



JEFFERSON COUNTY PUBLIC HEALTH

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

December 12, 2011

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA REQUEST

TO: Board of County Commissioners
Philip Morley, County Administrator

FROM: Jean Baldwin, Director

DATE: December 19, 2011

SUBJECT: Agenda Item – Amendment, Interlocal Agreement between Jefferson County Community Network and Jefferson County Public Health; July 1, 2011 – December 15, 2011; Add'l \$1,100 total \$7,100

STATEMENT OF ISSUE:

Jefferson County Public Health requests Board approval of the Amendment to the Interlocal Agreement between Jefferson County Community Network and Jefferson County Public Health; July 1, 2011 – December 15, 2011; Add'l \$1,100 Total \$7,100

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

This Amendment adds \$1,100 to the existing agreement with The Jefferson County Community Network (JCCN) and Jefferson County Public Health's Developmental Disabilities Coordinator to oversee the administration, implementation and evaluation, of the following activities:

- **Project Mentor:** Recruit up to 8 mentor matches for youth with disabilities; the goal will be to assist youth with disabilities in building vocational skills and experience in employment sites in the community. The mentors will be recruited from the Retired Senior Volunteer Program. Provide trainings for mentors and mentees.
- **Jefferson County Work Café:** Host one community café to begin a dialogue in the community regarding the topics determined by the planning workgroup. Possible focus areas include: Ways to support DVR clients in Jefferson County; Enhanced partnerships with the business community; Increasing community resources for DVR clients and employers; Expansion of employer-base for people with disabilities.
- **College/Technical School Field Trips for Jefferson County Youth with Disabilities:** Transition Specialists from Port Townsend & Chlmacum School Districts will each take a group of students with learning disabilities on two field trips, to visit Community Colleges & Technical Trade Schools. This will provide an opportunity for youth with disabilities to learn more about educational opportunities through community colleges and trade schools and create awareness about possibilities that exist after high school.

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

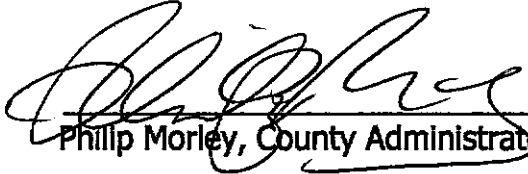
FISCAL IMPACT/COST BENEFIT ANALYSIS:

This contract is funded by the Jefferson County Community Network, on behalf of the Washington State Family Policy Council, with funding received from a partnership with the Division of Vocational Rehabilitation (DVR). Funding to DVR is from the American Recovery and Reinvestment Act (ARRA).

RECOMMENDATION:

JCPH management requests approval of the Amendment to the Interlocal Agreement between Jefferson County Community Network and Jefferson County Public Health; July 1, 2011 – December 15, 2011; A'ddl \$1,100 Total \$7,100

REVIEWED BY:


Phillip Morley, County Administrator

12/13/11
Date

(Routed to all Public Health Managers)

Jefferson County Community Network

December 12, 2011

Board of County Commissioners
Jefferson County Public Health
615 Sheridan Street
Port Townsend, WA 98368

Dear County Commissioners:

This letter will serve as an addendum to your current contract with the Jefferson County Community Network dated (attached). For the period July 1, 2011 through December 15, 2011 the activities and responsibilities will be amended as follows:

Activities and responsibilities of SUBCONTRACTOR are amended as follows:

- Total Contract Amount is increased to \$7,100.00. The contract amount is increased from \$6,000.00 due to increased responsibilities for Program Administration. This equates to approximately 34 hours of additional services throughout the contract period for program administration provided by Anna McEnery.

If this meets with your agreement, please sign three copies and return to me at your earliest convenience.

