



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

TO: Board of County Commissioners
Mark McCauley, County Administrator

FROM: Pinky Feria Mingo, Director, Environmental Health and Water Quality

DATE: *July 8, 2024*

SUBJECT: Agenda Item — Amendment 1 to Professional Services Agreement with MCS Counseling Group; 12/1/2023 to 6/30/2025; additional \$30,000 for a total of not more than \$60,000

STATEMENT OF ISSUE:

Jefferson County Public Health (JCPH) is seeking approval to amend its contract with MCS Counseling Group (MCS); 12/1/2023 to 6/30/2025; additional \$30,000 for a total of not more than \$60,000.

ANALYSIS/STRATEGIC GOALS/PROS and CONS:

Environmental Health professionals often have little training in working with individuals with behavioral and mental health issues; and recognize some compliance cases would benefit from social services intervention. The goal of the program is to develop an alternative to traditional environmental complaint enforcement that recognizes the challenges of individuals experiencing:

- Mental health impairment / chemical dependency issues
- Hoarding disorder
- Physical disability (including physical limitations based on age)
- Economic challenges (e.g., unable to afford cost of waste cleanup/removal, septic system repair, rodent control, and so on).
- Homelessness

JCPH wishes to extend its contract with MCS to provide services through June 30, 2025, and allot additional funds not to exceed \$30,000.

FISCAL IMPACT/COST BENEFIT ANALYSIS :

This program is funded through Foundational Public Health Services.

RECOMMENDATION:

JCPH management recommends approving the amendment to its contract for MCS.

REVIEWED BY:


Mark McCauley, County Administrator

7/2/24
Date

CONTRACT REVIEW FORM

(INSTRUCTIONS ARE ON THE NEXT PAGE)

Clear Form

CONTRACT WITH: MCS Counseling Group

Contract No: AD-23-076-A1

Contract For: Social Support Services, Amendment 1

Term: 12/1/2023 - 6/30/2025

COUNTY DEPARTMENT: Public Health

Contact Person: Pinky Mingo

Contact Phone: x 476

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

AMOUNT: Additional \$30,000 for total not to exceed \$60,000

Revenue:

Expenditure: \$30,000

Matching Funds Required:

Sources(s) of Matching Funds

Fund # 127

Munis Org/Obj 12756200

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

June 17, 2024

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

June 17, 2024

Date

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

Electronically approved by Risk Management on 6/17/2024.

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

Electronically approved as to form by PAO on 6/19/2024.
Contract amendment.

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

FIRST AMENDMENT
to
PROFESSIONAL SERVICES AGREEMENT
between
JEFFERSON COUNTY PUBLIC HEALTH
and
MCS COUNSELING GROUP

This amendment ("Amendment") is effective as of the date of signature of the last party to sign as indicated below ("Amendment Effective Date"), by and between the County of Jefferson ("the County") and MCS Counseling Group ("the Contractor").

WHEREAS, the County and the Contractor are parties to an agreement signed 12-04-2023 ("Agreement"); and

WHEREAS, the County and the Contractor desire to amend the terms of the Agreement as provided herein; and

WHEREAS, this amendment is necessary to provide additional technical support due to staffing reductions and changes in the County staff assigned to work on the successful transition to the Energov database;

NOW THEREFORE, in consideration of the mutual promises hereinafter contained, the County and the Contractor agree to amend Exhibit A and B as follows:

Exhibit A—Scope of Work:

Provide consultation services to clients eligible for the Draft Alternative Enforcement Policy (Attachment 1) and when Final under the Final Alternative Enforcement Policy. If contractor needs to deviate from the Alternative Enforcement Policy, the contractor shall notify Environmental Health that they are deviating from the policy and provide an explanation for the deviation that is supported through best practices.

Provide consultation services to Environmental Health staff in the revising of the Draft Alternative Enforcement Policy and other additional documents needed to implement the Alternative Enforcement Policy.

Coordinate with Environmental Health staff to identify and conduct any other additional training.

Exhibit B—Estimated Budget Breakdown:

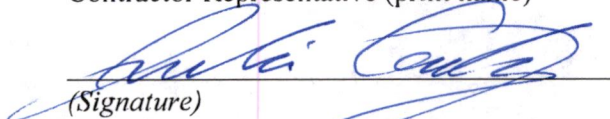
1. Extend the contract period to allow ongoing support through June 30, 2025
2. Increase the annual funding not to exceed \$60,000
3. Except as expressly indicated in this Amendment, all other terms and conditions of the Agreement shall remain in full force and effect.

