



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

TO: Board of County Commissioners
Mark McCauley, County Administrator

FROM: Apple Martine, Public Health Director
Barb Jones, CHIP/CHA Manager

DATE: November 6, 2023

SUBJECT: Agenda item – Amendment 1 to Professional Services Agreement with the National Association of County and City Health Officials (NACCHO) 08/01/2023-12/31/2023; additional \$25,000 for a total of \$175,000.00

STATEMENT OF ISSUE:

Jefferson County Public Health, Admin/Community Health Divisions, requests Board approval of the extension of the Contract Agreement with NACCHO for the Partnering for Vaccine Equity (PAVE) project; August 1, 2023 – December 31, 2023. The extension comes with an additional award of funds in the amount of \$25,000. The new grant termination date will be December 31, 2023.

ANALYSIS/STRATEGIC GOALS/PROS and CONS:

Through this project, we will partner with NACCHO to identify inequities regarding COVID-19 and flu vaccine uptake in Jefferson County by completing the Centers for Disease Control and Prevention's Rapid Community Assessment.

We will take steps to building or re-building public trust by improving our staff's ability to relate to a spectrum of marginalized demographics with diversity, equity, inclusion and accessibility training. We will also improve access to public health information through a community navigator program that is informed by the results of the community assessment.

FISCAL IMPACT/COST BENEFIT ANALYSIS:

The agreement provides \$175,000 total (includes \$25,000 additional award) in funding from NACCHO. No general fund dollars are used to support this program.

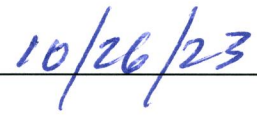
RECOMMENDATION:

JCPH management request approval of the amendment to the Contract Agreement with NACCHO; August 1, 2023 – December 31, 2023; \$175,000

REVIEWED BY:



Mark McCauley, County Administrator



Date

Modification of Agreement

This Modification of Agreement ("Modification") is entered into, effective as of the date of the later signature indicated below, by and between the **National Association of County and City Health Officials** (hereinafter referred to as "NACCHO"), with its principal place of business at 1201 (I) Eye Street NW 4th Fl., Washington, DC 20005, and the following Contractor, hereinafter referred to as "Contractor:"

County of Jefferson dba Jefferson County Public Health	91-6001322
Contractor	Federal Tax ID Number
615 Sheridan St.	
Address	
Port Townsend, WA 98368-2439	(360) 379-9441
City, State and Zip	Phone

WHEREAS, the parties entered into Contract # 2022-122704 on the 2nd day of March, 2023 ("Agreement") and,

WHEREAS, the general purposes of the Agreement are unchanged; and

WHEREAS, both parties wish to make modifications to the Agreement, as described below;

THEREFORE, for the mutual consideration described in the Agreement, the parties agree to the modifications below through the signatures of the person(s) who have the authority to bind the parties to the changes in the Modification:

1. Term of Agreement: Article I, Section 2 of the Agreement is modified and shall continue in effect until December 31, 2023, unless earlier terminated in accordance with the terms herein. Expiration of the term or termination of this Agreement shall not extinguish any rights or obligations of the parties that have accrued prior thereto. The term of this Agreement may be extended by mutual agreement of the parties.
2. Payment of Services: the updated payment schedule is as follows:

Payment of Services: Article I: Special Provisions, Clause 3 of the Agreement is modified to amend payment by NACCHO to Contractor for services performed as follows:

Original Contract Amount	: \$150,000.00
Mod I Amount	: \$25,000.00
Invoice paid up to 8/31/2022	: \$116,500.00

Total Contract Award Amount : \$175,000.00
NEW available Contract Amount : \$58,500.00

