



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

TO: Board of County Commissioners
Mark McCauley, County Administrator

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

DATE:

SUBJECT: Agenda Item – Amendment 2 to Memorandum of Understanding (MOU) with
First Step Family Support Center, for Family Support Services in Clallam County;
Upon signature – until terminated

STATEMENT OF ISSUE:

Jefferson County Public Health (JCPH) is requesting Board approval for Amendment to the MOU between itself and First Step Family Support Center to collaborate to provide services, referrals, and operational necessities regarding Parents as Teachers (PAT) in Jefferson County and Nurse Family Partnership (NFP) in Clallam County.

FISCAL IMPACT/COST BENEFIT ANALYSIS:

There is no fiscal impact associated with this MOU.

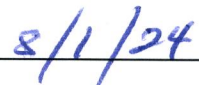
RECOMMENDATION:

JCPH management requests approval of Amendment 2 of the MOU between Jefferson County and the First Step Family Support Center.

REVIEWED BY:



Mark McCauley, County Administrator



Date

CONTRACT REVIEW FORM

(INSTRUCTIONS ARE ON THE NEXT PAGE)

Clear Form

CONTRACT WITH: First Step Family Support Center

Contract No: N-21-073-A2

Contract For: Nurse Family Partnership, Amendment 2

Term: Upon signature - until terminated

COUNTY DEPARTMENT: Jefferson County Public Health

Contact Person: Denise Banker

Contact Phone: x438

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

AMOUNT: \$0

Revenue: _____

Expenditure: _____

Matching Funds Required: _____

Sources(s) of Matching Funds _____

Fund # N/A

Munis Org/Obj N/A

PROCESS:

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

APPROVAL STEPS:

STEP 1: DEPARTMENT CERTIFIES COMPLIANCE WITH JCC 3.58.080 AND CHAPTER 42.23 RCW.

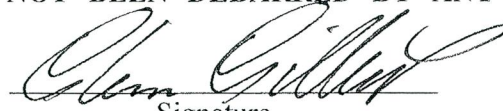
CERTIFIED: ☒ N/A: ☐


Signature

July 24, 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

July 24, 2024
Date

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

Electronically approved by Risk Management on 7/24/2024.
Amendment.

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

Electronically approved as to form by PAO on 7/24/2024.
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

Memorandum of Understanding Amendment #2
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 Center for all clients, referred, interviewed and otherwise eligible in Jefferson County for Maternity Support Services (MSS) and Infant Case Management (ICM), Parents as Teachers (PAT) or the Parent Child Assistance Program (PCAP).
2. First Step Family Support Center 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. To streamline referral processes for medical partners and reduce barriers to potential clients, referrals from North Olympic Health Care Network (NOHN) and other medical providers will be first routed to the most appropriate program based on client risk factors identified in the referring packet.
4. All clients that have completed an intake into a program at either Jefferson County Public Health or First Step Family Support Center will have a Release of Information (ROI) signed or verbal on file.
5. All other terms and conditions of the agreement will remain the same.

(SIGNATURES FOLLOW ON THE NEXT PAGE)

SIGNATURE PAGE

JEFFERSON COUNTY WASHINGTON

Board of County Commissioners
Jefferson County, Washington

By: _____
Kate Dean, Chair Date

SEAL:

ATTEST:

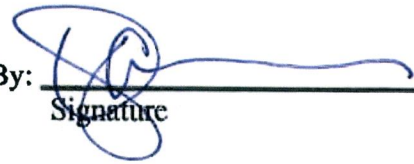
Carolyn Gallaway, Date
Clerk of the Board

Approved as to form only:

 July 24, 2024

Philip C. Hunsucker, Date
Chief Civil Deputy Prosecuting Attorney

**FIRST STEP FAMILY SUPPORT
CENTER**

By:  _____
Signature

Name: Elara Anderson

Title: Executive Director

Date: 7/29/2024

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

Family Health Education and Prevention Services

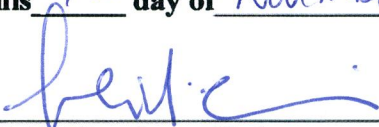
WHEREAS, First Step Family Support Services and Jefferson County Public Health entered into a Memorandum of Understanding (MOU) January 10th, of 2022 to collaborate for services, referrals, and operational necessities regarding Parents As Teachers (PAT) in Jefferson County and Nurse Family Partnership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

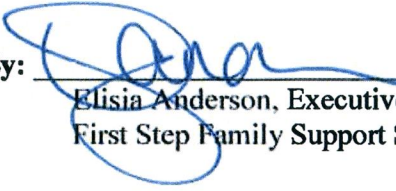
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1. Jefferson County Public Health will share referrals with First Step Family Support Services for all clients, referred, interviewed, and otherwise eligible in Jefferson County for Maternal Support Services (MSS) and Infant Case Management (ICM).
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 7th **day of** November, 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 11/7/22
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 (</= 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.

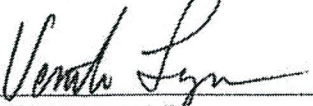
Shared Responsibilities include:

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

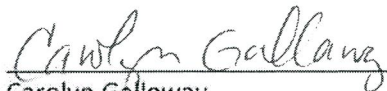
Attn: Apple Martine

Phone: (360) 385-9443

Email: amartine@co.jefferson.wa.us

SEAL:

ATTEST:



Carolyn Galloway 1/10/22
Clerk of the Board DATE

Approved as to form only:



Philip C. Hunsucker January 4, 2021
Chief Civil Deputy Prosecuting Attorney DATE