

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of Commissioners

FROM: Shannon Burns, Director
Juvenile and Family Court Services

DATE: May 12, 2025

RE: Professional Services Agreement for Kelli Parcher, Inc.

STATEMENT OF ISSUE:

Kelli Parcher, Inc. has been a long-standing contractor with Jefferson County and Juvenile and Family Court Services through The Proctor House program, a five-bed alternative to detention. Due to unforeseen circumstances, that contract was terminated and the Proctor House option discontinued. This current contract reflects all the other services outside of detention that were previously provided. Such services are unique to Ms. Parcher's long history in corrections and her training on the State level specific to moderate/high risk youth who are court involved. Such services included are: transportation of youth to and from court, county jail, detention facilities, treatment centers and evaluation facilities; manage detention alternative VCheck24 a GPS home monitoring program; navigation to youth exiting custody or probation; and facilitate, train and provide guidance for State Evidence Based Programs.

ANALYSIS:

Juvenile Services, through Kelli Parcher Inc. will continue to provide youth and families that are court involved invaluable services. These services are a unique combination that Ms. Parcher has become an expert in through her 20 plus years in juvenile justice.

FISCAL IMPACT:

Funding is included in Juvenile Services budget under detention services as well as through Block Grant Funding.

RECOMMENDATION:

Approval of this professional service agreement.

REVIEWED BY:

 5/8/25

Mark McCauley, County Administrator Date

CONTRACT REVIEW FORM

(INSTRUCTIONS ARE ON THE NEXT PAGE)

Clear Form

CONTRACT WITH: Jefferson County and Kelli Parcher, Inc.

Contract No: 5-2025

Contract For: Court Involved Youth detention & program services Term: June 13, 2025 through December 31, 2028

COUNTY DEPARTMENT: Juvenile and Family Court Services

Contact Person: Shannon Burns

Contact Phone: 360-385-9190

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

AMOUNT: Not to exceed \$80,000 a year

Revenue: _____

Expenditure: _____

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: Sole Source

APPROVAL STEPS:

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

CERTIFIED: ☒ N/A: ☐

Shannon Burns
Signature

5/7/25
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: ☐

Shannon Burns
Signature

5/7/25
Date

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

Electronically approved by Risk Management on 5/8/2025.

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

Electronically approved as to form by PAO on 5/8/2025.

Non-standard contract, indemnity to contractor from the county added as a risk management device that was approved by Risk Management.

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

PROFESSIONAL SERVICES AGREEMENT

Between
Jefferson County Juvenile and Family Court Services
And
KELLI PARCHER, INC.

THIS AGREEMENT, made and entered into this 7 day of May, 2025, between the COUNTY OF JEFFERSON, acting through the Jefferson County Board of Commissioners and the Department of Juvenile Services (the County), and Kelli Parcher, Inc., a Washington State corporation (Contractor). The County and Contractor are collectively called the parties. The period of this Agreement shall be from June 13, 2025 through December 31, 2028. In consideration of the mutual benefits, terms and conditions specified below.

1. Program Designation: The Contractor has been a long-standing contractor through the Proctor House and the multitude of services that facility has provided. Due to the discontinuation of the Proctor House, as a detention alternative, this contract will reflect services provided by Kelli Parcher Inc. to youth who are under the jurisdiction of Jefferson County Juvenile Court. These services will include detention services such as: transport of youth during business hours, navigation of youth exiting detention or in the last three months of probation supervision, and management of the GPS monitoring system VCheck24. The Contract will also include professional services unique to her training and certifications on at a state level around facilitation, consultation, and training of Evidence Based Programs (EBEs).
2. Scope of Services: The Contractor agrees to furnish all labor and do certain work, to-wit: That the Contractor herein will undertake and complete the following described work:
 - a. Transport incarcerated juveniles as needed Monday through Friday 8am to 5pm to and from court, county jail, detention facilities, treatment centers and evaluation facilities as requested by the Juvenile Court Director. Juvenile Services will be responsible for providing a vehicle, fuel card, and maintenance of vehicle.
 - b. Manage detention alternative VCheck24, a GPS home monitoring program. Provide orientation, set up schedule and facial recognition time frames. Notify Juvenile Court Director of any violations and provide documentation of violations. Follow all policy and procedures for violations or non-compliance of program and appear in court for testimony if needed. Provide transport of a youth that has violated program per 2(a) and court order.
 - c. Serve as a resource navigator and support for Jefferson County Juveniles who are:
 - i. Transitioning between the structured court system and needing services outside of traditional court supports such as non-profit programming, educational alternatives, and other community-based programming;