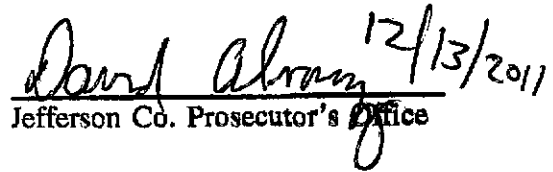
Sincerely,



Anne B. Dean, Program Manager
Jefferson County Community Network

Attachment

Approved as to form only:



Jefferson Co. Prosecutor's Office

Agreed and Accepted

Jefferson County
Board of Commissioners

Date

Cynthia Koan, Chair

Date

Jefferson County Community Network

INTERLOCAL AGREEMENT
Between the
JEFFERSON COUNTY COMMUNITY NETWORK
And
JEFFERSON COUNTY PUBLIC HEALTH

This AGREEMENT is made and entered into between the Jefferson County Community Network (NETWORK) and Jefferson County Public Health (SUBCONTRACTOR) for the provision of administrative support for the Family Policy Council/Division of Vocational Rehabilitation Grant. This agreement is effective as of July 1, 2011 and will terminate on December 15, 2011, unless terminated sooner as provided herein. This Agreement may be terminated by either party upon 30 days written notice.

It is Agreed Between Both Parties as Named Herein as Follows:

A. SCOPE OF SERVICES

1. SUBCONTRACTOR shall provide services per Exhibit A Statement of Work.

B. OBLIGATIONS

SUBCONTRACTOR shall fulfill the following obligations:

1. For five years following the end date of this agreement, SUBCONTRACTOR will maintain records and books, documents, reports and other evidence of accounting procedures and practices which sufficiently and properly reflect all direct and indirect expenditures of funds provided under this agreement.
2. Make available for inspection, review or audit by NETWORK or the Family Policy Council at all reasonable times all records, documents, reports and other data applicable to this agreement.
3. SUBCONTRACTOR is responsible for any audit exceptions incurred by its own organization. NETWORK reserves the right to recover from the SUBCONTRACTOR disallowed costs resulting from a final audit.
4. Cooperate with requests for information by making formal presentations to the NETWORK and allowing the NETWORK to review activities on-site as needed.
5. If SUBCONTRACTOR is a non-profit organization, provide a copy of 501(c)(3) documentation within 30 days of signing this agreement.
6. If SUBCONTRACTOR is a non profit organization, provide a copy of the most recent annual financial statement within 30 days of the agreement.

C. CONSIDERATION and BUDGET

1. Upon execution of this agreement by both parties, NETWORK shall provide funding to SUBCONTRACTOR in the amount of \$6000.00 for the services to be provided under this agreement.
2. Expenditure of funds provided under this agreement shall be made in accordance with the approved budgets per Exhibits A – I, Statement of Work. Any changes to the project budgets must be approved in advance by NETWORK.

D. AUDIT REQUIREMENTS

SUBCONTRACTORS shall:

1. Adhere to the General Office of Management and Budget (OMB), Generally Accepted Auditing Standards (GAAS), Government Accounting Standards (the Revised Yellow Book), OMB Circular A-133, and other applicable federal and state regulations.

