



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

TO: Board of County Commissioners
Josh Peters, County Administrator

FROM: ocean mason, Communicable Disease Team Lead
Denise Banker, Community Health Division Lead

DATE: August 4, 2025

SUBJECT: Agenda item – Interlocal Agreement Between Jefferson County Public Health and Tacoma-Pierce County Health Department for Provider Resources Website Support, 2025–2027

STATEMENT OF ISSUE:

Jefferson County Public Health (JCPH) Community Health Division, requests Board approval of a renewed Interlocal Agreement with Tacoma-Pierce County Health Department (TPCHD) to support the Jefferson County Provider Resources Website. The agreement defines roles, responsibilities, and funding allocations for shared website services from January 1, 2025, through December 31, 2027.

ANALYSIS/STRATEGIC GOALS/PROS and CONS:

This agreement ensures continued partnership with TPCHD to host, maintain, and support the Jefferson County Provider Resources Website, a critical tool for healthcare provider outreach and communication. JCPH retains editorial and content management control, while TPCHD provides technical infrastructure, training, and support.

Pros:

- Continuity of website services that meet accessibility and usability standards
- Technical training and support provided by TPCHD
- Supports provider engagement and public health communication goals
- Promotes consistency across participating local health jurisdictions

Cons:

- Continued reliance on grant funding
- Responsibility for local content accuracy and public records remains with JCPH

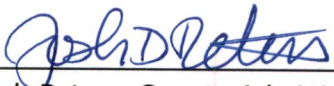
FISCAL IMPACT/COST BENEFIT ANALYSIS:

No financial impact is expected

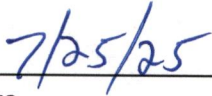
RECOMMENDATION:

JCPH management recommends approval of the Interlocal Agreement between Jefferson County Public Health and Tacoma-Pierce County Health Department from January 1, 2025, through December 31, 2027.

REVIEWED BY:



Josh Peters, County Administrator



Date

CONTRACT REVIEW FORM

Clear Form

(INSTRUCTIONS ARE ON THE NEXT PAGE)

CONTRACT WITH: Tacoma Pierce County Health Department

Contract No: AD-25-035

Contract For: Provider Resources WA

Term: 1/1/2025-12/31/2027

COUNTY DEPARTMENT: Public Health

Contact Person: ocean mason

Contact Phone: 360-379-4480

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

AMOUNT: 0

PROCESS:

☐ Exempt from Bid Process

☐ Cooperative Purchase

☐ Competitive Sealed Bid

☐ Small Works Roster

☐ Vendor List Bid

☐ RFP or RFQ

☐ Other: _____

Revenue: _____

Expenditure: _____

Matching Funds Required: _____

Sources(s) of Matching Funds _____

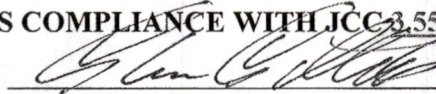
Fund # _____

Munis Org/Obj _____

APPROVAL STEPS:

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

CERTIFIED: ☒ N/A: ☐



Signature

June 27, 2025

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 27, 2025

Date

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

Electronically approved by Risk Management on 7/24/2025.

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

Electronically approved as to form by PAO on 7/24/2025.
Consider amending the AR to capitalize Ocean Mason's name.

Thanks for making the change to ensure compliance with RCW 39.34.040.

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

**INTERLOCAL AGREEMENT BETWEEN
TACOMA-PIERCE COUNTY HEALTH DEPARTMENT
And
JEFFERSON COUNTY PUBLIC HEALTH**

This Agreement is made and entered into by and between **Tacoma-Pierce County Health Department**, hereinafter referred to as **DEPARTMENT**, and **JEFFERSON COUNTY PUBLIC HEALTH** hereinafter referred to as the **HEALTH JURISDICTION**. The **DEPARTMENT** and the **HEALTH JURISDICTION** are collectively referred to as the “parties.”

I. RECITALS

WHEREAS, the **DEPARTMENT** is a local health department as provided for under Chapters 70.05 and 70.08RCW, with funding to support the Provider Resources Website as a Shared Service between local health jurisdictions.

WHEREAS, the **HEALTH JURISDICTION** is a local health department as provided for under Chapters 70.05, 70.08, and 70.46 RCW.

