



# JEFFERSON COUNTY PUBLIC HEALTH

615 Sheridan Street • Port Townsend • Washington • 98368  
[www.jeffersoncountypublichealth.org](http://www.jeffersoncountypublichealth.org)

July 5, 2011

## JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS

### AGENDA REQUEST

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

**FROM:** Jean Baldwin, Director

**DATE:** July 25, 2011

**SUBJECT:** Agenda Item – Intergovernmental Agreement with Olympic Educational Service District 114 for School Nurse Corp Program; August 1, 2011 – June 30, 2012; \$31,012 plus mileage and professional training expenses

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

Jefferson County Public Health, Community Health, is requesting Board approval of the Intergovernmental Agreement with Olympic Educational Service District 114 for School Nurse Corp Program; August 1, 2011 – June 30, 2012; \$31,012 plus mileage and professional training expenses

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

This is an on-going agreement between Jefferson County Public Health and Olympic Educational Service District 114 for school nurse services. The 2011-12 agreement provides for 16 hours per week, for 36 weeks in the School Nurse Corps Programs to identified Jefferson County public schools. OESD is funding four additional nursing service hours per week for 11 weeks at Chimacum School District and 16 additional nursing service hours per week for 12 weeks at Port Townsend School District due to the increased need for nursing services and supervision at the beginning of the school year.

Jefferson County Public Health services include: assessment, referrals and follow-up of emergent care, assess physical and emotional health needs, providing training, supervision and consultation to school personnel, identifying resources for health care as requested, participation in MDT meetings, consultation in communicable disease, assisting in development/revision of district health policies & procedures including forms and records, consulting in immunization compliance, and providing mandated screenings programs.

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

**FISCAL IMPACT/COST BENEFIT ANALYSIS:**

This agreement will continue to fund the school health hours that we provide to Port Townsend and Chimacum schools and is reflected in the budget.

**RECOMMENDATION:**

JCPH management request approval of the Intergovernmental Agreement with Olympic Educational Service District 114 for School Nurse Corp Program; August 1, 2011 – June 30, 2012; \$31,012 plus mileage and professional training expenses

**REVIEWED BY:**

  
\_\_\_\_\_  
Philip Morley, County Administrator

7/12/11  
\_\_\_\_\_  
Date

(Routed to all Public Health Managers)

INTERGOVERNMENTAL AGREEMENT  
BETWEEN  
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114  
SCHOOL NURSE CORPS PROGRAM

(hereinafter referred to as OESD 114)

105 National Avenue North  
Bremerton, WA 98312

AND

Jefferson County Health & Human Services

(hereinafter referred to as Contractor)

615 Sheridan Port Townsend, WA 98368

This agreement is entered into by the School Nurse Corps Program as administered by the Olympic Educational Service District (OESD) and Jefferson County Health & Human Services for the purpose of providing nursing services appropriate to the needs of identified Jefferson County public schools.

Jefferson County Health & Human Services agrees to provide registered nurse services to include the following:

1. Assess and provide for the emergent care needs of students, emergency plans for students with life-threatening medical conditions, students with acute or chronic health conditions, students with health concerns and/or requiring nursing treatments or care. Develop individualized care plans for these students, including training of unlicensed staff in the care of students.
2. Assess the physical and emotional health of students as related to the educational process and within the scope of the school nurse practice; initiate referrals for further diagnosis and treatment of identified health needs and provide follow-up; communicate health concerns that may impact learning to appropriate staff with parent and/or student consent.
3. Delegate and provide training and consultation of non-nurse school staff in the provision of nursing services and procedures that can by law be delegated to unlicensed school personnel.
4. Provide interpretation of medical and nursing needs and district resources for health care to parents of students with health problems as requested by districts.
5. Assist district personnel in monitoring educational effect of treatment program (meds, etc.)
6. Establish procedures for emergency care of students and training of staff.
7. Interpret medical records for district staff as educational placement and services are being determined.
8. Provide nursing consultation regarding students in special education. Participate in MDT meetings for students with significant medical problems and assist in initial development of IEP as resources permit.
9. Provide nursing consultation in communicable disease.

