



JEFFERSON COUNTY PUBLIC HEALTH

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

May 18, 2012

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA REQUEST

TO: Board of County Commissioners
Philip Morley, County Administrator

FROM: Jean Baldwin, Director

DATE: June 4, 2012

SUBJECT: Agenda Item – Interagency Agreement – Kitsap Public Health District;
January 1, 2012 – June 30, 2016; \$33,000 per calendar year

STATEMENT OF ISSUE:

Jefferson County Public Health, Community Health, is requesting Board approval of the Interagency Agreement – Kitsap Public Health District; January 1, 2012 – June 30, 2016; \$33,000 per calendar year

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

This is an ongoing agreement with Kitsap Public Health District (KPHD) since 2000. KPHD monitors community health needs, demographics, risks, and death certificates. This work is completed for three counties at the same time. This contract also provides the monthly and yearly evaluation of services of all subcontractors in the Mental Health and Chemical Dependency 1/10th of 1% Sales Tax Fund and monitors the impacts of mental health and chemical dependency disorders in the community. JCPH subcontracts with Kitsap Public Health District (KPHD) to assess and monitor community needs to give policy makers the information necessary to make decisions.

Data is gathered from many sources and compiled for the vendors, private non profits and others on the JCPH web page. KPHD serves as technical advisors and compiles and updates data for presentations to JCPH.

This is a Regional partnership with Clallam Health and Human Services and Jefferson County Public Health, sharing an Epidemiologist with Kitsap County for Public Health emergencies and outbreaks. The existing staff also does needs health outcome work for the three Counties to save time, money, and effort for the three counties.

FISCAL IMPACT/COST BENEFIT ANALYSIS:

This contract is funded with the 1/10th of 1% Mental Health Health/Chemical Dependency fund and other Department of Health grants as needed for special projects.

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

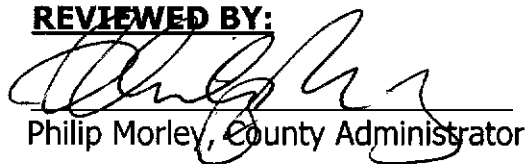
PUBLIC HEALTH
ALWAYS WORKING FOR A SAFER AND
HEALTHIER COMMUNITY

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

RECOMMENDATION:

JCPH management request approval of the Interagency Agreement – Kitsap Public Health District;
January 1, 2012 – June 30, 2016; \$33,000 per calendar year

REVIEWED BY:


Philip Morley, County Administrator

5/30/12
Date

INTERAGENCY AGREEMENT
Between
JEFFERSON COUNTY
And
KITSAP PUBLIC HEALTH DISTRICT

This Agreement, hereinafter referred to as the “**Agreement**”, is entered into between Jefferson County, a municipal corporation, hereinafter referred to as the “**County**”, and Kitsap Public Health District, hereinafter referred to as the “**Contractor**”, in consideration of the mutual benefits, terms, and conditions hereinafter specified.

Section 1. Purpose

The County, on behalf of Jefferson County Public Health, through this Agreement will contract with the Contractor to perform work as described in **Exhibit A**.

Section 2. Term

This Agreement replaces District Agreement 631, which is hereby terminated. This Agreement shall commence on January 1, 2012, and will terminate on June 30, 2016.

Section 3. Scope of Work

- A. The Contractor agrees to perform the services identified in **Exhibit A**.
- B. The Contractor supports Jefferson County Public Health program goals and objectives.
- 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 services provided by the Contractor as outlined in **Exhibit A** shall not exceed of \$33,000 per calendar year in the completion of this project without an express written amendment signed by both parties to this agreement. 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, this contract may be renegotiated or terminated as provided herein.
- B. Contractor shall bill and County will pay for services on an hourly basis at the rate of \$75.00. Mileage will be reimbursed for travel related to performing the SOW and the number of miles to be reimbursed will be calculated using the policy in effect at the offices of the Contractor. The per-mile reimbursement for mileage will be set at the current rate specified by the IRS.
- C. The Contractor may submit invoices to the County for work completed to date. The County will review such invoices, and upon reasonable approval

thereof, payment will be made to the Contractor in the amount approved. Payment will not be unreasonably withheld and the Contractor will be given a reasonable opportunity to correct any work reasonably determined by the County to be defective.

- D. The 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 reasonable acceptance by the County. Payment will not be unreasonably withheld and the Contractor will be given a reasonable opportunity to correct any work reasonably determined by the County to be defective.
- E. Contractor records and accounts pertaining to this agreement are to be kept available for inspection by representatives of the County and/or State of Washington for a period of six (6) years after final payment. Copies shall be made available upon request.
- F. Each invoice submitted by the Contractor to the County for services the Contractor rendered in fulfillment of this contract shall reflect the number of hours utilized in fulfilling the obligations of the Contractor under this contract and shall also include an hourly charge, rate or wage and detailed expenses related to fulfillment of this Agreement.

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.