WHEREAS, it is the purpose of this Agreement to provide for the funding and execution of services as described in Addenda A and B attached hereto and incorporated herein; and

WHEREAS, the **DEPARTMENT** and the **HEALTH JURISDICTION** have the authority to enter into this Agreement pursuant to RCW 39.34.030; and

WHEREAS, the parties desire to enter into this Agreement for cooperative action; now, therefore, the parties agree as follows:

II. DEFINITIONS

As used herein, the following terms shall have the meanings set forth below:

- A. **Agreement** means this Agreement together with the attached Addenda, and any other documents incorporated therein. Any oral representations or understandings not incorporated herein are excluded. Attached hereto and made a part hereof for all purposes are the following:

Addendum	Number of Pages	Description
A	3	Scope of Work & Grant Allocation
B	1	Dissolution of Grant Funding

- B. **DEPARTMENT Representative** means the individual or individuals designated and authorized by the **DEPARTMENT** to receive notices and to act for it in all matters relating to this Agreement, or the designee of such individual.

- C. **HEALTH JURISDICTION Representative** means the individual designated and authorized by the **HEALTH JURISDICTION** to receive notices and to act for it in all matters relating to this Agreement, or the designee of such individual.
- D. **Services** means all work performed by the **DEPARTMENT or the HEALTH JURISDICTION** pursuant to and governed by this Agreement, including Addenda A, B and C.

III. TERM

Prior to its entry into force, this Agreement shall be filed with the Pierce County Auditor's Office or, alternatively, listed by subject on the website or other electronically retrievable public source in compliance with RCW 39.34.040. The term of this Agreement shall be **January 1, 2025 through December 31, 2027**, unless amended or terminated earlier pursuant to the terms and conditions herein.

IV. FUNDING

DEPARTMENT intends to fund its responsibilities under the scopes of work described in Addenda A and B with a grant from Foundational Public Health Services; provided, however, in no event will **DEPARTMENT's** financial contribution exceed \$20,000 during the term of this Agreement. **HEALTH JURISDICTION** intends to fund its responsibilities under the scopes of work described in Addenda A and B with a grant from Foundational Public Health Services; provided, however, in no event will **HEALTH JURISDICTION's** financial contribution exceed \$0 during the term of this Agreement.

V. HOLD HARMLESS

- A. Each party shall defend, indemnify, and hold harmless the other party, and its appointed and elected officials, employees, and agents from and against all liability, loss, cost, damage and expense, including but not limited to costs and attorney's fees in defense thereof, because of claims, suits and/or actions arising from any negligent or intentional act or omission asserted or arising or alleged to have arisen directly or indirectly out of or in consequence of the performance of this Agreement by the first party's appointed or elected officials, employees, and agents.
- B. In the event of liability for damages caused by or resulting from concurrent negligence of both parties, each party's liability shall be only to the extent of its negligence.
- C. This duty to defend, indemnify and hold harmless shall apply regardless of whether a claim is brought pursuant to the Industrial Insurance Act, RCW Title 51, or otherwise, and each party waives any immunity whatsoever with respect to its duty to defend, indemnify and hold harmless. This duty to defend, indemnify and hold harmless shall apply regardless of whether this Agreement is executed after the Services described herein begin and shall extend to claims arising after this Agreement is terminated.

VI. RECORDS

- A. The **DEPARTMENT** and the **HEALTH JURISDICTION** shall each maintain and preserve books, records, documents, and other materials, including but not limited to online data, that sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the Services described herein for a period of eight (8) years after the earlier of either the Agreement expires by its terms or the Agreement is terminated in accordance with Section VII below. These records shall be subject to copying, inspection, review, or audit by personnel of either party, and other personnel duly authorized by law. The **DEPARTMENT** shall retain all books, records, documents, online data, and other material relevant to the Services described in Addendum A, which materials shall be made available to the **HEALTH JURISDICTION** upon request.
- B. All records, documents, and other materials arising from or relating to the Agreement, including this Agreement, are considered public records and subject to disclosure upon request pursuant to the Public Records Act, Chapter 42.56 RCW.

VII. OWNERSHIP OF WORK PRODUCT

All right, title, and interest in anything the **DEPARTMENT** develops or produces under this Agreement, whether finished or not, shall become the property of the **DEPARTMENT**, including, without limitation, all inventions, data, software, works of authorship, designs, know-how, ideas, and information.

VIII. TERMINATION

Either party may terminate this Agreement for any reason by giving the other party at least ninety (90) days' written notice. If this Agreement is so terminated after website completion, the **DEPARTMENT** will transfer hosting and all associated costs to the **HEALTH JURISDICTION** within 30 days of termination. If the **HEALTH JURISDICTION** does not take ownership of the site, the **DEPARTMENT** will take down the website.

IX. INTERPRETATION

In the event of an inconsistency found in the terms and conditions contained within this Agreement, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable Federal and State Statutes and Regulations;
- Addenda A and B; and
- The provisions of this Agreement.

X. PERFORMANCE

The parties shall perform all Services in accordance with all applicable professional standards and agree that they will use only qualified, competent personnel in the execution of these Services.

