

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of Commissioners
Mark Mc Cauley, County Administrator

FROM: Shannon Burns, Director
Juvenile and Family Court Services

DATE: January 22, 2024

RE: Agenda Item: Amendment #1, to the Memorandum of Understanding; for the Truancy Reform Project; funding is from the 1/10th of 1% (Fund 131), Behavioral Health Sales Tax; January 1, 2024 through December 31, 2024

STATEMENT OF ISSUE:

Jefferson County Juvenile and Family Services; is requesting Board approval of Amendment #1 to the Memorandum of Understanding, (MOU); for the Truancy Reform Project; January 1, 2024 through December 31, 2024.

The budget of \$10,000 during 2024, will address the following changes; all funding will be allocated to Individual Counseling with a Family Component; instead of a split between Individual Counseling and Family Functional Therapy (FFT). This change is necessary due to FFT not being available, as the only trained therapist has moved out of State.

ANALYSIS:

Amendment #1 to the MOU for Truancy Reform Project, will allow funding to be spent on Individual Counseling with a Family Component; this will allow much needed mental health services to be provided to the Truancy, At-Risk Youth, and CHINS program. Without this Amendment, services to this population will not be provided. Although FFT is unavailable, Individual Counseling with a Family Component is the next equivalent service that is readily available.

FISCAL IMPACT:

This is County sales tax revenue, which is deposited into the 131 Fund; (1/10 of 1% Fund). The BoCC allocates it, with input from the Behavioral Health Advisory Committee.

This funding is subject to availability; if the County sales tax revenue decreases, Amendment #1 to the Memorandum of Understanding, may be renegotiated.

The services and funding for this agreement; was initially recommended to the BoCC by the Behavioral Health Advisory Committee.

RECOMMENDATION:

Jefferson County Juvenile and Family Services; is requesting Board approval of Amendment #1 to the Memorandum of Understanding; for the Truancy Reform Project; to provide Individual Counseling with a Family Component; from January 1, 2024 through December 31, 2024.

REVIEWED BY:



Mark McCauley, County Administrator

Date 1/12/24

CONTRACT REVIEW FORM

(INSTRUCTIONS ARE ON THE NEXT PAGE)

Clear Form

CONTRACT WITH: Jefferson County

Contract No: 2-2024

Contract For: Amendment #1 MOU; Truancy Reform Project; Fund 131

Term: January 1, 2024-December 31, 2024

COUNTY DEPARTMENT: Jefferson County Juvenile and Family Services

Contact Person: Shannon Burns

Contact Phone: (360)385-9190

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

AMOUNT: \$10,000

Revenue: 10,000

Expenditure: 10,000

Matching Funds Required:

Sources(s) of Matching Funds

Fund #

Munis Org/Obj

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

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

Date

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

Electronically approved by Risk Management on 1/8/2024.

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

Electronically approved as to form by PAO on 1/11/2024.

Contract Amendment - corrections requested by PAO were made. Thanks.

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

MEMORANDUM OF UNDERSTANDING AMENDMENT #1

**Between
Jefferson County
And
Juvenile and Family Court**

WHEREAS, this Memorandum of Understanding (MOU) is between Jefferson County Juvenile Court (Court) and the Jefferson County Board of County Commissioners (County) which administers the 1/10th of 1% Behavioral Health Sales Tax; (Fund 131); through Jefferson County Public Health; and

WHEREAS, this Memorandum of Understanding describes the mutually-agreed conditions under which 1/10th of 1% Behavioral Health Sales Tax; (Fund 131); is being allocated to Jefferson County Juvenile Court for the Truancy Reform Project for youth with behavioral or emotional problems affected by substance abuse, chemical dependency and mental health issues; and

WHEREAS, the Jefferson County Behavioral Health Advisory Committee voted to recommend the 1/10th of 1% Behavioral Health Sales Tax; (Fund 131); be allocated for Functional Family Therapy Services in 2023-2024 as follows; January 1, 2023 – December 31, 2024; \$20,000.00; (\$10,000.00 in 2023 and \$10,000.00 in 2024); \$20,000.00 for Truancy Reform Project in Jefferson County Juvenile Court; and

