

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of Commissioners
Philip Morley, County Administrator

FROM: Kate Driehaus, WSU Jefferson County Extension

DATE: July 9, 2012

RE: Contract Service Provider Agreement for Sue Hay as County 4-H
Coordinator

STATEMENT OF ISSUE:

WSU has restructured its 4-H program, and eliminated the county's faculty position of 4-H Agent/Coordinator. Sue Hay has been working with the 4-H program in Jefferson County for 20 years, and has been the assistant 4-H coordinator for the past year. WSU Extension would like to contract with Sue Hay to take advantage of her considerable expertise and willingness to take over as 4-H Coordinator for Jefferson County.

ANALYSIS:

Sue Hay has considerable experience with WSU's State 4-H program as well as Jefferson County's 4-H program. Given her expertise, it is to WSU Extension's advantage to continue to contract with her for her services to the 4-H program.

FISCAL IMPACT:

Approximately \$31,000 for the year. Contractor agrees to waive health & paid leave benefits as permitted in the County's labor agreement with the UFCW. The additional funds to compensate Ms. Hay for the additional hours and work responsibilities will be appropriated to salary lines from funds already allocated within the 2012 budget for the 4-H faculty position.

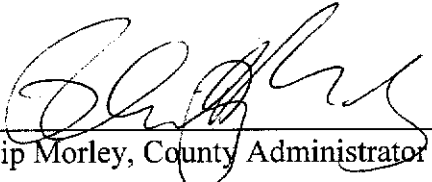
RECOMMENDATION:

We recommend that the BOCC approve this contract service provider agreement

DEPARTMENT CONTACT:

Kate Driehaus 379-5610 x206

REVIEWED BY:


Philip Morley, County Administrator

7/13/12
Date

CONTRACT SERVICE PROVIDER AGREEMENT

WHEREAS, Sue Hay, (PROVIDER) desires to provide her services to Jefferson County, and

WHEREAS, Jefferson County, (COUNTY) is desirous of these services, and

WHEREAS, Section 2.5 of the County's labor agreement with UFCW 1001 (LABOR AGREEMENT) permits utilization of a Contract Service Provider to be employed by the COUNTY and waive any or all provisions of the LABOR AGREEMENT, and

WHEREAS, the PROVIDER and COUNTY, in mutual agreement, find it is to their collective benefit to enter into a Contract Service Provider Agreement to perform certain tasks as WSU Jefferson County Extension 4-H Coordinator, described in Attachment A and

WHEREAS, the PROVIDER is by this action and her free will and consent waiving the terms and conditions of the LABOR AGREEMENT as specified herein,

NOW THEREFORE IT IS AGREED:

1. The terms and conditions of the LABOR AGREEMENT will be applicable to the PROVIDER except as specified below:
 - a. Article 7, Health and Welfare; the PROVIDER shall not receive health and welfare benefits.
 - b. Article 8, Leaves; the PROVIDER shall not receive any paid leave provisions.
 - c. Article 11, Grievance and Arbitration Procedures; the PROVIDER shall not be subject of the Grievance and Arbitration provisions.
 - d. Article 12, Seniority; the PROVIDER shall receive no seniority credit for time worked under this agreement.
 - e. Article 13, Wage and Classification; the work performed shall not be classified under the salary system. The hourly wage shall be as established by this agreement.
2. COUNTY shall compensate PROVIDER at an hourly rate of \$14.00 per hour at a maximum of 30 hours per week for hours worked between January 1, 2012 and April 30, 2012. Compensation to PROVIDER will increase to \$18 per hour at a maximum of 30 hours per week from May 1, 2012 through December 31, 2012 to reflect increased job responsibilities due to program restructuring.
3. The PROVIDER shall be required to pass a criminal background check performed by the COUNTY.
4. The PROVIDER shall be responsible for monthly Union dues and other fees levied by the Union.

5. This agreement terminates December 31, 2012 or with written notice given by either party fourteen (14) days in advance of the termination date, or in the even, grant funds supporting this position are not longer available to Jefferson County.