XI. AMENDMENTS

Either party may request changes to this Agreement. Proposed changes, which are mutually agreed upon, shall be incorporated by written amendments to this Agreement. No changes to this Agreement are valid or binding on either party unless first reduced to writing and signed by the Representatives of both parties.

XII. NON-DISCRIMINATION

Each party covenants that in providing the Services described in Addendum A, no person shall be excluded from participation therein, denied the benefits thereof, or otherwise be subjected to discrimination with respect thereto on the grounds of race, creed, color, national origin, families with children, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability.

XIII. DISPUTES

This Agreement shall be administered and interpreted under the laws of the State of Washington. In the event that a dispute arises in the interpretation or application of this Agreement, both parties are to proceed to good faith negotiation to resolve said disputes. The parties may also agree in writing to mediation if negotiation is not successful in resolving the dispute. However, in the event such disputes cannot be resolved, the dispute may be appealed to the parties' Directors or their designee for resolution. In the event the Directors are unable to resolve the dispute, either party may pursue relief in Superior Court. Jurisdiction of litigation arising from this Agreement shall be in the State of Washington. Venue for all actions arising pursuant to this Agreement shall lie within Pierce County, Washington.

XIV. SERVICES MANAGEMENT

The Services described in Addendum A shall be performed under the coordination and cooperation of both party representatives. Each party shall provide assistance and guidance to the other party as necessary for the successful performance and goals of this Agreement.

XV. ALL WRITINGS CONTAINED HEREIN

This Agreement contains all the terms and conditions acknowledged by both parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind the parties hereto.

XVI. NO SEPARATE ENTITY

This Agreement does not establish a separate legal entity to perform the Services described in Addendum A. The parties designate the following persons to jointly administer this cooperative undertaking:

On behalf of the **DEPARTMENT:**

Emily Holloway, Shared Services Coordinator
Tacoma-Pierce County Health Department
3629 S D Street | Tacoma, WA 98418
eholloway@tpchd.org | 253.281.8021

On behalf of the **HEALTH JURISDICTION:**

Appalachia "Apple" Martine, Director
Jefferson County Public Health
615 Sheridan Street | Port Townsend, WA 98368
amartine@co.jefferson.wa.us | 360.385.9400

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XVII. AGREEMENT EXECUTION

DEPARTMENT and **HEALTH JURISDICTION** each represent and warrant that they have the power, authority, and legal right to enter into this Agreement by and through the undersigned Representatives, they have taken all action necessary to authorize the execution, delivery, and performance of this Agreement and all other documents and instruments otherwise required or contemplated hereunder and thereunder, any and all of which do not and shall not contravene the provisions of any governing document or agreement or instrument to which **DEPARTMENT** or **HEALTH JURISDICTION** is bound, and shall not cause or result in any violation, breach or default of, or accelerate any payment under, any such agreement or instrument. A copy of this Agreement shall be filed with the parties' respective county auditors or listed on the parties' respective websites.

IN WITNESS THEREOF the parties hereto have executed this Agreement as of the date(s) set forth below.

HEALTH JURISDICTION Authorized Signature

DEPARTMENT Authorized Signatures

Heidi Eisenhour, Chair Date
Board of County Commissioners
Jefferson County Washington

Chantell Harmon Reed, MS-HCM, Doula Date
Director of Public Health

ATTEST

Tacoma-Pierce County Health Department
3629 South D Street
Tacoma, WA 98418

Carolyn Gallaway Date
Clerk of the Board

Approved as to form only:

 July 24, 2025

Philip C. Hunsucker Date
Chief Civil Deputy Prosecuting Attorney
Jefferson County Public Health
615 Sheridan St
Port Townsend, WA 98368

ADDENDUM A: SCOPE OF WORK AND SPECIFIC CONDITIONS

This Addendum A applies to the Agreement between The **TACOMA-PIERCE COUNTY HEALTH DEPARTMENT (DEPARTMENT)** and **JEFFERSON COUNTY PUBLIC HEALTH (HEALTH JURISDICTION)** and Addenduma B, the parties agree as follows.

- A. While grant funding under Foundational Public Health Services exists at the current level or greater:

