

**Jefferson County
Board of County Commissioners**

Agenda Request

To: Board of County Commissioners
From: Barbara L. Carr, Juvenile Court Administrator
Date: Week of January 6, 2014
Subject: Signing Proctor House Contract

Statement of Issue:

The attached Proctor Home Contract confirms the county's relationship with Kelli Parcher as Proctor House Coordinator through December 2015.

Analysis:

The Proctor House, an alternative detention facility, is a key component of the graduated sanction approach for Jefferson County youth. It is also the facility that manages all the detention for our status-offenders, who should, absent a severe reason to the contrary, receive a less-secure response from the Court when found in civil contempt. The Proctor House serves youth who do not need the secure confinement provided by our contracted beds at Kitsap County Juvenile Detention and thus eliminates overuse of the beds we have contracted for in that more secure setting.

Ms. Parcher has been the Coordinator for the Proctor House for over 12 years. This funds supporting the Proctor House have already been included in my 2014 budget.

Alternatives:

Increase our contract for standard detention beds to somewhere between 5 and 10 beds for an overall increase in the detention budget for Juvenile Services.

Fiscal Impact:

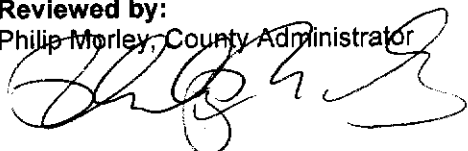
Contract amount already included in my 2014 budget.

Recommendation:

That the BOCC sign the Contract for Kelli's services as the Proctor Home Coordinator as presented.

Reviewed by:

Philip Morley, County Administrator



12/30/13

CONTRACT
JEFFERSON COUNTY, WASHINGTON

THIS AGREEMENT, made and entered into this _____ day of _____, 2013__, between the COUNTY OF JEFFERSON, acting through the Jefferson County Commissioners and the Department of Juvenile Services and Kelli S. Parcher of Port Townsend, WA hereinafter called the Contractor.

WITNESSETH:

That in consideration of the terms and conditions contained herein and attached and made a part of this agreement, the parties hereto covenant and agree as follows:

1. The Contractor agrees to furnish all labor and equipment and do certain work, to-wit: That The Contractor herein will undertake and complete the following described work:

Supervision, oversight and control of the Proctor program, a residential facility of up to five (5) beds for juveniles placed into the Proctor Program by Jefferson County Juvenile Services. See also Attachment "A", which lists the duties and responsibilities of the independent contractor, which is incorporated in its entirety herein; and

Provision of a residence or residential facility for the Proctor Program, the responsibilities of the Contractor with respect to said residence to include, but not be limited to, all exterior and interior maintenance, upkeep, homeowner's insurance, minor and major repairs, payment of utility bills or charges, e.g., electricity and solid waste disposal charges, and payment of all real estate taxes and/or any other assessment imposed by a local government against the real property where the residence is located, to-wit: 226 19th Street, Port Townsend, WA 98368.

Transporting referred youth to and from approved interventions as identified by the Juvenile Court Administrator;

Transporting youth in the custody of the Juvenile and Family Court Services Department to and from court, county jail, detention facilities, treatment centers and evaluation facilities as requested by the Juvenile Court Administrator.

Generating and maintaining a log and record of hours worked, tasks accomplished and expenses incurred and submit the same monthly to the Juvenile Court.

The Contractor shall maintain comprehensive general liability insurance on the premises in the minimum limit of \$1,000,000 per occurrence for bodily injuries and death, \$2,000,000 aggregate and not less than \$100,000 per occurrence for property damage, and shall name Jefferson County as an additional insured. The Contractor shall furnish the County a certificate indicating that the insurance policy is in full force and effect, and that

the County has been named as an additional insured, and that the policy may not be canceled unless ten (10) days prior written notice of the proposed cancellation has been given to Jefferson County.

