



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

TO: Board of County Commissioners
Mark McCauley, County Administrator

FROM: Pinky Feria Mingo, Environmental Health and Water Quality Director
Alisa Hasbrouck, Environmental Public Health Manager

DATE: September 11, 2023

SUBJECT: Agenda item – Agreement No. G7878, Local Records Grant Program; Date of Execution to 5/31/24; \$8,674

STATEMENT OF ISSUE:

Jefferson County Public Health (JCPH) is requesting Board approval of an Agreement with the State of Washington, Office of the Secretary of State, Division of Archives and Records Management (OSOS); Date of Execution to 5/31/24; \$8,674.

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

This grant covers the cost of having a vendor scan food permit records, name the digital records according to a file naming convention, and provide them back to us digitally. The digital records will then be uploaded to Energov by staff. There are ten bankers boxes (approximately 18,000 double-sided pages) and on average each record is 2 double-sided pages long; therefore, the project will produce approximately 9,000 scanned files. Documents will be named using a file naming convention and uploaded to Energov. The file naming convention aligns with a workflow process in Laserfiche which creates subfolders and assigns metadata, including the permit number and the Washington State disposition authority number (DAN).

JCPH began using the Energov database on 12/6/22, and implemented a Scan & Toss policy for food permit records on 3/29/23. This project is needed to process the backlog of paper records received prior to going paperless, and to enable staff to access records both in the office and out in the field. Future plans include providing public access to the records via the online CSS portal in Energov. Having records digitized and stored in Laserfiche with the DAN number assigned enables searches to be conducted in the future producing a list of files that are eligible for destruction.

FISCAL IMPACT/COST BENEFIT ANALYSIS:

This grant is fully funded by OSOS, and no match is required.

RECOMMENDATION:

JCPH management requests approval of this agreement with the state of Washington, Office of the Secretary of State, Division of Archives and Records Management (OSOS); Date of Execution to 5/31/24; \$8,674.

REVIEWED BY:

Mark McCauley, County Administrator Date

CONTRACT REVIEW FORM

(INSTRUCTIONS ARE ON THE NEXT PAGE)

Clear Form

CONTRACT WITH: Office of WA Secretary of State

Contract No: EH-23-063

Contract For: Paper to digital conversion (food permits)

Term: Upon execution - 5/31/2024

COUNTY DEPARTMENT: Environmental Health

Contact Person: Alisa Hasbrouck

Contact Phone: X 489

Contact email: ahasbrouck@co.jefferson.wa.us

AMOUNT: \$8,674

Revenue: \$8,674

Expenditure:

Matching Funds Required:

Sources(s) of Matching Funds

Fund # 127

Munis Org/Obj 12756210

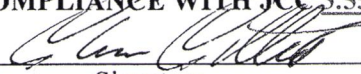
PROCESS:

- ☐ Exempt from Bid Process
- ☐ Cooperative Purchase
- ☐ Competitive Sealed Bid
- ☐ Small Works Roster
- ☐ Vendor List Bid
- ☐ RFP or RFQ
- ☐ Other: _____

APPROVAL STEPS:

STEP 1: DEPARTMENT CERTIFIES COMPLIANCE WITH JCC 3.55.080 AND CHAPTER 42.23 RCW.

CERTIFIED: ☐ N/A: ☒

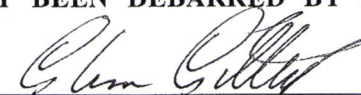

Signature

August 29, 2023

Date

STEP 2: DEPARTMENT CERTIFIES THE PERSON PROPOSED FOR CONTRACTING WITH THE COUNTY (CONTRACTOR) HAS NOT BEEN DEBARRED BY ANY FEDERAL, STATE, OR LOCAL AGENCY.

CERTIFIED: ☐ N/A: ☒


Signature

August 29, 2023

Date

STEP 3: RISK MANAGEMENT REVIEW (will be added electronically through Laserfiche):

Electronically approved by Risk Management on 8/31/2023.

STEP 4: PROSECUTING ATTORNEY REVIEW (will be added electronically through Laserfiche):

Electronically approved as to form by PAO on 8/31/2023.
State language - cannot change.