1. HEALTH JURISDICTION's Responsibilities:

- 1.1. Authorize the **DEPARTMENT** by means of this Agreement to act as the **HEALTH JURISDICTION's** representative and provide Provider Resources Website updates, development and training.
- 1.2. Hold the **DEPARTMENT**, its appointed and elected officials, employees, and agents harmless from any actual or purported damage due to inaccurate content on the Provider Resources Website or during times of unavoidable lack of access to the **DEPARTMENT's** Provider Resources Website.
- 1.3. Maintain the security of the Provider Resources Website. This includes but is not limited to adhering to the standard practices for strong password generation and user account management.
- 1.4. Review the Provider Resources Website content. Provide the **DEPARTMENT** in writing with revisions to the content in sufficient detail to allow the **DEPARTMENT** to create revised pages and content that complies with the **HEALTH JURISDICTION'S** requirements (the "Jefferson County Public Health Provider Resources Website").
- 1.5. Designate at least one staff person to administer the local content on the Provider Resources Website. The **DEPARTMENT** will provide technical support for local pages but will not curate content.
- 1.6. Designate at least one person to assist the **DEPARTMENT** with establishing branding for the Provider Resources Website.
- 1.7. Manage the email subscription services.
- 1.8. The **HEALTH JURISDICTION** has the right to decline use of the email marketing account provided by the **DEPARTMENT**.
- 1.9. Manage all updates and local content in a manner and form that adheres to Web Content Accessibility Guidelines. A copy of these guidelines will be provided by the **DEPARTMENT** during the initial training session.

- 1.10. Manage and execute all records requested under the Public Records Act, Chapter 42.56 RCW pertaining to the Jefferson County Public Health Provider Resource Website.
- 1.11 Participate in meetings and collaborative sessions with the **DEPARTMENT** and other stakeholders.
- 1.12 Participate in evaluation and performance measurement components as required by project funders.
- 1.13 In consultation with the **DEPARTMENT**, create and implement strategies to promote the use of the Provider Resources Website and engage providers in its use.

2. The **DEPARTMENT**'s Responsibilities:

- 2.1. Create the Jefferson County Public Health Provider Resources Website based on the project plan and budget agreed to by the **HEALTH JURISDICTION** and the **DEPARTMENT** and make it available online.
- 2.2. Host the Provider Resources Website on behalf of the **HEALTH JURISDICTION**.
- 2.3. Provide training and support to the designated staff of the **HEALTH JURISDICTION** for updates and editing of their Provider Resources website.
- 2.4. Provide email marketing software, support, and training to the designated staff of the **HEALTH JURISDICTION**.
- 2.5. Provide ongoing technical assistance to the **HEALTH JURISDICTION** staff in support of the Provider Resources Website.
- 2.6. Provide timely and accurate updates to core content on the Provider Resources Website that feed into the **HEALTH JURISDICTION's** Provider Resources site.
- 2.7. Assist in the creation and execution of branding and communication planning for the **HEALTH JURISDICTION's** Provider Resources site.

3. Grant Allocation:

- 3.1 The **DEPARTMENT** will use a portion of Washington State Foundational Public Health Services funding to pay for a resource to administer, maintain and update the main Provider Resources WA website.
- 3.2 The **DEPARTMENT** will use a portion of Foundational Public Health Services funding to pay for a resource to manage onboarding and training all contracted **HEALTH JURISDICTIONS**.

3.3 The **DEPARTMENT** will use a portion of Foundational Public Health Services funding to pay for hosting costs for the Provider Resources WA site and associated Provider Resources child sites.

3.4 The **DEPARTMENT** will use a portion of Foundational Public Health Services funding to pay for email marketing accounts for each Provider Resources child sites.

The **HEALTH JURISDICTION** will assume all costs, training and support responsibilities for email marketing if using an account outside or in lieu of the account provided with the program.

A. In the event grant funding under Foundational Public Health Services remains available but at reduced levels:

1. **DEPARTMENT** will work with **HEALTH JURISDICTION** to develop a proposal for a reduced level of services, which may include a reduction of services commensurate with the reduction in financial support. After review and agreement by both parties, the proposal shall be documented in an amendment to this Agreement.

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ADDENDUM B: DISSOLUTION OF GRANT FUNDING

This Addendum B applies to the agreement (Agreement) between **TACOMA-PIERCE COUNTY HEALTH DEPARTMENT (DEPARTMENT)** and **JEFFERSON COUNTY PUBLIC HEALTH (HEALTH JURISDICTION)** and Addenduma A, the parties agree as follows:

In the event grant funding no longer exists: then within sixty (60) days of the date either party gives written notice to the other party:

1. The HEALTH JURISDICTION's Responsibilities:

- 1.1. Assume all management of the Jefferson County Public Health Provider Resource Website content and updates.
- 1.2. Manage hosting and assume all associated costs for the Jefferson County Public Health Provider Resource Website.
- 1.3. Manage hosting and assume all associated costs for the Jefferson County Public Health email marketing account.

2. The DEPARTMENT's Responsibilities:

- 2.1. Assist the **HEALTH JURISDICTION** in transferring the current website to the hosting platform chosen by the **HEALTH JURISDICTION**.
- 2.2. Assist the **HEALTH JURISDICTION** in transferring the credentials for the email marketing account to platform chosen by the **HEALTH JURISDICTION**
- 2.3. Provide necessary technical training of existing Provider Resources platform to the **HEALTH JURISDICTION** staff.

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