Updated Invoice Schedule

Invoice No.	Amount	Due date	Deliverable
Invoice I (PAID)	\$11,500.00	October 15, 2022	- Attend project Kick-Off Meeting (\$1,500.00) - Completion of pre-assessment (\$2,500.00) - Submission of partner agreement (\$7,500.00)
Invoice II (PAID)	\$30,000.00	December 15, 2022	- Completion of quarterly report 1 (\$2,500.00) - Complete CDC's Rapid Community Assessment in jurisdiction and submit summary report of methods, findings and opportunities for vaccine education and promotion. (\$20,000.00) - Develop and submit vaccine communications plan for project period (\$2,500.00) - Submission of project workplan and evaluation plan (\$5,000.00)
Invoice III (PAID)	\$30,000.00	February 15, 2023	- Completion of quarterly report 2 (\$2,500.00) - Completion of project mid-year assessment (\$2,500.00) - Completion of Roots of Inequity course module (\$5,000.00) - Submission of resource deliverable 1 (\$20,000.00)
Invoice IV (PAID)	\$45,000.00	May 15, 2023	- Completion of quarterly report 3 (\$2,500.00) - Submission of all materials, products, and/or collateral developed, adapted, and utilized in vaccine communications campaign (\$15,000.00) - Complete and submit report including outcomes of vaccine communications campaign (\$7,500.00) - Submission of resource deliverable 2 (\$20,000.00)
Invoice V	\$6,000.00	July 31, 2023	- Completion of quarterly report 3 (\$2,500.00) - Regular Meeting Attendance (\$3,500.00)
Invoice VI	\$7,500.00	September 15, 2023	Share resources to Vaccine Resource Hub at least one resource, tool, and/or best practice* for identifying and addressing vaccine disparities in adults. (\$7,500.00)
Invoice VII	\$10,000.00	November 15, 2023	How to guide on developing, implementing, and evaluating a vaccine communications campaign (\$10,000.00)

Invoice VIII	\$35,000.00	December 31, 2023	• Completion of bi-annual report (reporting on July through December activities) (\$5,000.00) • Attending community of practices (August-December) (\$2,500.00) • Completion and submission of final report and project close activities (\$10,000.00) • End of year evaluation report (\$5,000.00) • Partnership Impact Report (\$7,500.00) • Contribution of at least one resource for external project communications (\$5,000.00)
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3. Scope of Work: The Scope of Work attached hereto as Attachment I to the Modification is incorporated into the Agreement and made a part thereof.

4. All other terms and conditions of the Agreement remain unchanged.

IN WITNESS WHEREOF, the persons signing below warrant that they are duly authorized to sign for and on behalf of, the respective parties.

AGREED AND ACCEPTED AS ABOVE:

NACCHO:

CONTRACTOR:

JEFFERSON COUNTY WASHINGTON

By: _____

By: _____

Name: Jerome Chester

Name: Greg Brotherton

Title: Chief Financial Officer

Chair, Board of

Title: County Commissioners

Date: _____

Date: _____

Approved as to form only:



October 25, 2022

Philip C. Hunsucker, Date
Chief Civil Deputy Prosecuting Attorney

**NATIONAL ASSOCIATION OF COUNTY AND CITY HEALTH OFFICIALS
MODIFICATION OF AGREEMENT– ATTACHMENT I
SCOPE OF WORK**

Scope of Work: *Jefferson County Public Health* **Project:** Partnering for Vaccine Equity (7871) – Enhanced Communications Campaign: Coordinating and Collaborating with Partners to Develop Strategies to Strengthen COVID-19 and Influenza Uptake

Project Period: Upon contract execution to no later than July 31, 2023

Extended Project Period: August 1, 2023, to December 31, 2023

Award Amount: \$150,000

Additional Funding Amount: \$25,000

Justification: Due to ongoing programmatic need, the Partnering for Vaccine Equity (7871) project is implementing a contract extension which will extend the project period beyond the original end date of July 31, 2023, to December 31, 2023, and will add \$25,000 to the original funding amount. The extension will allow the contractor sufficient time and resources to meet additional deliverables per the adjusted Scope of Work which will strengthen the original project intent. Adjustments to the initial budget and SOW have been made to reflect the contract extension.

Project Background

Through the *Partnering for Vaccine Equity* project, NACCHO will support local health departments (LHDs) to identify and address drivers of vaccine hesitancy, engage community stakeholders and influential messengers to support vaccine messaging, provide education and vaccine delivery at the community level, and facilitate relationships between vaccine providers and the community to increase vaccine confidence and access opportunities. This work will be strengthened through strategic national-level partnerships and collaboration with other funded entities to maximize sharing of resources, best practices and lessons learned in addressing misinformation and advancing vaccine equity.