10. Provide health education directly or in consultation with school staff.
11. Assist in development and/or revision of district health policies and procedures, records and forms as indicated and requested by districts.
12. Provide nursing consultation in student immunization compliance.
13. Establish mandatory screening programs (per WAC 249-148, 248-150) for districts.
14. Provide supervision and evaluation of nursing staff in performance of the above-enumerated duties.
15. Maintain proper liability insurance coverage on all its nursing personnel performing the above-enumerated duties.

The Educational Service District agrees to provide the following:

1. Provide a nurse coordinator who will support, consult, and train nursing staff assigned to perform above duties.
2. Pay Contractor thirtyeight dollars and nineteen cents (\$38.19) per hour or less (depending on staff assigned) for nursing services described above for up to eight (8) hours weekly, for thirty-six (36) weeks, not to exceed \$11,000(Chimacum School District).
3. Pay Contractor thirtyeight dollars and nineteen cents (\$38.19) per hour or less (depending on staff assigned) for nursing services described above for up to eight (8) hours weekly, for thirty-six (36) weeks, not to exceed \$11,000(Port Townsend School District).
4. Pay Contractor thirtyeight dollars and nineteen cents (\$38.19) per hour or less (depending on staff assigned) for nursing services described above for four (4) additional nursing services hours per week for 11 weeks beginning August 2011 and ending October 2011, not to exceed \$1,680 (Chimacum School District).
5. Pay Contractor thirtyeight dollars and nineteen cents (\$38.19) per hour or less (depending on staff assigned) for nursing services described above for sixteen (16) additional nursing services hours per week for 12 weeks beginning August 2011 and ending November 2011, not to exceed \$7,332 (Port Townsend School District).
6. Provide for reimbursement of nursing staff for mileage incurred in connection with provision of above services at the rate of \$.51/mile, not to exceed \$537.
7. Pay Contractor for school health provider's Professional Development expenses, i.e., registration, mileage, lodging and meals offered by the School Nurse Corps, not to exceed \$700. *Note: hourly reimbursement while traveling and attending the conference is not included.*

Billing shall be done monthly with a final bill submitted prior to June 30, 2012.

Either party upon 30 days advance written notice to the other party may terminate this agreement in whole, or in part.

The period of performance for this agreement shall be August 2011 through June 2012 school year.

OESD agrees to comply with all provisions of the Americans with Disabilities Act and all regulations interpreting or enforcing such act.

Each party to this agreement shall be solely responsible for any damage or injury to persons or property resulting from its own negligence or the negligence of its employees, agents or officers, and the cost or expense of defending, including attorney's fees any claim, action, suit or other legal proceeding arising or caused by the allegedly negligent acts and omissions of its employees, agents or officers. The parties acknowledge this paragraph required each of them to hold the other party harmless and indemnify them for the negligent acts and omissions of its employees, agents, or officers. Neither party assumes responsibility to the other party for consequences of acts or omissions of any persons, companies or corporations not party to this agreement.

#### TERMINATION

This Contract may be terminated by the OESD 114 Superintendent at any time, with or without reason, upon written notification thereof to the Contractor. This notice shall specify the date of termination and shall be conclusively deemed to have been delivered to and received by the Contractor as of midnight of the second day following the date of its posting in the United States mail—addressed as first noted herein—in the absence of proof of actual delivery to and receipt by the Contractor by mail or other means at an earlier date and/or time.

In the event of termination by the OESD 114, the Contractor shall be entitled to an equitable pro ration of the total compensation provided herein for uncompensated services, which have been performed as of the date of termination of this agreement.

IN WITNESS THEREOF, OESD 114 and Contractor have executed this Agreement consisting of three pages.

CONTRACTOR

OLYMPIC  
EDUCATIONAL SERVICE DISTRICT 114

The undersigned certifies that he/she is the person duly qualified and authorized to bind the Contractor so identified to the foregoing Agreement and under penalty of perjury, certifies the Social Security Number or Federal Identification Number provided is correct.

Signed this \_\_\_\_\_ day

Signed this \_\_\_\_\_ day

of \_\_\_\_\_, 2011.

of \_\_\_\_\_, 2011

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Walt Bigby, Superintendent

Approved as to form only:

*David W. Alamy* 7/13/2011  
\_\_\_\_\_  
Jefferson Co. Prosecutor's Office

OESD USE ONLY

APPROVALS:

\_\_\_\_\_  
PROGRAM COORDINATOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DEPARTMENT HEAD

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DIVISION HEAD

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PURCHASE ORDER NUMBER