- ii. Exiting incarceration or inpatient treatment and require a plan for re-engagement in community services;
 - iii. Exiting the juvenile probation structure, are in their last three months of jurisdiction and are at risk of homelessness, relapse or re-offending;
 - iv. Experiencing ongoing trauma and cross-system engagement due to family crisis and lack of services;
- d. Provide facilitation delivery for State Funded Evidence Based Programs: Individual Alternative Choice Training (i-ACT), Mindset, Coordination of Services (COS), and Employment Educational Training (EET). All programs provided through Kelli Parcher Inc. shall meet all State fidelity and quality assurance and reporting requirements. Contractor will also provide consultation, training and refresher training per state guidelines and remain certified per state requirements. Referrals will be made through a formal referral provided by the Juvenile Probation Counselor with approval by Juvenile Court Director.
- e. Invoices must be submitted by the 10th of the month for previous month's expenses. Such invoices will be checked by the Juvenile Court Director, and upon approval thereof, payment will be made to the Contractor in the amount approved. Failure to submit timely invoices and reports may result in a denial of reimbursement.
- f. Contractor shall provide invoices and necessary backup documentation for all services including statements specifying the services provided, date of services, time spent, and youth's initials if appropriate.
- g. The Contractor's records and accounts pertaining to this Agreement are to be kept available for inspection by representatives of the County and state for a period of six (6) years after final payments. Copies shall be made available upon request.
- h. Contractor shall notify and obtain written approval of the Juvenile Court Director prior to any changes in subcontractors performing services pursuant to this Agreement.
- 3. Time for Performance. This Agreement shall commence on June 13, 2025 and continue through December 31, 2028. Work performed consistent with this Agreement during its term, but prior to the adoption of this Agreement, is hereby ratified.
- 4. Payment. The Contractor shall be paid by the County for completed work and for services rendered under this Agreement as follows:
 - a. The contractor accepts the County's Payment a sole and complete payment for the services provided under this Agreement
 - b. For June 13, 2025 through December 31, 2025, the County shall pay contractor as follows and per Attachment A:

- i. For June 13, 2025 through December 31, 2025 the County shall pay the Contractor the sum of \$41,250, with the first month prorated at \$3,750 and each month thereafter at \$6,250, which shall be paid within 15 days of the Contractor's submission of the accounting required by Section 7;
 - b. For January 1, 2026 through December 31, 2026, the County shall pay contractor as follows and per Attachment A:
 - i. For January 1, 2026 through December 31, 2026 the County shall pay the Contractor the sum of \$76,332 divided into 12 monthly payments of \$6,361.00, which shall be paid within 15 days of the Contractor's submission of the accounting;
 - c. For January 1, 2027 through December 31, 2027, the County shall pay contractor as follows and per Attachment A:
 - i. For January 1, 2027 through December 31, 2027 the County shall pay the Contractor the sum of 78,624 divided into 12 monthly payments of \$6552.00, which shall be paid within 15 days of the Contractor's submission of the accounting required by Section 7;
 - d. For January 1, 2028 through December 31, 2028, the County shall pay contractor as follows and per Attachment A:
 - i. For January 1, 2028 through December 31, 2028 the County shall pay the contractor the sum of \$81,000 divided into 12 monthly payments of \$6,750.00, which shall be paid within 15 days of the Contractor's submission of the accounting required by Section 7;
- 5. Ownership and Use of Documents. All non-confidential or de-identified documents, drawings, specifications, and other materials produced by the Contractor in connection with the services rendered under this Agreement shall be the property of the County whether the project for which they are made is executed or not. The Contractor shall be permitted to retain copies, including reproducible copies, of drawings and specifications for information, reference and use in connection with Contractor's endeavors.

