY COMMISSIONERS  
JEFFERSON COUNTY, WASHINGTON

\_\_\_\_\_  
David Sullivan, Chairperson

\_\_\_\_\_  
Jumping Mouse Children's Center

ATTEST:

\_\_\_\_\_  
Clerk of the Board

*David Alvarez* 12/19/2010  
\_\_\_\_\_  
Approved as to form only  
Deputy Prosecuting Attorney David Alvarez

**Exhibit A**  
**Scope of Work**

**RESPONSIBILITIES:**

**The Jumping Mouse Children's Center Services agency as a contracted provider, agrees to:**

1. Clinical and care management services for 7-10 clients
2. Background checks are required for all employees; to be redone for every employee every 3 years
3. Provide long-term therapy to the children of mentally ill and/or substance abusing parents
4. Provide parent support and education to the adults of the children covered in this contract
5. Work with social services or other agencies as needed for dually served families with mental health or chemical dependency issues
6. Maintain a secure records system guaranteeing the confidentiality of PHI pursuant to HIPPA
7. Bill other revenues whenever they exist
8. Monthly data template on client utilization, referrals, outcomes, and required reporting, in standard form as specified by Jefferson County Health
9. Provide adequate office space for staff and client services, as well as waiting room, group room and private therapy areas
10. Group or individual therapy, or a combination of the two, of a specified duration, using evidence based models of treatment. Applicant will identify the number of clients seen, how often each week, and the number of hours per week and per month for treatment enrollment
11. Documentation of client progress
12. Referral for mental health medication and monitoring as needed
13. Care coordination with other involved agencies, and referral to supportive services such as housing, transportation and vocational services; tracking of client involvement in recommended services, including 12-step or comparable support.
14. Preparation of progress reports if needed, e.g. to court.

15. Collection and preparation of data for internal and external evaluation purposes, and reporting
16. Staffed by 1 (one) licensed mental health professional, 5 (five) registered counselors, with support staff to include billing, supervision, janitorial and contract administrator counselors who, between them, are state-credentialed in mental health and co-licensed;
17. Clerical, billing, and general office support
18. Agency oversight regarding record keeping, data collection, legal and ethical issues and standards of care
19. Weekly clinical supervision
20. Services need to be available through out the county
21. Provide data including:
  - Number of intakes, individual sessions, psychiatric visits, and adult education visits provided
  - Age, sex, drug of choice, psychiatric diagnosis of clients
  - Referrals to other agencies
  - Client satisfaction form indicating client's view of how program helped in their life



**Exhibit B**  
**Fee Schedule**

Mental Health Professional salary @ \$19.00/hour

Clinical Supervision @ \$30.00/hour

Parent Clinician @ 23.50/hour

Clinical support staff 10 hours/week @ \$15.00/hour

Overhead -

**Not to exceed \$20,000.00 in completion of services for the duration of this contract without express written amendment.**