Section 6. Indemnification

Each party agrees to defend and indemnify the other party and its elected and appointed officials, officers, and employees against all claims, losses, damages, suits and expenses, including reasonable attorneys' fees and costs, to the extent they arise out of, or result from, the negligence or willful misconduct of the indemnitor or its elected or appointed officials, officers, and employees in the performance of this Agreement. The indemnitor's duty to defend and indemnify extends to claims by the elected or appointed officials, officers, and employees of the indemnitor. The indemnitor waives its immunity under Title 51 (Industrial Insurance) of the Revised Code of Washington solely for the purposes of this provision and acknowledges that this waiver was mutually negotiated. This provision shall survive the expiration or termination of this Agreement.

Section 7. Insurance

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

- A. Commercial Automobile Liability Insurance providing bodily injury and property damage liability coverage for all owned and non owned vehicles assigned to or used in the performance of the work for a combined single limit of not less than \$1,000,000 each occurrence.
- B. Contractor shall provide proof of insurance to the County, in care of, Contract Manager, at Jefferson County Public Health, 615 Sheridan Street, Port Townsend, Washington 98368, prior to commencing employment.
- 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 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 a report to the County for payment for services rendered monthly. The report shall contain a brief summary of the work performed, relationship to the tasks identified in **Exhibit A** and the total hours worked. The report shall be submitted to Jefferson County Public Health, in care of the Jean Baldwin, 615 Sheridan Street, Port Townsend, WA 98368.

Section 11. Termination

A. Termination for Convenience

Either party may terminate this Agreement for convenience, including as a result of changes in available funding, by providing at least 30 days' advance written notice to the other party.

B. Termination for Default

In the event of a default by either party under this Agreement, the non-defaulting party may give written notice to the defaulting party that it intends to terminate this Agreement if the default is not cured within 30 days of the date of the notice or such longer period of time as may be reasonable under the circumstances. If the default is not cured within that time, the non-defaulting party may then notify the defaulting party in writing that this Agreement is terminated. In the event of such termination, the non-defaulting party shall have all rights and remedies available to it under general law.

C. General Termination Provision

Whenever this Agreement is terminated in accordance with this Section, the Contractor shall be entitled to payment for actual work performed for completed items of work. An equitable adjustment in the contract price for partially completed items of work will be made, but such adjustment shall not include provision for loss of anticipated profit on deleted or uncompleted work.

Section 12. Modification

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

Section 13. Integrated Agreement

This Agreement together with Exhibits 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.

Section 14. Notice

Whenever a notice is required or permitted to be given under this Agreement, it shall be provided as follows:

If to the County:

Jefferson County Public Health
615 Sheridan Street
Port Townsend, WA 98368
Attention: Jean Baldwin,
Director

If to the Contractor:

Kitsap Public Health District
345 6th Street, Suite 300
Bremerton, WA 98337-1866
Attention: Cris Craig,
Manager HIR

Approved this _____ day of _____, 2012

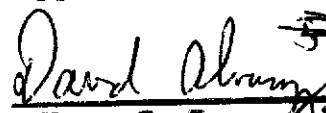
BOARD OF COUNTY COMMISSIONERS
JEFFERSON COUNTY, WASHINGTON

John Austin, Chair

ATTEST:

Deputy/Clerk of the Board

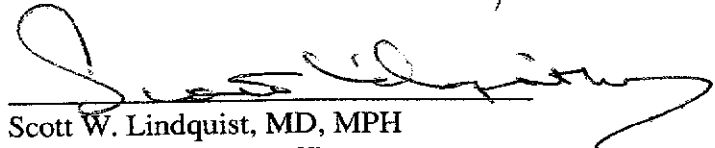
Approved as to form only:



Jefferson Co. Prosecutor's Office

~~5/12/12~~
5/23/12

Approved this 1st day of May, 2012



Scott W. Lindquist, MD, MPH
Director and Health Officer
Kitsap Public Health District

EXHIBIT A

STATEMENT OF WORK

Kitsap Public Health District

The County will prioritize the following work for the Contractor. The Contractor and County will mutually agree upon the scope, data periods, number of meetings and format of deliverables for each work item below

Contractor will:

- Manage evaluation tracking data system for Mental Health/Chemical Dependency (MH/CD) and prepare and present data reports.
- Process and analyze Jefferson County sample data from the Washington State BRFSS and Healthy Youth Survey.
- Prepare data reports that compare Jefferson County over time and to Washington State.
- Update Jefferson County data from U.S. Census, communicable disease, mental health, substance abuse, births and deaths, and other available demographic and public health data sources.
- Present data reports to Jefferson County Public Health staff and to Jefferson County Board of Health to identify if changes are needed in County policies and priorities.

Jefferson County Public Health (JCPH) will:

- Convene local leaders into a subcommittee of Jefferson County Board of Health and MH/CD Oversight Committee.
- Chair meetings, send out invitations, agendas and minutes.
- Work with Jefferson County Law and Justice Committee, the Port Townsend City Council, the Substance Abuse Advisory Board and the Mental Health Board to share the data and the long-range plan.
- JCPH Director will attend Kitsap County data meetings as invited or needed.