(SIGNATURES FOLLOW ON THE NEXT PAGE)

SIGNATURE PAGE

MCS Counseling Group
Name of Contractor

Julie Canterbury
Contractor Representative (print name)


(Signature)

Executive Director
Title

June 26, 2024
Date

**JEFFERSON COUNTY
BOARD OF COMMISSIONERS**

Kate Dean, Chair

Greg Brotherton, Member

Heidi Eisenhour, Member

ATTEST:

By: _____
Carolyn Gallaway, Date
Clerk of the Board

APPROVED AS TO FORM ONLY:

 June 19, 2024
Philip C. Hunsucker, Date
Chief Civil Deputy Prosecuting Attorney

ATTACHMENT 1

Alternative Enforcement Program

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Alternative Enforcement Program for Persons Failing to Comply with County Code

Policy Statement:

The purpose of this Alternative Enforcement Program (Program) is to offer social services assistance to persons facing code enforcement for failure to comply with the Jefferson County Code (JCC), where the failure to comply could lead to serious consequences for the person, including daily fines, charges for staff time, attorney's fees and costly litigation, and Environmental Health (EH) believes these persons might benefit from such assistance. The Alternative Enforcement Program shall assess whether difficulty complying with the JCC may be the result of a mental health disorder, substance use disorder, hoarding disorder, physical disability, economic challenges, and/or homelessness. In developing this Program, Environmental Health (EH) aims to exercise enforcement discretion to achieve compliance, considering the needs of the public and the person of whom compliance is required. Nothing in this policy is intended to change, waive or be inconsistent with state law or the JCC.

Program Eligibility

EH and Code Compliance staff shall work with their managers to identify cases where code violations exist and which may benefit from this Alternative Enforcement Program. The criteria for entering this Alternative Enforcement Program is a determination by EH that a person facing code enforcement could benefit from the assistance from a Social Worker because of a possible:

- ☐ Hoarding disorder
- ☐ Mental health disorder
- ☐ Chemical dependency
- ☐ Economic need; or,
- ☐ Physical disability

To ensure that limited resources are used to their highest need, EH and Code Compliance staff shall exercise enforcement authority after considering the following factors:

- ☐ Whether the condition creating a lack of compliance may affect a vulnerable adult or minor;
- ☐ Whether an imminent threat to human health or the environment exists; and,
- ☐ Whether the condition creating a lack of compliance may constitute a nuisance, as defined in JCC [19.10.015\(36\)](#).

Roles and Responsibilities

Participant

- ☐ Signs a confidentiality agreement and a release of information which allows the Social Worker to discuss confidential health information with the participant. The release of information shall allow Social Workers to update EH and Code Compliance staff regarding progress, but Social Workers shall not share confidential health information with EH or Code Compliance staff.
- ☐ Signs an acknowledgement that they understand that they are participating in an alternative enforcement program, that compliance is the goal, and that non-compliance shall lead to termination from the Alternative Enforcement Program.

- ☐ Completes an initial assessment with the Social Worker.
- ☐ Signs a voluntary compliance agreement (VCA), which includes a timeline for compliance.
- ☐ Attends bi-weekly sessions with Social Worker for a period of time to be determined by the Social Worker, EH and Compliance Staff to focus on goals that are specific to their situation. For example, learning to cope with stress, make decisions, declutter, etc.

Code Compliance Staff

- ☐ Issues a “Soft Letter” that conveys participation in the Program is voluntary and they may need to waive confidentiality on specific issues for the sole purpose of communicating with EH staff to resolve compliance issues.
- ☐ Prepares certificate(s) of correction pursuant to JCC [19.10.065](#).
- ☐ Prioritizes the compliance issue(s) for the participant and the Social Worker, so the Social Worker can work on the highest priority issues.
- ☐ Updates the database with progress notes from the social services agency.

Social Worker

- ☐ Develops a plan for connecting the participant to services addressing the participant’s specific needs.
- ☐ Develops a SMART plan (Specific, Measurable, Achievable, Relevant, and Time-Based) with the specific objectives or goals the participant, EH and Code Compliance staff aims to achieve. Develops a SMART plan with input from the participant, EH and Code Compliance staff. SMART stands for specific, measurable, achievable, relevant, and time-bound.
 - Specific—Objective clearly states, so anyone reading it can understand, what will be done and who will do it.
 - Measurable—Objective includes how the action will be measured.
 - Achievable—Objective is realistic given the realities faced in the community. Setting reasonable objectives helps set the participant up for success.
 - Relevant—A relevant objective makes sense, that is, it fits the purpose of the Program, it fits the culture and structure of the community, and it addresses the vision of the Program.
 - Time-bound—Every objective has a specific timeline for completion.
- ☐ Conducts an initial assessment of participant current status, needs, challenges.
- ☐ Conducts regular assessments.
- ☐ Collaborates with EH and Code Compliance staff.

- ☐ Connects participant to other available resources, such as Discovery Behavioral Health, OlyCAP, DoveHouse, Family Navigator, YMCA, etc.
- ☐ Communicates that the consequence of non-compliance will be termination from the Program and that they may be liable for penalties and enforcement costs as allowed in J.C.C. 19.30.020.