2. For the period of the contract, considered to commence on January 1, 2014 and end on December 31st, 2015, the amount of the contract shall be as follows: **For the year January 2014 through December 2014, for the total sum of dollars (\$132,506.00); For the year January 2015 through December 2015, for the total sum of dollars (\$132,506.00)**, in accordance with and as described in the attached duties and responsibilities and program description. The total sum above represents the amount that would be owed the Contractor for successfully completing the duties and obligations imposed on the Contractor by this Contract for the term of the Contract. However, the Contractor shall receive eight (8) equal payments, the first not more than thirty (30) days after the date when this Contract is executed and each of the remaining payments on or about the ninetieth (90th) day subsequent to the initial payment.

The Contractor may submit vouchers for payment pursuant to the schedule described above. The vouchers to be submitted must include a schedule of youth incarcerated with dates of incarceration, vendor receipts for any pre-approved program related expenses and any other pertinent documentation. The County will make payment promptly, upon ascertainment and verification by Juvenile Services, after completion of the work under this agreement and its acceptance by the County.

The Contractor shall provide and bear the expense of all equipment, work and labor of any sort whatsoever that may be required for completing the work provided for in this contract and every part thereof, although the Contractor shall not be responsible for the costs associated with Respite Personnel.

3. The term of this Contract shall commence on January 1, 2014 and shall, unless terminated or renewed as provided elsewhere in this Contract, terminate on December 31, 2015.
4. The County, specifically the Director of Juvenile Services, is authorized to provide written notice to the Contractor on or before October 1, 2015 that it intends to renew this Contract for a term of 24 additional months, all other terms of the existing Contract to remain in force. Contractor shall then have fourteen (14) days from his or her receipt of the letter informing them of the County's intent to renew to inform the County in writing if he or she wishes to accept the terms of the renewal contract. If Contractor chooses not to renew this Contract, then he or she must notify the County, specifically the Director of Juvenile Services, not later than October 1, 2015 of his or her intent not to renew this Contract.
5. The County of Jefferson hereby promises and agrees with the Contractor to employ, and does employ the Contractor to furnish the goods, equipment and residential premises described and to furnish the same according to the attached specifications and the terms and conditions herein contained, and hereby contracts to pay for the same according to the attached specifications and the schedule of

unit or itemized prices hereto attached, at the time and in the manner and upon the condition provided for in this contract. The County further agrees to hire and contract with the Contractor to perform any alterations in or additions to the work provided for in this contract that may be ordered and to pay for the same under the terms of this contract and the attached specifications at the time and in the manner and upon the conditions provided for in this contract.

6. The Contractor for himself, and for his heirs, executor, administrators, successors, and assigns, does hereby agree to the full performance of all the covenants herein contained upon the part of the Contractor.

7. Prior to commencing work, the Contractor shall obtain at its own cost and expense the following insurance from one or more companies licensed in the State with a Best's rating of no less than A:VII. The Contractor shall provide to the County Risk Manager certificates of insurance with original endorsements affecting insurance required by this clause prior to the commencement of work to be performed.

The insurance policy required shall provide that thirty (30) days prior to cancellation, suspension, reduction or material change in the policy, notice of same shall be given to the County Risk Manager by registered mail, return receipt requested, for all of the following stated insurance policies.

If any of the insurance requirements are not complied with at the renewal date of the insurance policy, payments to the Contractor shall be withheld until all such requirements have been met, or at the option of the County, the County may pay the renewal premium and withhold such payments from the moneys due The Contractor.

All notices shall name the Contractor and identify the agreement by contract number or some other form of identification necessary to inform the County of the particular contract affected.

A. Automobile (1) - with a minimum limit per occurrence of \$500,000 for bodily injury, death and property damage unless otherwise specified in the contract specifications. This insurance shall indicate on the certificate of insurance the following coverage:

1. Owned automobiles;
2. Hired automobiles; and,
3. Non-owned automobiles.

(1) Note: The County shall be named as an additional insured party under this policy by way of endorsement for the full available limits of insurance maintained by the Contractor and any such coverage shall be primary and non-contributory. Any statement of additional insured status must be accompanied by the full text of any endorsements listed or referred to on such a statement of additional insured status.

