



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

TO: Board of County Commissioners
Mark McCauley, County Administrator

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

DATE: 11-7-22

SUBJECT: Agenda Item – Memorandum of Understanding (MOU) with First Step Family Support Center Amendment 1; Upon signature – until terminated

STATEMENT OF ISSUE:

Jefferson County Public Health requests approval of Amendment 1 to the MOU with First Step Family Support Center in Port Angeles, WA, signed January 10th, 2022. This amendment keeps in place all that is provided for in the original MOU and adds language regarding sharing of referral for Maternal Support Services (MSS) and Infant Case Management (ICM). Jefferson County Public Health will share referrals with First Step Family Support Services and First Step Family Support Services will share referrals with Jefferson County Public Health; All clients will have a Release of Information, signed or verbal, on file; Upon signature – until terminated

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

The purpose of this MOU is for Jefferson County Public Health to utilize First Step Family Support's MSS/ICM Programs by sharing client referrals for services; and for First Step Family Support Center to refer clients to Jefferson County Public Health's direct service programs. All other elements of this MOU remain unchanged.

FISCAL IMPACT/COST BENEFIT ANALYSIS:

There is no exchange of money associated with this agreement.

RECOMMENDATION:

JCPH Management recommends BOCC signature of the Amendment 1 to the MOU with First Step Family Support Center to share client referrals by and between Jefferson County Public Health and First Step Family Support Services; Upon signature – until terminated

REVIEWED BY:


Mark McCauley, County Administrator

10/10/22
Date

**Memorandum of Understanding Amendment #1
Between
First Step Family Support Services
And
Jefferson County Public Health**

Family Health Education and Prevention Services

WHEREAS, First Step Family Support Services and Jefferson County Public Health entered into a Memorandum of Understanding (MOU) January 10th, of 2022 to collaborate for services, referrals, and operational necessities regarding Parents As Teachers (PAT) in Jefferson County and Nurse Family Partnership (NFP) in Clallam County

WHEREAS, the parties desire to amend the terms of that MOU.

IT IS AGREED BETWEEN BOTH PARTIES AS NAMED HEREIN AS FOLLOWS:

1. Jefferson County Public Health will share referrals with First Step Family Support Services for all clients, referred, interviewed, and otherwise eligible in Jefferson County for Maternal Support Services (MSS) and Infant Case Management (ICM).
2. First Step Family Support Services will share referrals with Jefferson County Public Health for all MSS/ICM clients, referred, interviewed, and otherwise eligible in Jefferson County for Nurse Family Partnership (NFP) and Women Infants and Children (WIC).
3. All clients, referred, interviewed, and otherwise eligible will have a Release of Information (ROI) signed or verbal on file.
4. All other terms and conditions of the agreement will remain the same.

Dated this _____ **day of** _____, 2022

By: _____
Heidi Eisenhour, Chair
Board of County Commissioners
Jefferson County, Washington

By:  _____
Elisia Anderson, Executive Director
First Step Family Support Services, Clallam County

ATTEST:

By: _____
Carolyn Gallaway, Date
Clerk of the Board

APPROVED AS TO FORM ONLY:

By: P.C. Hunsucker October 5, 2022
Philip C. Hunsucker, Date
Chief Civil Deputy Prosecuting Attorney

Memorandum of Understanding

First Step Family Support Center and Jefferson County Public Health

Jefferson County Public Health (JCPH) and First Step Family Support Center (FSFSC) both provide health education and prevention based services for families in Jefferson and Clallam Counties. The collaboration therein seeks to better serve low- income families with young children through:

- JCPH Nurse-Family Partnership (NFP) program and
- FSFSC Parents as Teachers (PAT) program

NFP focuses on families with their first child from pregnancy to their child's second birthday. FSFSC's PAT program will enroll families anytime between pregnancy and their child's 2nd birthday and focus on families with more than one child and families that do not meet NFP enrollment criteria. This MOU represents the two agencies collaboration on client referrals and recruitment and establishing and sharing common enrollment pathways. This MOU represents First Steps Family Support Center's willingness to host one Nurse Family Partnership Nurse Home Visitor in their agency upon hire, and Jefferson County Public Health's willingness to provide office space for PAT visits on an available/as needed basis.