WHEREAS, the Board of County Commissioners approved a 2023-2024 County Budget that allocates funding from the 1/10th of 1% Behavioral Health Sales Tax; (Fund 131); the consistent with the Jefferson County Behavioral Health Advisory Committee's recommendations; and

WHEREAS, the Juvenile Court will administer the contracts and expenditures to provide the Functional Family Therapy Services pursuant to this MOU from January 1, 2023 to December 31, 2024; and

WHEREAS, Work performed between January 1, 2023 and the execution of this Agreement that is consistent with the provisions of this Agreement is hereby ratified; and

WHEREAS, all funds from the 1/10th of 1% Behavioral Health Sales Tax; (Fund 131); may only be used for their intended purpose within that budget year, and any unexpended funds remaining at the end of a budget year must be retained in the 1/10th of 1% Behavioral Health Sales Tax; (Fund 131); fund balance, to be available for allocation for eligible services in future years; and

WHEREAS, Juvenile Court agrees to regularly report deliverables and metrics to Jefferson County through the Jefferson County Public Health as specified under this MOU as a condition of receiving, 1/10th of 1% Behavioral Health Sales Tax; (Fund 131); and to facilitate overall management of the Fund;

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

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

The term of the above referenced agreement ends December 31, 2024

1. Jefferson County Juvenile and Family Court Services for services rendered, during the term of January 1, 2023 through December 31, 2024.
2. Subcontractor's Scope of Work and Budget #3 in original MOU (attached), will address the following changes in 2024: Juvenile Services is removing the service of Family Functional Therapy and the allotted funds of \$7,500; will be reallocated to Individual Counseling with a Family Component at \$120 an hours not to exceed \$7,500 for the Truancy Reform Project. This amendment is needed as Family Functional Therapy is no longer available and there is no timeline as to when it will be available. Individual Counseling with a family component is the next equivalent service readily available.

The budget and scope of work for Individual Counseling at \$120 an hour not to exceed \$2,500 will be unchanged.

Individual Counseling with a Family Component \$12 not to exceed \$7,500	1/1/2024 – 12/31/2024	\$7,500.00
Individual Counseling \$120 an hour for 20 hours	1/1/2024- 12/31/2024	\$2500.00
Subtotal-2024		\$10,000

3. Total compensation under this Agreement shall not exceed \$10,000 without express written amendment signed by both parties.
4. All other terms and conditions of the agreement will remain the same.

Dated this 22 day of January, 2024

(SIGNATURES FOLLOW ON THE NEXT PAGE)

SIGNATURE PAGE

JEFFERSON COUNTY WASHINGTON
BOARD OF COUNTY COMMISSIONERS

Shannon Burns, Director
Juvenile and Family Court

Date

Kate Dean, Chair

Date

Greg Brotherton, Member

Date

Heidi Eisenhour, Member

Date

ATTEST:

By: _____
Carolyn Gallaway, Clerk of the Board

APPROVED AS TO FORM ONLY:

By: _____
Philip C. Hunsucker, Chief Civil Deputy Prosecuting Attorney

MEMORANDUM OF UNDERSTANDING

Between

Jefferson County Juvenile Court

and

**Jefferson County Board of County Commissioners as Administrator of
1/10th of 1% Behavioral Health Sales Tax Fund – 2023-2024**

WHEREAS, this Memorandum of Understanding (MOU) is between Jefferson County Juvenile Court (Court) and the Jefferson County Board of County Commissioners (County) which administers the 1/10th of 1% Behavioral Health Sales Tax; (Fund 131); through Jefferson County Public Health; and

WHEREAS, this Memorandum of Understanding describes the mutually-agreed conditions under which 1/10th of 1% Behavioral Health Sales Tax; (Fund 131); is being allocated to Jefferson County Juvenile Court for the Truancy Reform Project for youth with behavioral or emotional problems affected by substance abuse, chemical dependency and mental health issues; and

WHEREAS, the Jefferson County Behavioral Health Advisory Committee voted to recommend the 1/10th of 1% Behavioral Health Sales Tax; (Fund 131); be allocated for Functional Family Therapy Services in 2023-2024 as follows; January 1, 2023 – December 31, 2024; \$20,000.00; (\$10,000.00 in 2023 and \$10,000.00 in 2024); \$20,000.00 for Truancy Reform Project in Jefferson County Juvenile Court; and