Progress Reporting

- ☐ Social Worker shall track and report contact, hours with every participant, and other data relevant to the Program as determined by EH.
- ☐ Social Worker shall report monthly to EH on the progress of the participant and also whenever specific milestones are reached as listed below:
 - Social Worker shall disclose the number of compliance actions completed, improvements in environmental conditions.
 - Social Worker shall maintain data for the measure of the Program effectiveness.
 - For the first ninety days, the Social Worker shall acknowledge and address any challenges or barriers encountered by the participant, discuss strategies in place to overcome these challenges, and outline plans for continued support and improvement.

Termination from the Program

Participants who do not show progress in coming into compliance at any time after ninety days shall be terminated from the Program. Lack of progress includes:

- ☐ Failure to Comply with a SMART Plan
- ☐ Failure to meet with the Social Worker as agreed
- ☐ Making the problem worse

**STATE OF WASHINGTON
COUNTY OF JEFFERSON**

**A Resolution Adopting an Alternative
Enforcement Policy for the Jefferson County
Public Health Department**

RESOLUTION NO. 32-0610-24R

WHEREAS, Jefferson County has adopted Title 19—Code Compliance Code; and

WHEREAS, Jefferson County Public Health (the “department”) implements Title 19 of the Jefferson County Code (“JCC”); and

WHEREAS, throughout Title 19 JCC, and particularly in Chapter 19.10.05 JCC, voluntary compliance is emphasized; and

WHEREAS, the department recognizes that there are conditions that can create a barrier to compliance; and

WHEREAS, to ensure equity in enforcement, the department aims to reduce barriers by implementing an Alternative Enforcement Program; and

WHEREAS, the eligibility for the Alternative Enforcement Program includes those with a mental health disorder, a substance use disorder or those experiencing homelessness, or have a physical disability, or lack economic resources; and

WHEREAS, the department recognizes that trained mental health professionals are more adequately prepared to engage with individuals with mental health disorders and substance use disorders and may be able to affect positive change for the individual and the department; and

WHEREAS, the department has Foundational Public Health Services funding specifically to provide social services support in code compliance cases;

NOW THEREFORE, be it resolved by the Board of County Commissioners of Jefferson County, State of Washington:

Section 1: Whereas Clauses Adopted as Facts. The Jefferson County Board of Commissioners hereby adopts the above “Whereas” clauses as Findings of Fact.

Section 2: Purpose. The purpose of this resolution is to implement an Alternative Enforcement Program as reflected in Appendix 1.

Section 3: Adoption of Alternative Enforcement Program. The Alternative Enforcement Program attached as Appendix 1 is hereby adopted.

Section 4: SEPA Compliance. This resolution is categorically exempt from the threshold determination and Environmental Impact Statement requirements of the State Environmental Policy Act under WAC 197-11-800(19).

Section 5: Effective Date. This resolution shall take effect immediately upon adoption.

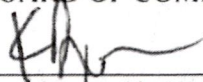
Section 6: Severability. If any one or more section, subsections, or sentences of this Resolution are held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this Resolution and the same shall remain in full force and effect.

(SIGNATURES APPEAR ON THE NEXT PAGE)

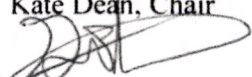
APPROVED and ADOPTED this 10th day of June, 2024.

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

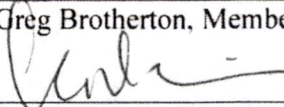




Kate Dean, Chair



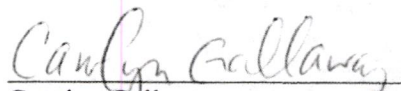
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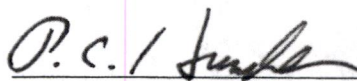
SEAL:

ATTEST:

 6/10/24

Carolyn Gallaway, Date
Clerk of the Board

Approved as to form only:

 6/12/2024

Philip C. Hunsucker, Date
Chief Civil Deputy Prosecuting Attorney

APPENDIX 1 – ALTERNATIVE ENFORCEMENT PROGRAM

ATTACHMENT 1

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Regular Agenda
615 Sheridan Street
Port Townsend, WA 98368
www.JeffersonCountyPublicHealth.org

June 10, 2024

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners
Mark McCauley, County Administrator 

FROM: Pinky Mingo, Environmental Public Health and
Water Quality Director

DATE: June 10th, 2024

SUBJECT: Adopt Resolution on Alternative Enforcement Program

STATEMENT OF ISSUE:

The purpose of this Alternative Enforcement Program (Program) is to offer social services assistance to persons facing code enforcement for failure to comply with the Jefferson County Code (JCC), where the failure to comply could lead to serious consequences for the person, including daily fines, charges for staff time, attorney's fees and costly litigation, and Environmental Health (EH) believes these persons might benefit from such assistance.

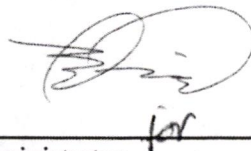
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Fiscal Impacts

No Fiscal Impacts

REVIEWED BY:



6/6/24

Mark McCauley, County Administrator

Date