2. Funding Thresholds for Audits:
 - a. Organizations expending less than \$75,000 per year in federal funds are not required to have any specific audit.
 - b. Organizations expending more than \$75,000 and less than \$300,000 in federal funds shall have a financial audit in accordance with GAAS—Financial Audits.
 - c. Organizations expending more than \$300,000 in federal funds shall have a single-agency audit.
3. Maintain accounting records that will enable separate identification of all funds received and expended, and assure that SUBCONTRACTORS also maintain records that are auditable. The SUBCONTRACTOR shall be responsible for any audit exceptions incurred by its own organization or that of its SUBCONTRACTORS. The DEPARTMENT reserves the right to recover disallowed expenditures.
4. The Office of the State Auditor shall conduct the audit of the SUBCONTRACTOR'S program if the SUBCONTRACTOR is a state or local government entity; or an independent Certified Public Accountant firm selected by the SUBCONTRACTOR if the SUBCONTRACTOR is not a state or local government entity, in accordance with OMB Circular A-122.
5. The SUBCONTRACTOR must prepare a Schedule of Financial Assistance for federal and state funds that includes: grantor agency name, federal agency, program name, other identifying contract numbers, catalog of federal domestic assistance (CFDA) number, grantor contract number, total award amount including amendments, beginning balance, current year revenues, current year expenditures, ending balance, and program total.
6. The SUBCONTRACTOR shall maintain its records and accounts in such a way as to facilitate the DEPARTMENT'S audit requirements, and ensure that SUBCONTRACTORS also maintain records that are auditable. The SUBCONTRACTOR is responsible for any audit exceptions incurred by its own organization or that of its SUBCONTRACTORS. The DEPARTMENT reserves the right to recover from the SUBCONTRACTOR disallowed costs resulting from the final audit.
7. The SUBCONTRACTOR will respond to DEPARTMENT requests for information or corrective action concerning audit issues within 30 days of the date of request.

As applicable, costs of the audit are an allowable expenditure.

E. ACKNOWLEDGEMENT OF FEDERAL FUNDS

The SUBCONTRACTOR shall comply with the special conditions listed below:

1. The SUBCONTRACTOR agrees that, when issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with federal funds, the SUBCONTRACTOR and all SUBCONTRACTORS receiving federal funds under this CONTRACT, including but not limited to state and local governments and school districts, shall clearly state:
 - a. The percentage of the total cost of the program or project which will be financed with federal funds and with state funds.
 - b. The dollar amount of federal funds and state funds for the project.

2. The SUBCONTRACTOR agrees that any publication written, visual, or sound, but excluding press releases, newsletters, and issue analyses issued by the SUBCONTRACTOR or by any SUBCONTRACTOR describing programs or projects funded in whole, or in part, with federal or state funds under this CONTRACT, shall contain the following statement:

"This project was supported by a grant from the Jefferson County Community Network, funded by Washington States's Family Policy Council, through a partnership with the Department of Vocational Rehabilitation."

3. The SUBCONTRACTOR agrees that one copy of any such publication will be submitted to the DEPARTMENT to be placed on file and distributed as appropriate to other potential contractors or interested parties. The DEPARTMENT may waive the requirement for submission of any specific publication upon submission of a request providing justification from the SUBCONTRACTOR.