B. Worker's Compensation. The Contractor shall maintain Worker's Compensation coverage as required under the Washington State Industrial Insurance Act, RCW Title 51, for all

Contractor's employees, agents and volunteers eligible for such coverage under the Industrial Insurance Act.

The Contractor shall for each such required insurance policy, provide a Certificate of Insurance, with endorsements attached, evidencing all required coverages, limits, deductibles, self-insured retentions and endorsements. Each Certificate of Insurance and all insurance notices shall be provided to the Director of Juvenile Services.

Any deductibles or self-insured retention shall be declared to and approved by the County prior to the approval of the contract by the County. At the option of the County, the insurer shall reduce or eliminate deductibles or self-insured retention or The Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Failure of The Contractor to take out and/or maintain any required insurance shall not relieve The Contractor from any liability under the Agreement, nor shall the insurance requirements be construed to conflict with or otherwise limit the obligations of the Contractor concerning indemnification.

Compensation and/or payment to the Contractor under this Agreement are expressly conditioned upon the Contractor's strict compliance with all insurance requirements. Payment to the Contractor may be suspended in the event of non-compliance. Upon receipt of Contractor's compliance payments not otherwise subject to withholding or set-off will be released to the Contractor.

It is agreed by the parties that insurers shall have no right of recovery or subrogation against the County (including its employees and other agents and agencies), it being the intention of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses covered by the above described insurance and any coverage provided to the County by the County's participation in a joint self-insurance liability risk pool shall be non-contributory. It is further agreed by the parties that insurance companies issuing the policy or policies shall have no recourse against the County (including its employees and other agents and agencies) for payment of any premiums or for assessments under any form of policy. It is further agreed by the parties that any and all deductibles in the above-described insurance policies shall be assumed by and be at the sole risk of The Contractor.

It is agreed by the parties that judgments for which the County may be liable, in excess of insured amounts provided herein, or any portion thereof, may be withheld from payment due, or to become due, to The Contractor until such time as The Contractor shall furnish additional security covering such judgment as may be determined by the County.

The County reserves the right to request additional insurance on an individual basis for extra hazardous contracts and specific service agreements.

8. The Contractor shall comply with all Federal, State, and local laws and ordinances applicable to the work to be done under this Agreement. This Agreement shall be interpreted and construed in accord with the laws of the State of Washington and venue for any lawsuit arising from this contract shall be in Jefferson County, WA.
9. The County shall indemnify and hold the Contractor harmless from and shall process and defend at its own expense, including all costs, attorney fees and expenses relating thereto, all claims, demands, or suits at law or equity arising in whole or in part, directly or indirectly, from the County's negligence or breach of any of its obligations under this Agreement. The County shall indemnify and hold the Contractor harmless from and shall process and defend at its own expense, including all costs, attorney fees and expenses relating thereto, all claims, demands, or suits at law or equity arising in whole or in part, directly or indirectly, from the Contractor's negligence or breach of any of its obligations under this Agreement. Intentional acts by Contractor that cause harm to third-parties are not covered by the County's decision to hold Contractor harmless and indemnify her.
10. The Contractor's relation to the County shall be at all times as an independent Contractor, and nothing herein contained shall be construed to create a relationship of employer-employee or master-servant, and any and all employees of the Contractor or any other persons engaged in the performance of any work or service required of the Contractor under this Agreement (e.g., subcontractors) shall be considered employees of the Contractor only and any claims that may arise on behalf of or against said employees shall be the sole obligation and responsibility of the Contractor.
11. The Contractor shall not sublet or assign any of the services covered by this contract.
12. The Contractor acknowledges, consents and agrees that Jefferson County Juvenile Services requires that the Proctor residence (and the juveniles housed there through the Proctor program) shall be and must be supervised and overseen on a 24/7 basis, i.e., every hour of every day.
13. The Contractor and County acknowledge the County shall hire, contract with and compensate Respite Personnel who would serve on an as-needed basis as the on-site supervisors and managers for the Proctor residence and the juveniles housed there through the Proctor program. The County shall be entitled to hire Respite Personnel in order that the Contractor may obtain time away from the Proctor residence and program, e.g., for vacation. However, the Contractor shall be obligated to individually accrue not less than 2,007 hours on duty at the Proctor residence or in supervision of the Proctor program juveniles in the twelve month period beginning on the date this contract is executed and 2,007 hours during each subsequent twelve-month period of this Contract or any contract extension or subsequent contract.
14. These Respite Personnel will enter into a contractual relationship with the County and the County shall be solely responsible for compensating them. Contractor and County acknowledge that County shall not hire any person to serve as a Respite Personnel unless that potential Respite Personnel consents to, undergoes and completes a pre-employment background check in the