STEP 5: DEPARTMENT MAKES REVISIONS & RESUBMITS TO RISK MANAGEMENT AND PROSECUTING ATTORNEY(IF REQUIRED).

STEP 6: CONTRACTOR SIGNS

STEP 7: SUBMIT TO BOCC FOR APPROVAL

**GRANT AGREEMENT
BETWEEN
THE STATE OF WASHINGTON,
OFFICE OF THE SECRETARY OF STATE,
ARCHIVES AND RECORDS MANAGEMENT DIVISION,
AND
JEFFERSON COUNTY (ENVIRONMENTAL PUBLIC HEALTH)**

This Grant Agreement (this "Agreement") is entered into between the state of Washington, Office of the Secretary of State, Division of Archives and Records Management (hereinafter referred to as "OSOS"), and **Jefferson County (Environmental Public Health)** (hereinafter referred to as "Grantee").

RECITALS

WHEREAS, a local government grants program was authorized and funded by Chapter 303, State of Washington Laws of 2017; and

WHEREAS, the purpose of this program is to help local governments use technology to improve their records retention, management and disclosure of public records processes, as authorized under RCW 40.14.026, through the Archives and Records Management Division's Local Records Grant Program (hereinafter referred to as the "Program"); and

WHEREAS, the Program was established to provide funds to local entities to accomplish the Program's purposes; and

WHEREAS, by virtue of a competitive process, Grantee was conditionally identified for award of the Grant Amount (as hereinafter defined); and

WHEREAS, OSOS and Grantee desire to set forth in detail the terms and conditions governing the award and disbursement of the Grant Amount to Grantee.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, or attached and incorporated and made a part hereof, OSOS and Grantee mutually agree as follows:

1. STATEMENT OF WORK

Grantee will provide services and staff, and otherwise do all things necessary for or incidental to the performance of the work. Grantee will perform the work as described in the Award Determination attached hereto as Exhibit A and incorporated herein by this reference.

The Program requires both the narrative and financial components of Program progress reports be completed during the project period. Documentation of expenditures is required. Grantee shall submit reports to:

Bonnie Hood, Coordinator
Local Records Grant Program
Washington State Archives
1129 Washington St SE
Olympia, WA 90504-0238

Upon completion of the project work and prior to disbursement of the Grant Amount, Grantee shall participate in a survey conducted by OSOS.

2. PERIOD OF PERFORMANCE

Subject to the other provisions of this Agreement, the period of performance of this Agreement shall commence on date of execution and be completed no later than **5/31/2024** unless terminated sooner as provided herein.

3. PAYMENT

No grant funds will be disbursed in advance to Grantee. All grant funds will be held by OSOS. In consideration for the work conducted as described in Exhibit A, and Grantee's compliance with the other terms and conditions of this Agreement, Grantee shall submit invoices for completed work to the OSOS Project Manager for processing by OSOS. Subject to the other provisions of this Agreement, this grant is not to exceed the amount of **\$8,674** (the "Grant Amount") as set forth on Exhibit A.

Payment for approved and completed work will be made by warrant or account transfer by OSOS within 30 calendar days of a satisfactorily completed invoice and Grantee's compliance with all other terms and conditions of this Agreement. Satisfactorily completed is defined as having all the information required for processing by OSOS Financial Services. In addition to a Federal Tax ID number, Grantee must provide OSOS a Statewide Vendor Number (SWV#). Payment cannot be made without these numbers on file. **The Contract number G-7878 and Statewide Vendor number must be referenced on each reimbursement claim in order for the claim to be processed.**

Costs incurred prior to the effective date of this Agreement shall be disallowed. Should Grantee incur costs prior to the effective date of this Agreement, it does so at its own risk. WAC 434-670-020.

