



**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA REQUEST**

TO: Board of County Commissioners
Mark McCauley, County Administrator

FROM: Apple Martine, Public Health Director
Denise Banker, Community Health Director

DATE: 9-19-22

SUBJECT: Agenda item – Amendment 1 to Professional Services Agreement with Kitsap Public Health District; July 1, 2022 – June 30, 2023; additional \$70,000

STATEMENT OF ISSUE:

Jefferson County Public Health (JCPH), Community Health Division, requests Board approval of the amendment to the Professional Services Agreement with Kitsap Public Health District (the District) to develop and implement coordinated tobacco, vapor and marijuana product prevention and intervention strategies; July 1, 2022 – June 30, 2023; an additional \$70,000 for a total of \$124,761, income generating. Washington Department of Health has increased Tobacco funding and the parties have agreed it is desirable to adjust funding.

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

The purpose of this agreement is for the District to retain JCPH to develop and implement coordinated tobacco, vapor and marijuana product prevention and intervention strategies to prevent and reduce tobacco and marijuana use by youth in Jefferson County. This amendment, for an additional \$70,000, added to the original \$54,761, is to pay for direct labor, direct material, and other direct costs. This amendment changes no other provisions of the Agreement.

FISCAL IMPACT/COST BENEFIT ANALYSIS:

This contract agreement is fully funded by the District through a regional funding received from the Washington State Department of Health.

RECOMMENDATION:

JCPH management requests approval of the amendment to the Professional Services Agreement with the District to develop and implement coordinated tobacco, vapor and marijuana product prevention and intervention strategies; July 1, 2022 – June 30, 2023; an additional \$70,000 for a total of \$124,761.

REVIEWED BY:

Mark McCauley, County Administrator

Date 9/14/22

AMENDMENT TO AGREEMENT 2262 JEFFERSON

This Amendment ("Amendment") to Kitsap Public Health District Contract for Youth Cannabis and Commercial Tobacco Prevention Program (the "Contract"), is entered into between the Jefferson County Public Health ("Contractor") and the Kitsap Public Health District ("District").

RECITALS

WHEREAS, the Parties entered into the Contract effective July 1, 2022; and

WHEREAS, Washington State Department of Health has increased Tobacco funding, and the parties have agreed it is desirable to adjust funding; and

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

I. Amendment of Contract Section 5. Compensation. \$70,000 dollars will be added to increase tobacco funding for Jefferson County Public Health to provide services in both Jefferson County and Clallam County. For a total compensation of \$124,761.

II. Amendment of Contract Section 4. Statement of Work and Budget Subcontractor shall furnish the necessary personnel, equipment material, and / or services and otherwise do all things necessary for or incidental to the performance of the work set forth in ATTACHEMENT A-1, attached hereto and incorporated herein. ATTACHMENT A of the initial contract remains unchanged.

III. Other Provisions Unchanged. The other provisions of the Contract, remain unchanged.

IV. Effective Date. This Amendment is effective July 1, 2022.

V. Authorization. Each party signing below warrants to the other party that they have the full power and authority to execute this Amendment on behalf of the party for whom they sign.

IN WITNESS WHEREOF, the Parties have subscribed their names hereto.

Dated this 8th day of September, 2022.

Dated this _____ day of _____, 2022.

**KITSAP PUBLIC
HEALTH DISTRICT**

**JEFFERSON COUNTY WASHINGTON
Board of County Commissioners**

Keith Grellner

Keith Grellner
Administrator

Heidi Eisenhour, Chair

Approved as to form only:

ATTEST:

KPHD Amendment_Standard Form.docx

Barbara Dyles Eshelman Sept. 13, 2022 for
Philip C. Hunsucker, Date
Chief Civil Deputy Prosecuting
Attorney

Carolyn Gallaway, Date
Clerk of the Board

ATTACHMENT A-1 SCOPE OF WORK AND BUDGET
Jefferson County Public Health
July 1, 2022 – June 30, 2023

As a subrecipient of KPHD under the Washington Department of Health funded *Youth Cannabis & Commercial Tobacco Prevention Program (YCCTPP) Additional Tobacco Funds*, Jefferson County Public Health agrees to the following activities funded in full or part by the associated budget.

Activity	
Planning & Coordination of Regional Network	Attend the Olympic Prevention Partnership steering committee and network. • Invite new community partners to join the Olympic Prevention Partnership Steering Committee. • Attend nine monthly steering committee meetings (Sept 2022 – June 2023)
Implementation Goals	<i>2022-2023 Goals for the Additional Tobacco Funds:</i> • Reduce Commercial tobacco-related disparities among priority populations • Prevention commercial tobacco use among youth and young adults with emphasis on e-cigarettes • Leverage resources for promoting and supporting commercial tobacco dependence treatment. • Eliminate exposure to secondhand smoke and electronic cigarette emissions. The above goals are Washington State specific goals. By August 15, 2022, sub recipients will work with the lead contractor at KPHD to develop a detailed workplan and activities specific to Jefferson & Clallam Counties. Workplans are subject to change. Any changes will be approved by both parties.
Monitoring and Reporting	Monitor progress for each activity as appropriate; submit monthly narrative and data reports as requested by KPHD on the 5th of every month. Only one report will be required for both Jefferson and Clallam additional tobacco work.
Midterm Evaluation	By February 1, 2023, report progress to the Regional Coordinator. If needed, adjust activities to ensure spend down. Conduct a mid-year workplan re-evaluation.
Calls/Meetings	Participate in monthly conference call with KPHD and attend webinars as scheduled; respond to correspondences related from the Department of Health; respond to activity assessments/surveys administered by KPHD as appropriate per scope of work.
Invoicing	Submit monthly invoices by the 20th of the month following the month in which costs were incurred, except for the Final Expenditure Report and Request for Reimbursement in each federal fiscal year (due July 1, 2023). Invoices must include supporting documentation such as timecards for staff time and copies of invoices paid for goods and services.

Budget July 1, 2022 – June 30, 2023

	<i>Cost</i>	<i>Description</i>
Staff Salary	\$33,796	Staff hours split between Jefferson & Clallam (6 hr. wk. Clallam – Megan C); (5 hr. wk. Jefferson Laura T); (8 hr. wk. Jefferson Karen O).
Benefits	\$8,366	
Indirect	\$9,879	Rate: 29.23%
Goods & Services	\$5,057	Materials necessary and approved for programing: See Work Plan.
Mileage	\$4,902	1 time to PT-- PA two ways @ \$1.00 per mile 52.1329 wks. in a year
Travel/Training	\$8,000	Youth and sponsors to Legislative activity; Conferences, e.g. Montana Institute, Rural Network, People's Institute NW (undoing racism), etc. Host regional in-person training addressing changing behavior/behavioral health.
Total Jefferson	\$70,000	Total

Funding Source

Chart of Accounts Program Name or Title	CFDA#	BARS Code	7/1/22 – 6/30/23
FFY23 TOBACCO PREVENTION		334.04.93	\$70,000
Total to Jefferson			\$70,000