form and manner created and acceptable to the Jefferson County Director of Juvenile Services. The Jefferson County Director of Juvenile Services shall have complete discretion to determine if the background check performed with respect to a potential Respite Personnel indicates whether that potential Respite Personnel would be an appropriate person to supervise, oversee and manage the Proctor residence and the juveniles participating in that program there. **All respite staff shall, after their initial Jefferson County approved criminal history and background checks undergo not less often than once every three (3) years another Jefferson County approved criminal history and background check.** The Contractor shall have access to a list of Respite Personnel. The Contractor may request that a Respite Personnel person replace him or her for a specific time frame although the Contractor must personally accrue the minimum time listed in paragraph #12 above. However, the County shall have sole authority to determine which Respite Personnel is asked to replace the Contractor at the Proctor Home. All provisions of this paragraph shall also apply to any employee of the Contractor.

15. The County may, upon sixty (60) days written notice to the Contractor, terminate this Contract in whole or in part whenever the County determines, in its sole discretion, that such termination is in the best interests of the County. If the Contract is terminated as allowed by this paragraph, the Contractor shall be entitled to payment for actual work performed up to and including the date of termination. Termination of this Contract by the County during the term of this Contract, whether for default by Contractor or convenience, shall not constitute a breach of contract by the County.
16. Should the Contractor decide to create a business enterprise, e.g., a corporation or limited liability corporation, in order to obtain insurance as required by this Contract and to otherwise insulate himself or herself from personal liability for claims, lawsuits or actions that might accrue as a result of performing the terms and obligations of this Contract, then the Contractor bears complete responsibility for creating the business enterprise. Regarding the decision to create a business enterprise, the Contractor shall undertake and pay for all formalities and requirements of creating that business enterprise, e.g., incorporation costs.
17. The Contractor shall also be obligated to obtain all licenses, permits and approvals from the State of Washington and City of Port Townsend, including, but not limited to, a city business license and a Universal Business Number from the State of Washington. The Contractor shall satisfy the requirements of this paragraph whether or not the Contractor chooses to create a separate business enterprise.
18. This Contract represents the entire agreement between the parties and cannot be modified or amended except by a written amendment executed by all parties.
19. This Contract replaces and supplants any prior Contracts between these parties.

IN WITNESS WHEREOF, the Contractor has executed this instrument on the day and year first below written, and the Board of County Commissioners has caused this instrument to be executed by and in the name of said County of Jefferson the day and year first above written.

Executed by the Contractor _____, 201~~4~~

Telle Sanchez
Contractor

By: _____

State of Washington, Contractor Registration Number

SEAL:

COUNTY OF JEFFERSON
BOARD OF COMMISSIONERS

Chair

ATTEST:

Approved as to form only this 26th
day of DECEMBER, 2013.