Contractor shall not be held liable for reuse of documents or modifications thereof, including electronic data, by County or its representatives for any purpose other than the intent of this Agreement.
- 6. Compliance with laws. Contractor shall, in performing the services contemplated by this Agreement, faithfully observe and comply with all federal, state, and local laws, ordinances and regulations, applicable to the services to be rendered under this Agreement.
- 7. Audit. An audit will be submitted to the County upon request. Upon request, Contractor will submit the most recent financial audit within 30 days.

- a. Upon request the County shall have the option of performing an onsite review of all records, statements, and documentation related to this contract.
 - b. If the County finds indications of potential non-compliance during the monitoring process, the County shall notify Contractor within ten (10) days. County and Contractor shall meet to discuss areas of contention in an attempt to resolve issues.
8. Indemnification. The County shall indemnify and hold the Contractor harmless from and shall process and defend at its own expense, including all costs, attorney fees and expenses relating thereto, all claims, demands or suits at law or equity arising in whole or in part, directly or indirectly, from the County's negligence or breach of any of its obligations under this Agreement. The County shall indemnify and hold the Contractor harmless from and shall process and defend at its own expense, including all costs, attorney fees and expenses relating thereto, all claims, demands, or suits at law or equity arising in whole or in part, directly or indirectly, from the Contractor's performance under this Agreement. However, this indemnity does not apply to Contractor's breach of this Agreement, or to acts outside the scope of this Agreement, or to intentional acts by Contractor that cause harm to third-parties.
9. Insurance. Prior to commencing work, the Contractor shall obtain at its own cost and expense the following insurance coverage specified below and shall keep such coverage in force during the terms of the Agreement.
- a. Commercial General Liability Insurance in an amount not less than a single limit of one million dollars (\$1,000,000) per occurrence and an aggregate of not less than two (2) times the occurrence amount (\$2,000,000.00 minimum) for bodily injury, including death and property damage, unless a greater amount is specified in the contract specifications. The insurance coverage shall contain no limitations on the scope of the protection provided and include the following minimum coverage:
 - i. Broad Form Property Damage, with no employee exclusion;
 - ii. Personal Injury Liability, including extended bodily injury;
 - iii. Broad Form Contractual/Commercial Liability – including coverage for products and completed operations;
 - iv. Premises – Operations Liability (M&C);
 - v. Independent Contractors and subcontractors;
 - vi. Blanket Contractual Liability.
 - b. Professional Liability Insurance. The Contractor shall maintain professional liability insurance against legal liability arising out of activity related to the performance of this Agreement, on a form acceptable to Jefferson County Risk

Management in the amounts of not less than \$1,000,000 Each Claim and \$2,000,000 Aggregate. The professional liability insurance policy should be on an "occurrence" form. If the professional liability policy is "claims made," then an extended reporting periods coverage (tail coverage) shall be purchased for three (3) years after the end of this Agreement, at the Contractor's sole expense. The Contractor agrees the Contractor's insurance obligation to provide professional liability insurance shall survive the completion or termination of this Agreement for a minimum period of three (3) years.