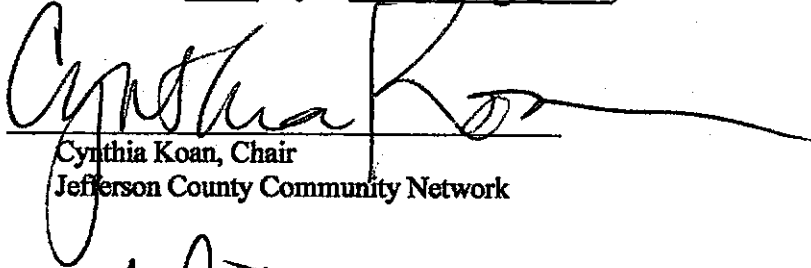
F. MISCELLANEOUS

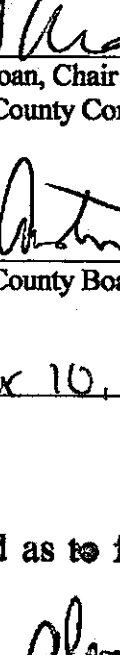
1. SUBCONTRACTOR shall not use or disclose any information which it knows to be confidential, or any information classified as confidential by statute or regulation, or any information considered to be confidential by custom or usage in the context in which it is originally provided, concerning any clients served by the SUBCONTRACTOR except by prior written consent of the client(s) affected thereby.
2. During the performance of this agreement, SUBCONTRACTOR shall not deny an opportunity to participate in any program or service provided by this agreement, or provide an opportunity which is different from that provided others under this agreement, on the grounds of race, color, sex, sexual orientation, religion, national origin, marital status, or the presence of any mental or physical disability.
3. SUBCONTRACTOR shall provide the maximum opportunity to Minority and Women-Owned Business Enterprises to participate in the performance of this subcontract.
4. SUBCONTRACTOR shall carry workers' compensation insurance throughout the performance of work under the performance of this subcontract. NETWORK will not be responsible for payment of premiums, claims or benefits which might arise under the workers compensation laws during performance of duties and services under this subcontract. SUBCONTRACTOR will at all times comply with all applicable workers compensation, occupational disease, and occupational health and safety laws and regulations to the full extent applicable. Any penalties incurred by SUBCONTRACTOR will not be the obligation of the NETWORK.
5. NETWORK assumes no liability with respect to bodily injury, illness, accident, theft, or any other damages or losses concerning persons or property involving or arising from the SUBCONTRACTOR'S equipment or vehicles.
6. The SUBCONTRACTOR is responsible for providing adequate insurance coverage to protect against legal liability arising out of its performance of this Agreement. This shall include Professional Liability Insurance for any health care professional licensed by the State of Washington.
7. Each party to this agreement shall be solely responsible for any claims or damages resulting from its own negligence or the negligence of its employees, officers, directors, agents or other representatives. In the event that the parties are found to be jointly negligent for any acts or omissions arising under this agreement, then each party shall be responsible for its sole proportionate share.
8. The SUBCONTRACTOR certifies that work to be performed under this subcontract does not duplicate any work to be charged against any other funding.
9. Specific procurement protocols are required of the SUBCONTRACTOR for all purchases funded by this subcontract. Protocols include explicit codes/standards of conduct governing the awarding of bids using state funds; the provision of open and free competition; and NETWORK approval when a sole source award exceeds \$5,000.

10. No funds will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member/officer/employee of Congress in connection with the making of this subcontract, which is funded in whole or in part with Federal funds. If any funds other than Federal funds are paid in this manner, the SUBCONTRACTOR shall complete and submit Standard Form III-"Disclosure Form to Report Lobbying," in accordance with its instructions.
11. NETWORK has relied upon funding provided by the Family Policy Council to establish this Subcontract. If the funding or any other terms or conditions upon which the NETWORK relied upon to establish this Subcontract are withdrawn, reduced or limited in any way, or if additional or modified conditions are placed on such funding, the NETWORK may immediately terminate this Agreement and/or offer SUBCONTRACTOR an amended Agreement, at NETWORK's option, to reflect such change in funding or conditions.

The parties may amend this agreement at any time upon mutual agreement.

ADOPTED THIS 17th day of October, 2011.

By: 
Cynthia Koan, Chair
Jefferson County Community Network

By: 
Jefferson County Board of Commissioners

Date: October 10, 2011

Approved as to form only:


 9/29/2011
Jefferson Co. Prosecutor's Office

EXHIBIT A

STATEMENT OF WORK

Jefferson County Public Health
Administrative Support for the Family Policy Council/
Division of Vocational Rehabilitation Grant.

Contact person:

Anna McEnery, Jefferson County Public Health
615 Sheridan, Port Townsend, WA 98368
(360) 385-9410 amcenery@co.jefferson.wa.us

Intended Outcome of Prevention Strategy:

Improving employment-related skills, knowledge, ability, attitude and competencies of youth with disabilities

Activities and responsibilities of SUBCONTRACTOR are:

1. Overseeing the administration, implementation and evaluation, in coordination with the Jefferson County Community Network's Program Manager, of the following activities:

A: Project Mentor:

- Contract with the Olympic Community Action/Retired Senior Volunteer Program, (or RSVP) to work on this project with the Network. RSVP is a nationwide volunteer program that invites adults 55 and over to use their experiences and skills to continue to contribute to their community. RSVP connects those volunteers with service opportunities in their communities that match their skills and availability. In Jefferson County the RSVP program supports over 80 active volunteers. The volunteers tutor and mentor children in schools, work at food banks, senior nutrition sites and Meals on Wheels, at museums, the Courthouse, Chamber of Commerce, Libraries, Thrift Shops, Visitor Centers, Animal Rescue and a wide variety of other social service and non-profit agencies, giving anywhere from 4 to 40 hours per week of their time.
- Recruit up to 8 mentor matches for youth with disabilities; the goal will be to assist youth with disabilities in building vocational skills and experience in employment sites in the community. *The mentors will be recruited from the Retired Senior Volunteer Program, (or RSVP) that is run out of the Olympic Community Action Program.*
- Assure that RSVP Volunteers who apply to be a Mentor pass a Washington State Patrol Criminal (W.S.P.) Background Check.
- Recruit up to 8 youth with disabilities (19-24 years of age & who are VR eligible); the goal will be, to build vocational skills in order to increase job placement and retention through participation in short term volunteer work experience of between 25 & 40 hours.
- Locate volunteer sites for the Youth Mentoring Project. For example:
 - Food Banks, Senior Nutrition sites, Meals on Wheels, Museums, Courthouse, Chambers of Commerce/ Visitor Centers, Libraries, Thrift Shops, Animal Rescue, Other Social Service and Non-Profit Agencies

- Assure that Mentors will receive the following training:
 - General Orientation to the VR system in WA
 - Job Skills Checklist
 - Understanding Disability
 - How to Mentor/The Benefits of Mentoring
 - How to Help their Mentee Network with the Business Community
- Assure that Youth will receive the following training on the following topics in order to increase their ability to successfully enter the workforce:
 - General Orientation to the VR system in WA
 - Job Skills Checklist
 - Work-Readiness Activities (hygiene, wardrobe selection)
 - Interpersonal/Social skills in the Workplace
 - Attitudes & Habits of a Quality Worker (the right job, being on time, understanding directions)
- Each youth will be eligible to receive a \$220.00 stipend upon completion of their volunteer work & for attendance in the youth training.

B. Jefferson County Work Café:

- Create a planning workgroup that will be combined of members of the Developmental Disability Board and the Jefferson County Community Network to determine the community needs, topics for world café and goals of the meeting—what do we want to learn? Possible focus areas include: Ways to support DVR clients in Jefferson County; Enhanced partnerships with the business community; Increasing community resources for DVR clients and employers; Expansion of employer-base for people with disabilities.
- Work with Steve Byers on planning, hosting and evaluating the community work café.
- Host one community café to begin a dialogue in the community regarding the topics determined by the planning workgroup.
- Create an action plan for steps to take after beginning the dialogue.
- Funding (up to \$580) will be spent for a meeting space & food, in order to host a Work Cafe in Jefferson County.

C. College/Technical School Field Trips for Jefferson County Youth with Disabilities:

- Transition Specialists from Port Townsend & Chimacum School Districts will each take a group of students with learning disabilities on two field trips, to visit Community Colleges & Technical Trade Schools.
- Provide an opportunity for youth with disabilities to learn more about educational opportunities through community colleges and trade schools.
 - Create awareness about possibilities that exist after high school.
 - Funding (up to \$1000) will be spent for travel/transportation costs and substitute teachers

2. Submit invoice to Community Network Staff for program costs following completion of services (may bill monthly, quarterly, or annually).

Budget:

Program Administration \$6000.00

Payment Schedule:

All billing(s) are to be submitted no later than 12/30/11; and must indicate the activities and services provided. Billings are to be submitted to the Community Network, and are to be for activities that have already occurred.

Reporting:

Final reporting will be done in coordination with the Jefferson County Community Network's Program Manager.

Outcomes Expected:

Strengthen the synergistic connections between and among Vocational Rehabilitation customer(s), persons qualified to become Vocational Rehabilitation customers, community, and employers.

Outputs:

Programs/Services, as defined above, will be delivered within contract timeframe.