Board

Dani Arroyo
Prosecuting Attorney Clerk of the

Barbara L. Carr
Barbara L. Carr, Administrator
Juvenile and Family Court Services

ATTACHMENT A:
JEFFERSON COUNTY PROCTOR HOUSE STANDARDS
AND EXPECTATIONS

November 2011

ATTACHMENT A: SCOPE OF CONTRACTOR SERVICES

PROCTOR HOUSE STANDARDS

I. PURPOSE

The Proctor House is a private House where juveniles referred from Juvenile Court serve mandated detention time. While in the House, juveniles will receive tutorial support, drug and alcohol counseling and assistance, occupational and life skills exposure, as well as other appropriate programs and services. These services will either be provided by Proctor House Staff or by referring to appropriate local service providers. The Proctor House is a model project offering an alternative to traditional detention. It is part of a continuum of detention options ranging from electronic home monitoring to secure juvenile detention facilities. The Proctor House has security and programmatic standards that are detailed in this document.

II. POPULATION TO BE SERVED

The Proctor House shall be available as a detention alternative for selected low and/or moderate-risk offenders and status offenders (Youth at Risk, Truancy, CHINS, and dependents) who are ordered by the court to serve detention time.

Youth referred to the court by the Department of Children and Family Services (dependency cases) may not be placed in the Proctor House unless they are the subject of a contempt proceeding and are ordered remedial sanctions including detention as a part of the court order.

III. REFERRALS:

The statewide CMAP Risk Assessment is performed on each offender referral to juvenile court. The results of this risk assessment will be used to assist in determining the appropriateness for placement of offender youth in the Proctor House. A detention risk assessment shall be completed on each non-offender youth sentenced to detention as well as the statewide adopted mental health screening for use in a detention setting. The risk assessment will take into consideration such factors as criminal history (if any), compliance with terms of the court order, participation in school and treatment programs, and mental health needs, in making a recommendation regarding eligibility for detention alternative programs. The Juvenile Court Administrator (hereinafter referred to as JCA) or designee shall have final say in all placement decisions.

The Judge or Court Commissioner may authorize less restrictive alternatives for a youth to serve detention time. This may include the Proctor House. The Proctor House Program Coordinator (hereinafter referred to as the PH Coordinator) has the right to refuse any referral from Jefferson County Juvenile and Family Court for good cause.

IV. SERVICE GOALS FOR THE PROCTOR HOUSE

1. To reduce the use of traditional detention for low and certain moderate-risk offender and non-offender youth (status offenders). This allows Jefferson County's few contracted detention beds in neighboring counties to be used for higher-risk youth needing a secure detention environment.
2. To provide a structured, pro-social, environment where youth can work on issues such as family conflict, alcohol and drug addition, mental health issues and school non-compliance.
3. To reduce recidivism and support other research-based programs that work towards reducing recidivism.
4. To provide a cost-effective detention alternative service.

V. RESPONSIBILITIES OF THE CONTRACTOR

ADMINISTRATION

The PH Coordinator shall meet the intent of all Foster Care Licensing Requirements and other rules and regulations identified throughout this document absent written exceptions or waivers.

GENERAL

The PH Coordinator shall participate in the regular staff meetings of the Juvenile and Family Court Services Department and other educational departmental activities as requested by the JCA.

FISCAL MANAGEMENT

- A. The Proctor House has an accounting system, which is documented and meets generally accepted accounting principals, and tracks all income and expenditures on a continuing basis.
- B. The PH Coordinator shall submit vouchers for payment pursuant to that set forth in the contract.

- C. The Proctor House's financial records are available for inspection by the County. Records will be kept by the House for seven years.
- D. A monthly inmate population report should be submitted to Juvenile Services. Detention data should be entered on a regular basis into the JIS system for statewide tracking. The PH Coordinator will access the JIS system via the computer currently stationed in the Juvenile and Family Services Department.
- E. The PH Project Coordinator shall seek approval from the JCA for any and all foreseeable expenditures related to the contract before expending such funds, except for those expenditures required in the every-day functions of the House; i.e. Food, electricity and other standard household expenses.