- c. The County shall be named as an "additional named insured" under all insurance policies required by this Agreement, except Professional Liability Insurance when not allowed by the insurer.
- d. Such insurance coverage shall be evidenced by one of the following methods: (a) Certificate of Insurance; or, (b) Self-insurance through an irrevocable Letter of Credit from a qualified financial institution.
- e. The Contractor shall furnish the County with properly executed certificates of insurance that, at a minimum, shall include: (a) The limits of overage; (b) The project name to which it applies; (c) The certificate holder as Jefferson County, Washington and its elected officials, officers, and employees with the address of Jefferson County Juvenile and Family Services PO Box 1220, Port Townsend, WA 98368, and, (d) A statement that the insurance policy shall not be canceled or allowed to expire except on thirty (30) days prior written notice to the County.

If the proof of insurance or certificate indicating the County is an "additional insured" to a policy obtained by the Contractor refers to an endorsement (by number or name) but does not provide the full text of that endorsement, then it shall be the obligation of the Contractor to obtain the full text of that endorsement and forward that full text to the County. Certificates of coverage as required by this section shall be delivered to the County within fifteen (15) days of execution of this Agreement.

- f. Failure of the Contractor to take out or maintain any required insurance shall not relieve the Contractor from any liability under the Agreement, nor shall the insurance requirements be construed to conflict with or otherwise limit the obligations concerning indemnification of the County.
- g. The Contractor's insurers shall have no right of recovery or subrogation against the County (including its employees and other agents and agencies), it being the intention of the parties that the insurance policies, with the exception of Professional Liability Insurance, so affected shall protect both parties and be primary coverage for all losses covered by the above-described insurance.
- h. Insurance companies issuing the policy or policies shall have no recourse against the County (including its employees and other agents and agencies) for payment of any premiums or for assessments under any form of policy.

- i. All deductibles in the above-described insurance policies shall be assumed by and be at the sole risk of the Contractor.
- j. Any deductibles or self-insured retention shall be declared to and approved by the County prior to the approval of this Agreement by the County. At the option of the County, the insurer shall reduce or eliminate deductibles or self-insured retention, or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- k. Insurance companies issuing the Contractor's insurance policy or policies shall have no recourse against the County (including its employees and other agents and agencies) for payment of any premiums or for assessments under any form of insurance policy.
- l. Any judgments for which the County may be liable, in excess of insured amounts required by this Agreement, or any portion thereof, may be withheld from payment due, or to become due, to the Contractor until the Contractor shall furnish additional security covering such judgment as may be determined by the County.
- m. Any coverage for third party liability claims provided to the County by a "Risk Pool" created pursuant to Ch. 48.62 RCW shall be non-contributory with respect to any policy of insurance the Contractor must provide in order to comply with this Agreement.
- n. The County may, upon the Contractor's failure to comply with all provisions of this Agreement relating to insurance, withhold payment or compensation that would otherwise be due to the Contractor.
- o. The Contractor's liability insurance provisions shall be primary and noncontributory with respect to any insurance or self-insurance programs covering the County, its elected and appointed officers, officials, employees, and agents.
- p. Any failure to comply with reporting provisions of the insurance policies shall not affect coverage provided to the County, its officers, officials, employees, or agents.
- q. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- r. The Contractor shall include all subcontractors as insured under its insurance policies or shall furnish separate certificates and endorsements for each subcontractor. All insurance provisions for subcontractors shall be subject to all the requirements stated herein.

- s. The insurance limits mandated for any insurance coverage required by this Agreement are not intended to be an indication of exposure nor are they limitations on indemnification.
- t. The Contractor shall maintain all required insurance policies in force from the time services commence until services are completed. Certificates, insurance policies, and endorsements expiring before completion of services shall be promptly replaced. All the insurance policies required by this Agreement shall provide those thirty (30) days prior to cancellation, suspension, reduction or material change in the policy, notice of same shall be given to the Jefferson County Juvenile Services Director by registered mail, return receipt requested.
- u. The County reserves the right to request additional insurance on an individual basis for extra hazardous contracts and specific service agreements.