6. This agreement represents the entire and integrated agreement between the COUNTY and the PROVIDER and supersedes all prior negotiations, representations, or agreements written or oral. This agreement may be amended only by written instrument signed by both the COUNTY and PROVIDER.

EFFECTIVE the 1st day of January, 2012

DATED this _____ day of _____, 2012

JEFFERSON COUNTY

CONTRACT SERVICE PROVIDER

Date

Sue Hay

6-21-12

Sue Hay

Date

Jefferson County Commissioner

DEPARTMENT HEAD

L. Lewis _____ 6/29/2012

Laura Lewis, Director

Date

WSU Jefferson County Extension

APPROVED AS TO FORM ONLY

David Albany _____ 6/19/2012

Prosecuting Attorney

Attachment A

Position Description 4-H Coordinator WSU Jefferson County Extension

Responsibilities and Duties:

➤ Programmatic Responsibilities

- Location of work – The primary work location is Jefferson County with office located in Port Hadlock. The scope of work includes all 4-H Youth Development related programs with emphasis on development of individual life skills, career exploration, leadership development, and orientation toward higher education opportunities including business, science, math and engineering.
- Target audiences for the position includes K-12 youth and associated parents and volunteers of Jefferson County.

❖ **Empower Youth and Families to Achieve Social, Economic, and Educational Success**

- Reduce risk behaviors by improving decision-making skills.
- Increase formal educational attainment for youth and adults.
- Increase of family bonding and child success.
- Increase readiness for science, engineering, and technology.
- Improve quality and safety of childcare.

➤ Key Responsibilities

- Actively recruits, engages and provides orientation and training for 4-H club and program leaders to support hands-on educational leadership activities for K-12 youth.
- Provides staff representation on 4-H Council – attends monthly meetings (and executive sessions when needed). Acts as liaison between county and state 4-H programs.
- Reviews policies and procedures with 4-H Council on an annual basis and leads continuous alignment between those policies and those of the Washington State 4-H Youth Development Program.
- Manages, organizes and updates 4-H data (enrollments, record books, tax IDs, email lists, etc.)
- Supports teaching and administrative needs related to grants through staff recruitment, training, and supervision; parent coordination and communication; and budget management. Mediates conflicts and/or problems within the 4-H clubs and programs with a sense of optimism, positive attitude and humor.
- Conducts community outreach through public speaking, workshops, conferences, etc.
- Supports state level 4-H initiatives (e.g. Know Your Government, Teen Conference, Teen Rallies, 4-H State Fair, etc.).

- Complete and submit reports in a professional manner and within communicated deadlines.
- **Accountabilities**
- Reports to WSU Jefferson County Extension Director for annual assessments and evaluations.
 - Reports to Washington State 4-H for coordination on data management.
- **Leadership, Teamwork and Professional Development**
- Works effectively with internal and external partners to deliver effective programming to target audiences.
 - Effectively and professionally leads committees, teams, and other groups as appropriate for the position.
 - Seeks and acquires on-going professional development to enhance program effectiveness, the ability to acquire resources to support a highly effective program, outreach to diverse audiences, and the ability to work effectively with others.
- **Professional Conduct and Advancement of WSU Extension**
- Effectively and professionally portrays Washington State University and WSU Extension to local, statewide and national stakeholders by using appropriate and approved logos, marketing materials, and methodologies.
 - Maintains collegial and respectful relationships with colleagues, other professionals, and stakeholders.
 - Understands and follows Jefferson County, WSU and WSU Extension policies and procedures.
 - Must pass screening by Washington State Patrol.

Other position requirements:

- Ability to travel year-round using own reliable transportation (mileage reimbursed) when needed.
- Ability to perform evening and weekend work when needed.
- While using a private vehicle for official business, the 4-H Coordinator must maintain current automobile liability insurance (meeting the requirements described in RCW 46.30.020, and RCW 46.09.090) and possess a valid driver's license.
- Understand and carry out the principles and specific requirements of the Civil Rights Act of 1964, the Americans with Disabilities Act, the Affirmative Action Plan, and all pertinent rules and regulations.