WHEREAS, the Board of County Commissioners approved a 2023-2024 County Budget that allocates funding from the 1/10th of 1% Behavioral Health Sales Tax; (Fund 131); the consistent with the Jefferson County Behavioral Health Advisory Committee's recommendations; and

WHEREAS, the Juvenile Court will administer the contracts and expenditures to provide the Functional Family Therapy Services pursuant to this MOU from January 1, 2023 to December 31, 2024; and

WHEREAS, Work performed between January 1, 2023 and the execution of this Agreement that is consistent with the provisions of this Agreement is hereby ratified; and

WHEREAS, all funds from the 1/10th of 1% Behavioral Health Sales Tax; (Fund 131); may only be used for their intended purpose within that budget year, and any unexpended funds remaining at the end of a budget year must be retained in the 1/10th of 1% Behavioral Health Sales Tax; (Fund 131); fund balance, to be available for allocation for eligible services in future years; and

WHEREAS, Juvenile Court agrees to regularly report deliverables and metrics to Jefferson County through the Jefferson County Public Health as specified under this MOU as a condition of receiving, 1/10th of 1% Behavioral Health Sales Tax; (Fund 131); and to facilitate overall management of the Fund;

NOW, THEREFORE, it is mutually agreed that:

1. The County, as administrator of the 1/10th of 1% Behavioral Health Sales Tax; (Fund 131); Jefferson County Juvenile Court mutually agrees for the Court to provide case management services and other services to individuals enrolled in the Truancy Reform Project in Juvenile Court, as described in this MOU,

including **EXHIBIT A: Scope of Work: Functional Family Therapy-Truancy Reform Project** and **EXHIBIT B: TRUANCY, At-Risk Family FFT Logic Model and Performance Measures** and **EXHIBIT C: Jefferson County, 1/10th of 1% Behavioral Health Sales Tax, (Fund 131); Spreadsheet** attached hereto and incorporated herein.

2. Funding from the 1/10th of 1% Behavioral Health Sales Tax; (Fund 131); to the Juvenile Court for the services pursuant to this MOU shall be up to \$10,000.00 in 2023 and up to \$10,000.00 in 2024 as described in the following **Budget Table**; on page two; subject to modification pursuant to Section 8 of this MOU.
3. Juvenile Court will use the 1/10th of 1% Behavioral Health Sales Tax; (Fund 131); for direct services (e.g. Functional Family Therapy) for participants in the Truancy Reform Project; per the following **Budget Table**;

Description	Service Period	Amount from Fund 131
Functional Family Therapy Cost per Family: \$2500.00 Projected # of Families Served: 3	1/1/2023 – 12/31/2023	\$7,500.00
Individual Counseling \$120 an hour for 20 hours	1/1/2023- 12/31/2023	\$2,500.00
Subtotal-2023		\$10,000.00
Functional Family Therapy Cost per Family: \$2500.00 Projected # of Families Served: 3	1/1/2024 – 12/31/2024	\$7,500.00
Individual Counseling \$120 an hour for 20 hours	1/1/2024- 12/31/2024	\$2500.00
Subtotal-2024		\$10,000.00
Total Funding for Juvenile Court for 2023- 2024		\$20,000.00

4. Funding approved pursuant to this MOU will be included in the 2023 and 2024 expenditure appropriation budgets of Juvenile Court. In addition, a quarterly transfer from the 1/10th of 1% Behavioral Health Sales Tax; (Fund 131); for a total equal to the amount expended during the YTD period minus previous expenditure reimbursements from this award not to exceed the authorized annual amounts in the **Budget Table** above, will be made to the Juvenile Court revenue budget upon timely submittal of required reports. Funds provided pursuant to this MOU will be tracked separately by the Court and may only be used for its intended purpose within that budget year. At the end of each budget year, if documented actual authorized expenditures pursuant to this MOU services related to/for the Truancy Reform Project are less than the authorized budgeted amount, the difference will be transferred back to the 1/10th of 1% Behavioral Health Sales Tax; (Fund 131); Juvenile Court will not exceed the amount provided by the 1/10th of 1% Behavioral Health Sales Tax; (Fund 131); without obtaining an appropriation.