FACILITY/HOUSE

- A. The Proctor House shall be in compliance with physical facility requirements as outlined in the minimum licensing requirements for foster family homes.
- B. The Proctor House is a drug, alcohol, and tobacco free premises. The PH Coordinator is to report any violation of this policy to the JCA or designee, and the Port Townsend Police Department if necessary.
- C. Firearms shall not be permitted on the premises. Violations of this shall be reported to the above authorities immediately.
- D. The Proctor House shall maintain a security system; complete with window/door alarms, motion detectors, and smoke alarms.
- E. The Proctor House shall maintain compliance with applicable City of Port Townsend and /or Jefferson County land use regulations.

PROCTOR HOUSE STAFF REQUIREMENTS

- A. The PH Coordinator shall be a minimum of 25 years of age. They preferably have a Bachelor's Degree with major course work in psychology, sociology, counseling, social work or a closely related field OR the equivalent in work experience directly related to serving youth in a corrections environment. They shall have received training in first line supervision of offenders; have five (5) years experience working with at-

risk youth; have a minimum of three (3) years experience of supervising staff in a detention setting

- B. The PH Coordinator shall have documented proof of the following:
1. Up to date First Aid and CPR certification.
 2. Verification of TB test.
 3. Verification of necessary training in blood-borne pathogens
 4. A minimum of 20 hours training each year. Training shall be specific towards working with troubled youth. Training that is specifically requested by the JCA shall be paid by Juvenile Services. Any additional training sought by staff for their own development and non-specific to working with troubled youth would be paid for by the staff member.
 5. A valid Washington State driver's license.
- C. The PH Coordinator shall pass a criminal history check. After their initial approved criminal history and background check undergo not less often than once every three (3) years another approved criminal history and background check.

PAID TIME OFF

- A. Proctor House Coordinator receives 43 days paid leave for year 2011 and 2012. A monthly report shall be submitted to the Fiscal Coordinator of Juvenile Services outlining vacation days taken during that month. When vacation leave results in the necessity to close the House and transfer youth to different facilities, notice of such vacation should be given the JCA or Fiscal Coordinator of Juvenile Services 30 days prior to the scheduled closure. At the end of the contract year, if the contract is extended and there are outstanding vacation days not to exceed ten (10) days, the Contractor can carry over these five (10) days and use them as vacation during the extended contract year.

TRANSPORTATION

- A. The Proctor House staff shall be responsible for providing transportation to youth to and from school, treatment, counseling, and any other scheduled event approved by the Coordinator or Juvenile Services.
- B. The Proctor House Staff, as approved by the JCA, may be available to assist in transporting youth to and from detention facilities at the request of the JCA or designee.

RESPITE

- A. Jefferson County Juvenile Services will contract with respite staff, pursuant to Paragraph 12 of the contract. The JCA will have an updated contact list for all current respite staff on hand.
- B. Respite staff may assume the responsibilities of the PH Coordinator during regularly scheduled shifts and vacations, as well as in emergency situations and for a limited period of time.
- C. Respite providers shall have similar requirements as the PH Coordinator, specifically identified as follows:
 - UP to date First Aid and CPR certification;
 - Verification of a TB Test
 - Verification of necessary training in blood-borne pathogens
 - Participate in ongoing training as requested by the PH Coordinator
 - Pass a criminal history and background check
 - Have a valid Washington State Driver's License

Lead Respite Staff (identified by the PH Coordinator) shall have a minimum of 16 hours of training annually.

- D. The PH Coordinator is responsible for scheduling shift coverage, and overall supervision of respite staff. The PH Coordinator shall notify the JCA or designee of any modifications in arrangements in advance for pre-planned respite and of any supervision issues needing the intervention of the JCA.
- E. For emergency respite or lack thereof, PH Coordinator shall notify the JCA or "on call professional staff", as soon as practical. In the case of an emergency, the JCA may direct Juvenile Services professional staff to assist in supervising youth detained in the Proctor House for a limited period of time (maximum four hours) until a determination is made regarding respite staff or until arrangements can be made to transport detained youth to secure detention in Kitsap County.