10. Worker's Compensation (Industrial Insurance).

- a. If and only if the Contractor employs any person(s) in the status of employee or employees separate from or in addition to any equity owners, sole proprietor, partners, owners or shareholders of the Contractor, the Contractor shall maintain workers' compensation insurance at its own expense, as required by Title 51 RCW, for the term of this Agreement and shall provide evidence of coverage to Jefferson County Juvenile Services, upon request.
- b. Worker's compensation insurance covering all employees with limits meeting all applicable state and federal laws. This coverage shall include Employer's Liability with limits meeting all applicable state and federal laws.
- c. This coverage shall extend to any subcontractor that does not have their own worker's compensation and employer's liability insurance.
- d. The Contractor expressly waives by mutual negotiation all immunity and limitations on liability, with respect to the County, under any industrial insurance act, disability benefit act, or other employee benefit act of any jurisdiction which would otherwise be applicable in the case of such claim.
- e. If the County incurs any costs to enforce the provisions of this subsection, all cost and fees shall be recoverable from the Contractor.

11. Independent Contractor. The Contractor and the County agree that the Contractor is an independent contractor with respect to the services provided pursuant to this Agreement. The Contractor specifically has the right to direct and control Contractor's own activities, and the activities of its subcontractors, employees, agents, and representatives, in providing the agreed services in accordance with the specifications set out in this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties. Neither Contractor nor any employee of Contractor shall be entitled to any benefits accorded County employees by virtue of the

services provided under this Agreement, including, but not limited to: retirement, vacation pay; holiday pay; sick leave pay; medical, dental, or other insurance benefits; fringe benefits; or any other rights or privileges afforded to Jefferson County employees. The County shall not be responsible for withholding or otherwise deducting federal income tax or social security or for contributing to the state industrial insurance program, otherwise assuming the duties of an employer with respect to Contractor, or any employee of Contractor.

12. Subcontracting Requirements.

- a. The Contractor is responsible for meeting all terms and conditions of this Agreement including standards of service, quality of materials and workmanship, costs, and schedules. Failure of a subcontractor to perform is no defense to a breach of this Agreement. The Contractor assumes responsibility for and all liability for the actions and quality of services performed by any subcontractor.
- b. Every subcontractor must agree in writing to follow every term of this Agreement. The Contractor must provide every subcontractor's written agreement to follow every term of this Agreement before the subcontractor can perform any services under this Agreement. The Juvenile Services Director or their designee must approve any proposed subcontractors in writing.
- c. Any dispute arising between the Contractor and any subcontractors or between subcontractors must be resolved without involvement of any kind on the part of the County and without detrimental impact on the Contractor's performance required by this Agreement.

13. Covenant Against Contingent Fees. The Contractor warrants that he has not employed or retained any company or person, other than a bona fide employee working solely for the Contractor, to solicit or secure this Agreement, and that he has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts, or any other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the County shall have the right to annul this Agreement without liability or, in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

14. Discrimination Prohibited. The Contractor, with regard to the work performed by it under this Agreement, will not discriminate on the grounds of race, color, national origin, religion, creed, age, gender, sexual orientation, marital status, sex, or the presence of any physical or sensory handicap in the selection and retention of employees or procurement of materials or supplies.

15. No Assignment. The Contractor shall not sublet or assign any of the services covered by this Agreement without the express written consent of the County. Assignment does not

include printing or other customary reimbursable expenses that may be provided in an agreement.

16. Non-Waiver. Waiver by the County of any provision of this Agreement or any time limitation provided for in this Agreement shall not constitute a waiver of any other provision.
17. Termination. The County reserves the right to terminate this contract in whole or in part, with (90) days' notice, in the event that expected or actual funding from any funding source is withdrawn, reduced, or limited in any way after the effective date of this agreement. In the event of termination under this clause, the County shall be liable for only payment for services rendered prior to the effective date of termination.
18. Notices. All notices or other communications which any party desires or is required to give shall be given in writing and shall be deemed to have been given if hand-delivered, sent by facsimile, email, or mailed by depositing in the United States mail, prepaid to the party at the address listed below or such other address as a party may designate in writing from time to time.