5. Funding provided by the 1/10th of 1% Behavioral Health Sales Tax; (Fund 131); will be used to monitor participant compliance and as well as help participants improve psychiatric symptoms and functioning, reduce substance use, reduce hospitalizations, increase housing stability, reduce arrests, and improve quality of life. Funding will be used to assist participants with the above areas. Funding listed in the table on page two are approximations for each line item and may be shared between the descriptions, with budget updates given to Public Health.
6. Juvenile Court will use the 1/10th of 1% Behavioral Health Sales Tax; (Fund 131) Spreadsheet; see **EXHIBIT C - Jefferson County, 1/10th of 1% Behavioral Health Sales Tax; (Fund 131); Spreadsheet** for actual paid monthly expenses that have incurred.
7. Provide monthly financial reports per **EXHIBIT C - Jefferson County, 1/10th of 1% Behavioral Health Sales Tax; (Fund 131); Spreadsheet** for actual paid monthly expenses that have incurred and email them quarterly to the Auditor's Chief Accountant and to Public Health.
8. Juvenile Court and any Contractors it may use to provide Case Management with the 1/10th of 1% Behavioral Health Sales Tax; (Fund 131); shall comply with the following:
ATTACHMENT A - Jefferson County 1/10th of 1% Behavioral Health Sales Tax Match Policy.
 - a. The County reserves first right to use as match, the Chemical Dependency or Mental Health Treatment Sales and Use Tax, (now known as the 1/10th of 1% Behavioral Health Sales Tax) and the services funded by them for purposes of qualifying for additional funding and grants. The County may allow the Contractor to use the 1/10th of 1% Behavioral Health Sales Tax funds as match, at the County's sole discretion. Should the County decline to use the 1/10th of 1% Behavioral Health Sales Tax funds as match for additional funding and/or grants, then the County may authorize the Contractor to use such funds for match consistent with this MOU; as required by **ATTACHMENT A - Jefferson County 1/10th of 1% Behavioral Health Sales Tax Funding Match Policy.**
 - b. Where the Court or its Contractor proposes to use 1/10th of 1% Behavioral Health Sales Tax; (Fund 131); funds for match, the Court or its Contractor shall be solely responsible for compliance with all state and federal laws and regulations, including but not limited to DSHS, CMS and DBHR funding rules, applicable to the use of 1/10th of 1% Behavioral Health Sales Tax funds as match. The Court or its Contractor shall document it has met this responsibility by submitting in writing to the Juvenile Court and County Administrator their match formula, allocation plan and any other documentation required of them by **ATTACHMENT A - Jefferson County 1/10th of 1% Behavioral Health Sales Tax Funding Match Policy.** The County may withhold authorization to utilize the 1/10th of 1% Behavioral Health Sales Tax as match. The Court's or its Contractor's failure to provide adequate documentation does not relieve the Court or its Contractor of their responsibility to comply with all state and federal laws and regulations related to match.

9. This MOU may be amended by mutual written agreement of both parties. The basis for amending this agreement includes, but is not limited to, an increase or decrease in sales tax funding, or addition of required tasks not addressed in this agreement.
10. This MOU shall remain in effect from January 1, 2023 until December 31, 2024, unless terminated before then by either party with 30 days' prior written notice, except that the requirements to provide financial and program reports and other documentation required pursuant to **EXHIBIT A, EXHIBIT B, EXHIBIT C** and **ATTACHMENT A** shall remain in effect until fulfilled. All work performed in 2023 and 2024 consistent with this MOU prior to its adoption is hereby ratified.

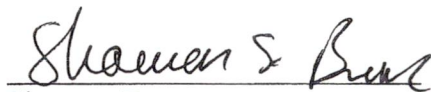
DATED this 9th day of January, 2023.

Jefferson County Board of Commissioners


Greg Bratherton Chair

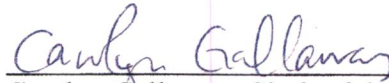
1/9/23
Date

Jefferson County Juvenile Court


Shannon Burns,
Juvenile Courts Administrator

1-5-2023
Date

Attest:


Carolyn Gallaway, Clerk of the Board

Approved as to Form Only:


December 20, 2022
Philip Hunsucker, Chief Civil Deputy
Prosecuting Attorney