4. RECORDS MAINTENANCE AND MONITORING PROJECTS FOR PROGRAM AND FISCAL COMPLIANCE

Specific accounting requirements for the Program include but are not limited to:

- All changes to the approved project (project scope, budget, personnel), must be requested in writing to, and approved by, the State Archivist.
- Imaging completed as a result of this grant must meet the Washington State Standards for Production and Use of Microfilm.
- Grant work must be monitored in progress. OSOS staff may visit the work site for review at any time during the project.
- Grantee is responsible to adhere to its own applicable purchasing policies and requirements.
- Grantee must participate in a survey conducted by OSOS following completion of the project work.

5. GRANT MANAGEMENT

The Project Manager for each of the parties identified below shall be the contact person for communications regarding the performance of this Agreement. Invoices shall be sent to the OSOS Project Manager. Should questions arise during the processing of invoices, send inquiries to payables@sos.wa.gov.

Alisa Hasbrouck

Jefferson County (Environmental Public Health)
615 Sheridan
Port Townsend, WA 98382
Phone: 360-379-4489
E-mail address: ahasbrouck@co.jefferson.wa.us

Bonnie Hood

Office of the Secretary of State
Washington State Archives and Records Management
1129 Washington St. SE
Post Office Box 40238
Olympia, Washington 98504-0238
Phone: 360-586-7810
E-mail address: bonnie.hood@sos.wa.gov

6. INDEPENDENT CAPACITY

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of

the other party. Each party to this Agreement shall be responsible for its own acts and/or omissions and those of its officers, employees and agents.

7. EXCEPTIONAL CIRCUMSTANCES

In the event of exceptional circumstances as determined by OSOS in its sole discretion, the funds available for the work to be performed under this Agreement may be increased by an amount not to exceed 10% of the original Grant Amount, and the period of performance may be extended by up to 30 days beyond the original period of performance stated in this Agreement. The parties agree that such an increase in available funds or extension of time due to exceptional circumstances shall not require a formal amendment to this Agreement, but instead may be effectuated by OSOS after notice to Grantee.

8. TERMINATION

Either party may terminate this Agreement upon 30 days' prior written notification to the other party. If this Agreement is so terminated, the parties shall be liable for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

9. TERMINATION FOR CAUSE

If for any cause, either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within 15 working days. If the failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.

The rights and remedies of OSOS provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement. Except as otherwise provided in this Agreement, when a dispute arises between the parties and it cannot be resolved by direct negotiation, either party may request a dispute hearing with the Secretary of State. Nothing in this Agreement shall be construed to limit the parties' choice of a mutually acceptable Alternate Dispute Resolution (ADR) method in addition to the dispute resolution procedure outlined above.

10. GOVERNANCE

In the event of any inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- A. Applicable state and federal statutes and rules; and
- B. This Agreement and any and all attached exhibits

11. GOVERNING LAW

This Agreement shall be construed and interpreted in accordance with the laws of the state of Washington, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

IN WITNESS WHEREOF, the parties have executed this Agreement.

JEFFERSON COUNTY WASHINGTON

OFFICE OF THE SECRETARY OF THE STATE

Board of County Commissioners
Jefferson County, Washington

Greg Brotherton, Chair

Date

SEAL:

ATTEST:

Signature

Name: _____

Title: _____

Date: _____

Carolyn Gallaway
Clerk of the Board

Date

Approved as to form only:



August 31, 2023

Philip C. Hunsucker,
Chief Civil Deputy Prosecuting Attorney

Date

APPROVED AS TO FORM

Attorney General's Office

EXHIBIT A

AWARD DETERMINATION
JEFFERSON COUNTY (ENVIRONMENTAL PUBLIC HEALTH)

The following table illustrates the grant budget as proposed by your agency - with the items that were funded, and the items that were awarded with conditions.

Budget Item	Amount Requested	Amount Funded	Stipulations/Conditions
Imaging / Digitization	\$8,674.00	\$8,674.00	Records identified to be imaged: <i>Food Establishment and Temporary Food Service Permits and Approvals: HE55-01J-14 Rev. 2.</i> By Imaging Vendor: Printery Communications 631 Tyler Street, Port Townsend, WA 98368 (360) 301-3064 <i>All reimbursement requests to be submitted by May 31, 2024.</i>
TOTAL		\$8,674.00	Not to exceed amount listed.