Notices to the County shall be sent to the following address:

Jefferson County Juvenile and Family
Attn: Shannon Burns, Director
PO Box 1220
Port Townsend, WA 98368

Notices to Contractor shall be sent to the following address:

Kelli Parcher Inc.
1240 Sims Way #319
Port Townsend, WA 98368

19. Integrated Agreement. This Agreement together with attachments or addenda represents the entire and integrated Agreement between the County and the Contractor and supersedes all prior negotiations, representations, or agreements written or oral. No representation or promise not expressly contained in this Agreement has been made. This Agreement supersedes all prior or simultaneous representations, discussions, negotiations, and agreements, whether written or oral, by the County within the scope of this Agreement. The Contractor ratifies and adopts all statements, representations, warranties, covenants, and agreements contained in its proposal, and the supporting material submitted by the Contractor, accepts this Agreement and agrees to all of the terms and conditions of this Agreement.
20. Modification of this Agreement. This Agreement may be amended only by written instrument signed by both County and Contractor.
21. Disputes. The Parties agree to use their best efforts to prevent and resolve disputes before they escalate into claims or legal actions. Any disputed issue not resolved pursuant to the terms of this Agreement shall be submitted in writing within 10 days to the County Risk Manager, whose decision in the matter shall be final, but shall be

subject to judicial review. If either party deem it necessary to institute legal action or proceeding to enforce any right or obligation under this Agreement, each party in such action shall bear the cost of its own attorney's fees and court costs. Any legal action shall be initiated in the Superior Court of the State of Washington for Jefferson County. The parties agree that all questions shall be resolved by application of Washington law and that the parties have the right of appeal from such decisions of the Superior Court in accordance with the laws of the State of Washington.

The Contractor hereby consents to the personal jurisdiction of the Superior Court of the State of Washington for Jefferson County.

22. Section Headings. The headings of the sections of this Agreement are for convenience of reference only and are not intended to restrict, affect, or be of any weight in the interpretation or construction of the provisions of the sections or this Agreement.
23. Limits of Any Waiver of Default. No consent by either party to, or waiver of, a breach by either party, whether express or implied, shall constitute a consent to, waiver of, or excuse of any other, different, or subsequent breach by either party.
24. No Oral Waiver. No term or provision of this Agreement will be considered waived by either party, and no breach excused by either party, unless such waiver or consent is in writing signed on behalf of the party against whom the waiver is asserted. Failure of a party to declare any breach or default immediately upon the occurrence thereof, or delay in taking any action in connection with, shall not waive such breach or default.
25. Severability. Provided it does not result in a material change in the terms of this Agreement, if any provision of this Agreement or the application of this Agreement to any person or circumstance shall be invalid, illegal, or unenforceable to any extent, the remainder of this Agreement and the application this Agreement shall not be affected and shall be enforceable to the fullest extent permitted by law.
26. Binding on Successors, Heirs and Assigns. This Agreement shall be binding upon and inure to the benefit of the parties' successors in interest, heirs, and assigns.
27. No Assignment. The Contractor shall not sell, assign, or transfer any of rights obtained by this Agreement without the express written consent of the County.
28. No Third-party Beneficiaries. The parties do not intend, and nothing in this Agreement shall be construed to mean, that any provision in this Agreement is for the benefit of any person or entity who is not a party.
29. Signature in Counterparts. The parties agree that separate copies of this Agreement may be signed by each of the parties and this Agreement shall have the same force and effect as if all the parties had signed the original.
30. Facsimile and Electronic Signatures. The parties agree that facsimile and electronic signatures shall have the same force and effect as original signatures.