First Step Family Support Center will:

- Host/house one NFP RN at our facility, located at 323 E. 6th St. Port Angeles, WA. This RN will be employed by Jefferson County Public Health, trained by Jefferson County Public Health, and supervised by Jefferson County Public Health
- Utilize First Step Family Support's current referral and outreach systems for identifying and referring first-time pregnant ($\leq$ 28 weeks gestational age) women to this NFP RN for NFP services
- Collaborate with Jefferson County Public Health in reaching out to local Physicians, Midwives and families with information about the NFP program in an effort to reach and recruit eligible pregnant women to the NFP program
- Provide a desk, access to a copier, scanner, fax machine, access to a refrigerator and microwave, a key to the building, and access to internet services
- Provide parking at First Step Family Support for the NFP RN
- Collaborate with JCPH Family Health Services Program, which includes NFP, WIC, MSS/ICM programs, in identifying and referring program eligible families with young children between the ages of 0-3 to FSFSC Parents as Teachers (PAT) program in Jefferson County
- Invite and include JCPH NFP staff at Maternity Support Services case conference meetings.
- There will be no duplication of NFP and PAT services; families will be enrolled in only one program at a time

Jefferson County Public Health will:

- Provide liability coverage for the JCPH employee
- Provide a computer and printer (laptop or desktop, monitor, keyboard and mouse)
- Provide a cell phone and cell phone service
- Provide a two drawer file cabinet and office supplies such as pens, pencils, white out, note books, etc.
- Provide an office chair that meets the needs of the JCPH employee
- Provide all supplies and equipment necessary for the NFP RN to participate in meetings/trainings/webinars onsite
- Provide all supervision, required by the NFP model for fidelity, to the NFP RN
- Provide reimbursement to First Step Family Support Center for copier charges incurred monthly via invoice to JCPH
- Provide mileage reimbursement and all accompanying vehicle support to JCPH employee for attending home visits, meetings and trainings authorized by the NFP supervisor
- Collaborate with FSFSC in identifying and referring program eligible families with young children between the ages of 0-3 to FSFSC Parents as Teachers (PAT) program in Jefferson County
- Invite and include FSFSC PAT staff at Maternity Support Services case conference meetings.
- There will be no duplication of NFP and PAT services; families will be enrolled in only one program at a time
- Provide pre-arranged office space for PAT visits as rooms are available and needed at JCPH.

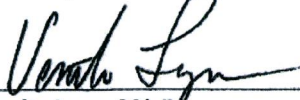
Shared Responsibilities include:

Both agencies agree that there will be no charge to the other agency for these services, except for copies made by JCPH staff. Both parties agree to be responsible for the negligent acts or omissions of its own employees, officers, or agents in the performance of this Agreement. The designated contact person for First Step Family Support will be the current executive director and the designated person for contact with Jefferson County Public Health will be Denise Banker, Community Health Division Director.

Terms:

This Agreement is effective upon hire of the new Nurse Family Partnership RN (Jefferson County Public Health's employee) in 2021, and will continue year to year thereafter. This Agreement will be reviewed no later than two years from its effective date, or earlier upon request.

First Step Family Support Center:



Venita Lynn, MA Ed
Executive Director
Address: 325 East 6th Street
Port Angeles, WA 98362
Phone: (360) 457-8355
Email: fstep@olypen.com

12/22/21

Date

Jefferson County Public Health:



Heidi Eisenhour
Chair, Jefferson County Board of Commissioners

1/10/22

Date

Address: 615 Sheridan Street
Port Townsend, WA 98368
Attn: Apple Martine
Phone: (360) 385-9443
Email: amartine@co.jefferson.wa.us

SEAL:

ATTEST:



Carolyn Galloway
Clerk of the Board

DATE

Approved as to form only:



January 4, 2021

Philip C. Hunsucker
Chief Civil Deputy Prosecuting Attorney

DATE