



JEFFERSON COUNTY PUBLIC HEALTH

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

March 4, 2011

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA REQUEST

TO: Board of County Commissioners
Philip Morley, County Administrator

FROM: Jean Baldwin, Director

DATE: March 28, 2011

SUBJECT: Professional Services Agreement – Stacie Reid for Board of Health Minutes; January 1, 2011 – December 31, 2013; \$2,500 per calendar year

STATEMENT OF ISSUE:

Jefferson County Public Health, is requesting Board approval of the Professional Services Agreement – Stacie Reid for Board of Health Minutes; January 1, 2011 – December 31, 2013; \$2,500 per calendar year

ANALYSIS/STRATEGIC GOALS/PRO'S and CON'S:

This professional services agreement provides for detailed minute taking and recording for the Jefferson County Board of Health. The contractor will prepare detailed draft minutes and revise as directed by the Board of Health. The minutes will be electronically delivered to JCPH staff along with an audio file of the months meeting.

A constant increase in workload, for current staff, continues to make it necessary to contract these services to meet the critical response time required for monthly meeting preparation.

FISCAL IMPACT/COST BENEFIT ANALYSIS:

This contract is funded by the County General Fund.

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

PUBLIC HEALTH
ALWAYS WORKING FOR A SAFER AND
HEALTHIER COMMUNITY

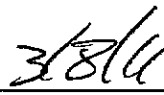
ENVIRONMENTAL HEALTH
WATER QUALITY
MAIN: (360) 385-9444
FAX: (360) 379-4487

RECOMMENDATION:

JCPH management request approval of the Professional Services Agreement – Stacie Reid for Board of Health Minutes; January 1, 2011 – December 31, 2013; \$2,500 per calendar year

REVIEWED BY:


Philip Morley, County Administrator


Date

PROFESSIONAL SERVICES AGREEMENT

Between

JEFFERSON COUNTY

And

Stacie Reid

This Agreement is entered into between the County of Jefferson, a municipal corporation, hereinafter referred to as "**the County**" and Stacie Reid hereinafter referred to as "**the Contractor**" in consideration of the mutual benefits, terms, and conditions hereinafter specified.

Section 1. Designation

The County, on behalf of the Jefferson County Public Health, acting in compliance under the Contract with Stacie Reid in agreement with the terms and conditions of the Statement of Work hereby contracts with the Contractor who will perform duties as described in **Exhibit A**.

Section 2. Term

This Agreement shall commence on January 1, 2011 and continues through December 31, 2013 unless terminated as provided herein. The agreement may be extended beyond December 31, 2013 upon mutual written consent of the County and the Contractor.

Section 3. Scope of Agreement

The Contractor agrees to perform the services, identified on **Exhibit A**.

- A. The Contractor supports the Jefferson County Public Health department program goals and objectives.
- B. The specific duties of the Contractor are outlined in **Exhibit A**.
- C. The Contractor shall provide reporting detailed in **Section 10**.

Section 4. Compensation

The Contractor shall be paid by the County for completed work and for services rendered under this Agreement as follows:

- A. Payment for the work provided by the Contractor shall be invoiced at the rate of \$25 per hour, which includes set-up and travel time for meetings out of the City of Port Townsend. This contract shall not exceed \$2,500.00 per calendar year for these services without a written amendment signed by both parties to this Agreement.
- B. The Contractor may submit invoices to the County 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.

- C. County will make final payment of any balance due the Contractor promptly upon its ascertainment and verification after the completion of the work under this Agreement and its acceptance by the County.
- D. 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.
- E. Ownership and use of documents. The Contractor acknowledges and agrees that any and all work product directly connected and/or associated with the services rendered hereunder, including but not limited to all documents, drawings, specifications, writings, samples, reports, pictures and the like which the Contractor drafts, makes, conceives, develops in the performance of the service hereunder, either solely and/or jointly with the County shall be the sole and exclusive property of the County. The Contractor further acknowledges that such material shall be considered work for hire and the Contractor acknowledges the County's sole and exclusive right to such copyright, patent, trademarks, trade names and other intellectual property right claims for said materials. Other materials produced by the Contractor in connection with the services rendered under this agreement shall be the property of the County whether the projects for which they are made are executed or not. The Contractor shall be permitted to retain copies, including reproducible copies, of drawings, writings, samples, reports, and specifications for information, reference, and use in connection with Contractor endeavors. The Contractor agrees not to publish, submit for publication, display or otherwise use said material for any reason whatsoever, without the express written consent of the County.

Section 5. Compliance with laws

The Contractor shall, in performing the services contemplated by this agreement, faithfully observe and comply with all federal, state, and local laws, ordinances and regulations, applicable to the services to be rendered under this Agreement. Contractor will properly dispose of any information, which is no longer needed or has been converted to another media. Jefferson County Public Health may audit Contractor's access to and use of confidential information at any time or on an ongoing basis.

Section 6. 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 7. Insurance

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

- A. The Contractor shall participate in the Worker's Compensation and Employer's Liability Insurance Program as may be required by the State of Washington.
- B. Contractor shall provide proof of automobile liability insurance in the amount of not less than \$100,000 single limit, \$300,000 per occurrence. Contractor shall provide proof of insurance to the County in care of Contract Administrator, at the Jefferson County Public Health, 615 Sheridan St., Port Townsend, WA 98368 prior to commencing employment.

Section 8. 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 9. 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 10. Reporting

The Contractor will provide an invoice to the County for payment for services rendered monthly. This invoice shall contain the hours worked in relationship to the tasks identified in **Exhibit A**. The invoice represents a report and shall be submitted to Jefferson County Public Health in care of the Financial Manager, 615 Sheridan Street, Port Townsend, WA 98368.

Section 11. Termination

- A. The County reserves the right to terminate this contract in whole or in part, without prior written 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.
- B. This Agreement may also be terminated as provided below:
 - 1. With 14 days' notice by the Board of County Commissioners (or their designate) for non-performance of the specific job duties listed in **Exhibit**

- A. Contractor may cure the default or non-performance during the 14 days that notice of termination is pending.
- 2. With 14 days' notice by the Contractor by voluntary resignation.

Section 12. Modification

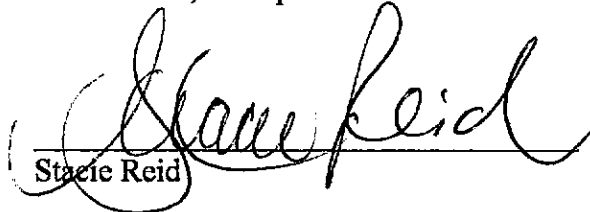
This Professional Services Agreement may be modified at any time by written agreement of all parties

Section 13. 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 _____, 2011.
BOARD OF COUNTY COMMISSIONERS
JEFFERSON COUNTY, WASHINGTON

John Austin, Chairperson


Stacie Reid

Approved as to form only:

 3/8/11
Jefferson Co. Prosecutor's Office

ATTEST:

Clerk of the Board

EXHIBIT A
STATEMENT OF WORK
Stacie Reid

I. WORK STATEMENT

Contractor shall perform the following duties to the satisfaction of Jefferson County Public Health.

Attend Jefferson County Board of Health meetings, make an audio recording of each meeting, and prepare detailed draft minutes. Draft minutes will be revised if necessary as directed by the Board of Health. The draft minutes will be electronically delivered to staff within 14 days. Minutes will be formatted in MS Word and of a quality consistent with prior Board of Health minutes. The contractor will supply a CD or cassette tape of recorded audio files to Jefferson County Public Health staff each month.