31. Arms-Length Negotiations. The parties agree that this Agreement has been negotiated at arms-length, with the assistance and advice of competent, independent legal counsel.
32. Public Records Act. Notwithstanding the provisions of this Agreement to the contrary, to the extent any record, including any electronic, audio, paper or other media, is required to be kept or indexed as a public record in accordance with the Washington Public Records Act, Chapter 42.56 RCW, as may hereafter be amended, the Contractor agrees to maintain all records constituting public records and to produce or assist the County in producing such records, within the time frames and parameters set forth in state law. The Contractor further agrees that upon receipt of any written public record request, Contractor shall, within two business days, notify the County by providing a copy of the request per the notice provisions of this Agreement.
33. Confidentiality. With respect to all information relating to County that is confidential and clearly so designated, as required by the Health Insurance Portability and Accountability Act (HIPAA) and any other applicable privacy laws, the Contractor agrees to keep such information confidential. The Contractor shall not disclose, transfer, or sell any such information to any party, except as provided by law or, in the case of personal information, with the prior written consent of the person to whom the personal information pertains. The Contractor shall maintain the confidentiality of all personal information and other information gained by reason of this Agreement, and shall return or certify the destruction of such information if requested in writing by Jefferson County. This Agreement, once executed, will be a "public record" subject to production to a third party if same is requested pursuant to the Washington Public Records Act, Chapter 42.56 RCW, as may hereafter be amended.
34. Criminal History/Background Check. Each of the Contractor's employees, the employees of any of the Contractor's approved subcontractors, or volunteers used by the Contractor shall submit to a criminal history check before they are authorized to perform services for the Project. The County agrees to bear all reasonable costs incurred in the performance of this fingerprint identity and criminal history check. Contractors who may or will have regular access or limited access to any youth shall also:
- a. Require that each of the Contractor's employees, the employees of any of the Contractor's approved subcontractor, or volunteers used by the Contractor undergo not less often than once every three (3) years another Jefferson County approved criminal history and background check;
 - b. Ensure all employees, subcontractors, or volunteers are knowledgeable about the requirements of RCW 13.40.570 and of the new crimes included in RCW 9A.44, Sexual Offense;

DATED this _____ day of _____, 2025.

(SIGNATURES FOLLOW ON THE NEXT PAGE)

SIGNATURE PAGE

**JEFFERSON COUNTY WASHINGTON
BOARD OF COUNTY COMMISSIONERS**

Heidi Eisenhower, Chair

Name of Contractor *(Please print)*

Heather Dudley-Nollette, Member

(Signature)

Greg Brotherton, Member

Title

Date

Attest:

Carolyn Gallaway, Date
Clerk of the Board

Approved as to Form Only:

 for 05/08/2025

Philip C. Hunsucker, Date
Chief Civil Deputy Prosecuting Attorney

Attachment A: Compensation

June 13, 2025 through December 31, 2025

June 13, 2025 through June 30, 2025	\$3,750
July 1, 2025 through December 31, 2025	\$36, 500
*Divided into 5 payments of \$6,250	
Total for 2025	\$41,250

January 1, 2026 through December 31, 2026

January 1, 2026 through December 31, 2026	\$76,332
*Divided into 12 payments of \$6,361	
Total for 2026	\$76,332

January 1, 2027 through December 31, 2027

January 1, 2027 through December 31, 2027	\$78,624
*Divided into 12 payments of \$6,552	
Total for 2027	\$78,624

January 1, 2028 through December 31, 2028

January 1, 2028 through December 31, 2028	\$81,000
*Divided into 12 payments of \$6,750	
Total for 2027	\$81,000

Payments shall be made by Jefferson County to Kelli Parcher Inc. usually within thirty (30) days of the receipt of the correctly completed documents requesting and supporting demand for payment, subject to:

The Contractor shall submit monthly billings to the Jefferson County Juvenile Department at PO Box 1220, Port Townsend, Washington (attention Sasha Cocker), within fifteen (15) days following the last day of the previous month. The County reserves the right to withhold payment for any claim not submitted for payment within fifteen (15) days following the termination of this Contract.