



# JEFFERSON COUNTY PUBLIC HEALTH

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

Consent Agenda

January 24, 2014

## JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS

### AGENDA REQUEST

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

**FROM:** Jean Baldwin, Director

**DATE:**

**SUBJECT:** Agenda Item – Professional Services Agreement with Partners4Housing; January 1, 2014 – June 30, 2014; \$1,050.

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

Jefferson County Public Health, Developmental Disabilities Division, requests Board approval of the Professional Services Agreement with Partners4Housing; January 1, 2014 – June 30, 2014; \$1,050.

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

Pam Blanton, from Partners4Housing will provide consulting to the Jefferson County Planning Group. The Planning Group is organizing the Housing Forum for People with Developmental Disabilities and their families. Pam Blanton will present at the Housing Forum on innovative housing programs and resources, which will include topics such as, an overview of affordable housing and housing options, housing resources, support services necessary to make housing successful, the importance of peer network and Partners4Housing's new cluster housing model.

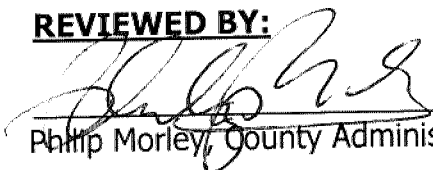
#### **FISCAL IMPACT/COST BENEFIT ANALYSIS:**

This contract is funded through DSHS Developmental Disabilities Administration.

#### **RECOMMENDATION:**

JCPH management request approval of the Professional Services Agreement with Partners4Housing; January 1, 2014 – June 30, 2014; \$1,050.

#### **REVIEWED BY:**

  
Philip Morley, County Administrator

2/18/14  
Date

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

**PUBLIC HEALTH**  
ALWAYS WORKING FOR A SAFER AND  
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ENVIRONMENTAL HEALTH  
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**PROFESSIONAL SERVICES AGREEMENT  
BETWEEN  
JEFFERSON COUNTY  
AND  
Partners4Housing LLC**

This agreement is entered into between the County of Jefferson, a municipal corporation, hereinafter referred to as "the County" and Partners4Housing LLC hereinafter referred to as "the Subcontractor" in consideration of the mutual benefits, terms, and conditions hereinafter specified.

Section 1.        **Designation**

The County, on behalf of the Jefferson County Public Health, the Developmental Disabilities Program, acting in compliance under the Contract with Able Opportunities, Inc. in agreement with the terms and conditions of the Statement of Work hereby contracts with the Subcontractor to perform duties as described in **Exhibit A**.

Section 2.        **Terms**

This agreement shall commence on January 30, 2014 and continue through June 30, 2014 unless terminated as provided herein. The agreement may be extended beyond June 30, 2014 upon mutual consent of the County and the Subcontractor.

Section 3.        **Scope of Agreement**

The Subcontractor agrees to perform the services, identified on **Exhibit "A"**

- A. The Subcontractor works for the Jefferson County Developmental Disabilities Program to support its goals and objectives.
- B. The specific duties of the Subcontractor are outlined in **Exhibit A**.
- C. The Subcontractor shall provide reporting detailed in **Section 10**.

Section 4.        **Compensation**

The Subcontractor shall be paid by the County for completed work and for services rendered under this agreement as follows:

- A. Payment for the work provided by the Subcontractor shall not exceed a total of \$1050.00 in the completion of this project without express written amendment signed by both parties to this Agreement.
- B. The Subcontractor may submit vouchers to the County for work completed to date. The County will review such vouchers, and upon approval thereof, payment will be made to the Subcontractor in the amount approved.
- C. The total compensation to the Subcontractor is limited to the terms of this Agreement, which commence on January 30, 2014 and ends June 30, 2014.

- D. The County will make final payment of any balance due the Subcontractor promptly upon its ascertainment and verification after the completion of the work under this agreement and its acceptance by the County.
- E. The Subcontractor records and accounts pertaining to this agreement are to be kept available for inspection by representatives of the County and state for a period of six (6) years after final payments. Copies shall be made available upon request.