PROGRAMMING

- A. PH Coordinator or respite staff or any professional staff supervising detained youth (see Section Respite E above) shall directly supervise residents at all times, with the following exceptions:
 - 1. When residents are in school.

2. When residents are in court ordered groups or activities (I.E. drug and alcohol groups).
 3. When a resident is on a furlough approved by the Juvenile Court Judge, JCA or designee.
 4. When a youth is participating in a program required by the Juvenile Court or their probation counselor.
 5. Any other unsupervised activities must be pre-approved by the PH Coordinator with the agreement of the JCA
- B. The PH Coordinator shall maintain communication with group leaders, school personnel, or other adult supervisors to ensure resident's attendance and positive behavior at unsupervised activities.
- C. The PH Coordinator, with input from the JCA shall develop and maintain house rules.
- D. The PH Coordinator or respite staff shall sleep in the same dwelling as the residents, and should be prepared to respond to nighttime emergency situations.
- E. PH Staff shall conduct an intake interview at the time of the youth's initial placement in the House. The intake interview shall include the following issues:
1. Intake and Release Report.
 2. Parental Consent for Medical Treatment.
 3. Inventory of Personal Property
 4. Comprehensive Health Screen and Mental Health Screen
- F. PH Coordinator shall frequently engage themselves in pro-social interactions with residents.
- G. All residents shall be supplied with personal hygiene supplies. Guidelines for personal hygiene shall be enforced.
- H. The Proctor House shall be free of physical or sexual abuse, neglect, or exploitation. Any incidents of this nature shall be immediately reported to the JCA and appropriate law enforcement agency.
- I. Suicidal behavior shall be dealt with by calling Jefferson County Mental Health, law enforcement if necessary, and the JCA as soon as practical. Any dangerous items such as knives, sharp kitchen utensils, gasoline, and harmful chemicals, shall be placed in a locked storage area that is not accessible by residents.

- J. Resident phone calls shall be determined by the Proctor House staff and in agreement with the Proctor House rules and guidelines for behavior (reward level system).
- K. The following visitation rules shall apply:
1. Residents may receive visits from direct family members (parent or guardian and sibling). All other visitors must be pre-approved by the PH Coordinator.
 2. Siblings may visit at the discretion of the PH Coordinator, and only while in the company of a parent.
 3. Visitation times, length, and frequency are to be arranged by the PH Coordinator.
 4. The PH Coordinator or respite staff must supervise all visits. Any exceptions must be approved by PH Coordinator and with agreement of the JCA.
- L. PH Coordinator shall develop policies regarding television viewing. Juvenile and Family Court Services supports minimal television viewing.
- M. Videos with a rating of R, X, or NC-17 shall not be shown in the Proctor House.
- N. All serious incidents (I.E. injury, escape, defiance, etc. shall be immediately reported to the proper authorities, and to the JCA as soon as practical.
- O. Male and female residents shall have separate sleeping quarters.
- P. The maximum number of residents placed in the House shall be no more than six, and then for a limited period of time only. The ideal capacity for the Proctor House is four. Anytime the population exceeds four, the PH Coordinator and the JCA shall come up with a plan to return the population to four at the earliest possible time.
- Q. At any time the PH Coordinator and JCA can bring in additional respite staff to respond to either the special needs of residents or to enhance supervision of detained youth.
- R. Residents will not be responsible for the maintenance of the House, but will be required to participate in housekeeping chores and yard work as requested by PH Coordinator.
- S. The PH Coordinator shall maintain communication with each resident's Juvenile Probation Counselor (JPC) to ensure compliance with any court ordered counseling or treatment programs.