Section 5. **Compliance with laws**  
The Subcontractor 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**  
The Subcontractor shall indemnify, defend and hold harmless the County, its officers, agents and employees, from and against any and all claims, lawsuits, demands for money damages, losses or liability, or any portion thereof, including attorney's fees and costs, arising from any injury to person or persons (including the death or injury of the Subcontractor or damage to personal property) if said injury or damage was caused by the negligent acts or omissions of the Subcontractor.

Section 7. **Insurance**  
The Subcontractor shall obtain and keep in force during the terms of the Agreement, or as otherwise required.

- A. General Automobile Liability Insurance providing bodily injury and property damage liability converge 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 \$300,000 each occurrence. Subcontractor shall provide proof of insurance to the County in care of Developmental Disabilities County Coordinator at Jefferson County Public Health, Developmental Disabilities Program, 615 Sheridan St. Port Townsend, WA 98368 prior to commencing employment.

Section 12. Modification  
This employment agreement may be modified at any time by written agreement of all parties

Section 13. Integrated Agreement  
This Agreement together with attachments or addenda represents the entire and integrated agreement between the County and the Subcontractor 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 Subcontractor.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2014  
BOARD OF COUNTY COMMISSIONERS  
JEFFERSON COUNTY, WASHINGTON

\_\_\_\_\_  
John Austin, Chairperson

Pamela J. Blanton   
(Subcontractor)

3/24/14   
Date

ATTEST:

\_\_\_\_\_  
Deputy Clerk of the Board

APPROVED AS TO FORM ONLY:

By:  David Almon   2/19/14   
Jefferson County Civil Deputy Prosecuting Attorney

Section 8. **Independence**

The Subcontractor and the County agree that the Subcontractor is an independent Subcontractor 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 Subcontractor 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 Subcontractor may sublet or assign any of the services covered by this agreement but only with the express written consent of the County.

Section 10. **REPORTING**

The Subcontractor will provide electronic & hard copies of the invoice for billing to the County as identified in **Exhibit A**. The monthly invoice shall be mailed to Jefferson County Public Health in care of the Developmental Disabilities County Coordinator, 615 Sheridan, Port Townsend WA 98368.

Section 11. **Termination**

- A. The County reserves the right to terminate this contract in whole or in part, without prior written notice, 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. In the event of termination under this clause, the County shall be liable for only payment for services rendered prior to the effective date of termination.
- B. This agreement may also be terminated as provided below:
  1. With 14 days notice by the Board of County Commissioners for any Reason, or
  2. With 14 days notice by the Board of County Commissioners for non-performance of the specific job duties in **Exhibit A**.
  3. With 14 days notice by the Subcontractor by voluntary resignation.

**EXHIBIT A**  
**STATEMENT OF WORK**  
**Partners4Housing LLC**  
**WORK STATEMENT**

Subcontractor will provide consulting to the Planning Group for the Housing Forum for People with Developmental Disabilities and their families and present at the Housing Forum on innovative housing programs.

**II. PROGRAM DESCRIPTION**

**A. Tasks**

1. Subcontractor will consult with the Planning Group, in order to create an Event Agenda/Program for the Housing Forum.
2. Subcontractor will present the following information at the Housing Forum (see bullet points below), for people with developmental disabilities & their families.
  - a general overview of affordable housing, housing options, subsidies, and Section 8
  - housing resources
  - the support services necessary to make housing successful
  - the importance of peer networks
  - Partners4Housing's new cluster housing model, our Comprehensive Profile Questionnaire and roommate matching.
  - Questions

**B. Requirements**

1. Meet or have a phone meeting with the DD Coordinator on a when applicable.

**C. Reporting**

1. Provide electronic & hard copies of documentation and a signed invoice for billing.

**D. Performance Standards**

1. The Subcontractor shall provide Services. These services, as defined in Tasks Section II.A above.
2. The Subcontractor will adhere to the Requirements. These requirements as defined in Section II.B above.
3. The Subcontractor will adhere to the Reporting. Reporting as defined in Section II.C above.
4. The Subcontractor shall provide a bill for services with invoice and documentation.