EDUCATION AND LIFE SKILLS

- A. Proctor House staff shall provide residents with transportation to and from school.
- B. The PH Coordinator shall maintain communication with a representative from each school or alternative school program, for the purpose of monitoring each resident's compliance with their respective school program.
- C. The PH Coordinator shall communicate with the appropriate JPC to discuss the specific goals included in the case plan of a detained youth.
- D. The PH Coordinator has the ability to *view* the risk assessment of a detained youth by accessing Assessments.com available in the Juvenile Services Department. This will provide additional information relevant to supervision and providing services to detained youth.
- E. In situations where a resident is not involved in an educational program, the PH Coordinator shall work with the JPC in developing an educational plan and or participation in other educational or vocational programs.
- F. The PH Coordinator shall designate regular study time each weekday.
- G. The PH Coordinator shall lead residents in activities aimed at teaching life skills.

DISCIPLINE

- A. The PH Coordinator shall maintain written rules and expectations, which should be reviewed with each resident at intake.
- B. Incidents of minor rule violations shall be dealt with by PH Coordinator, and reported to the JCA as soon as practical.
- C. Incidents of major rule violations shall be reported to the JCA immediately.
- D. Corporal punishment shall not be used.

RELIGIOUS ACTIVITIES

- A. Within reason, each youth shall have the right to observe the tenants of their faith.
- B. Each youth has the right to refuse to participate in religious activities.

MEDICAL CARE

- A. The PH Coordinator is responsible for making sure residents have proper medical care in a timely manner.
- B. In a medical emergency, the PH Coordinator shall notify the JCA and the resident's parents as soon as practical.
- C. Physician's written standing orders regarding the dispensing of medications shall be recorded and available for inspection.
- D. All medications (prescription and over-the-counter) shall be kept in a locked storage area that is not accessible to residents.
- E. A first aid kit shall be available in the House as well as in any vehicle used to transport residents.

FOOD SERVICE AND NUTRITION

- A. The Proctor House shall provide an adequate, well-balanced, and varied diet.
- B. The Proctor House shall accommodate youth with special dietary needs.

RECORDS

- A. The PH Coordinator shall maintain records of every youth placed at the House.
- B. The PH Coordinator shall keep all case records in a locked area inaccessible to the residents.
- C. The PH Coordinator shall maintain the confidentiality of all residents.

VI. RESPONSIBILITIES OF JEFFERSON COUNTY

- A. Monitor the conditions of the contract and periodically review for compliance.
- B. Review and process vouchers submitted by the PH Coordinator, respite staff, and ensure payment in a timely manner.
- C. Provide professional assistance, on a limited basis as set out in Section Respite E, for the supervision of detained youth.
- D. Provide payment for authorized medical and dental care for uninsured residents.
- E. Review programming of the Proctor House.
- F. Assist the PH Coordinator in intervention/confrontation of residents who are displaying unacceptable behavior.
- G. Assist the PH Coordinator, the Kitsap County Juvenile Department and law enforcement in arranging transfer of youth to other placements as necessary.
- H. Review compliance with grant requirements, if any.
- I. Provide a vehicle for Proctor House use.

VII. EXCEPTIONS

Exceptions to these standards shall only be granted through a written request to Jefferson County. Such requests shall be approved by the JCA and the Jefferson County Prosecuting Attorney.

**ATTACHMENT B:
PROCTOR HOME BUDGET GUIDELINES**

01/01/2014 through 12/31/2014

Proctor Home Coordinator.....	\$ 62,600.00
Facility.....	22,509.00
Food.....	15,750.00
Household Expenses.....	9,200.00
Gas/Travel.....	5,150.00
Transport/Shuttle.....	17,297.00

TOTAL CONTRACT AMOUNT.....\$132,506.00

01/01/2015 through 01/01/2015

Proctor House Coordinator.....	\$ 62,600.00
Facility.....	22,509.00
Food.....	15,750.00
Household Expenses.....	9,200.00
Gas/Travel.....	5,150.00
Transport/Shuttle.....	17,297.00

TOTAL CONTRACT AMOUNT..... \$132,506.00