Objectives

With support from NACCHO, Jefferson County Public Health, seeks to meet the objectives and corresponding Scope of Work below:

1. Improve understanding of current barriers to COVID-19 and influenza vaccination for adults in local jurisdictions.
2. Identify vaccine inequities and opportunities for enhanced vaccine education and access at the local level.
3. Develop and enhance local collaborations to improve vaccine education, outreach, and access for identified adult populations.
4. Contribute to shared learning and reporting of challenges, results, and outcomes throughout the project period.

Required Activities

- With the support of NACCHO, conduct [CDC's Rapid Community Assessment](#)¹ activity designed to identify communities at-risk for low vaccine uptake, better understand the local community's vaccine needs and decisions, and identify areas of intervention and prioritize potential intervention strategies. **This is a critical element of the award and will require a substantial time commitment.**
- Plan and implement a communications campaign to promote influenza and COVID-19 vaccination uptake using lessons learned from the Rapid Community Assessment activity. The communications campaign should be specific to the jurisdiction and/or population of focus and may include traditional methods such as paid media and non-traditional methods, such as peer-to-peer education.
- Identify and implement an intervention beyond a communications campaign that enhances collaboration and coordination of adult immunization services with a partner(s) in the jurisdiction. [Examples](#)² may include, but are not limited to:
 - Provider education to enhance timely and accurate administration and communication of recommendation vaccinations
 - Coordination of mobile vaccination, home visits and/or workplace vaccination program
 - Healthcare provider practice support (IIS enrollment, standing orders, data sharing agreements, reminder/recall)
 - Development of immunization stakeholder coalition or taskforce
- Develop a workplan and corresponding evaluation plan with identified program activities, outcomes, and goals.
- Develop and share documentation of collaborating and coordinating with a partner(s) to improve adult immunization services (examples include but are not limited to standard operating and reporting procedures, educational materials for community, promotional materials, training modules, sample MOUs, data sharing, cost sharing, and other legal agreements between the entities).
- Participate in scheduled (i.e., monthly, or bi-monthly) calls with NACCHO to monitor project progress, engage in peer networking, share best practices and resources, and receive technical assistance. Technical assistance may include facilitating connections between demonstration sites and subject matter experts, training opportunities for LHD staff, and/or providing activity planning and implementation support.
- Designate at least one LHD staff member to complete NACCHO's Roots of Health Inequity course and incorporate learnings in LHD practice or strategies.
- Partner with NACCHO to develop new and/or update existing materials and share subject matter expertise focused on adults from racial and ethnic minority groups experiencing inequities in influenza and COVID-19 vaccination coverage and uptake;
- Participate in evaluation activities and document project outcomes. As such, recipients will be expected to conduct the following activities:
 - Participate in NACCHO's evaluation and assessment activities conducted at baseline, mid-year, and project close;
 - Documentation of the partnership development process with a logic model; and
 - Final report documenting methods, results, conclusions, and lessons learned.
- Submit progress reports (monthly, bi-monthly, quarterly, etc.) to share outcomes, challenges, and needs related to vaccine promotion and accessibility activities.
- Designate one LHD main point of contact with whom NACCHO will directly communicate on all matters related to this project.

Scope of Work B-Invoicing Schedule

Invoice Number and Payment Schedule	Primary Task / Deliverables	Tentative Due Dates	Deliverable Amount
Invoice #1	Attend project Kick-Off Meeting	Week of September 12, 2022 (Actual Date TBA)	\$1,500
October 15, 2022	Completion of pre-assessment	September 30, 2022	\$2,500
Invoice total: \$11,500	Submission of partner agreement	October 15, 2022	\$7,500
Invoice #2	Completion of quarterly report 1	October 7, 2022	\$2,500
December 15, 2022	Complete CDC's Rapid Community Assessment in jurisdiction and submit summary report of methods, findings and opportunities for vaccine education and promotion.	December 15, 2022	\$20,000
Invoice total: \$30,000	Develop and submit vaccine communications plan for project period	December 15, 2022	\$2,500

	Submission of project workplan and evaluation plan	December 15, 2022	\$5,000
Invoice #3	Completion of quarterly report 2	January 9, 2023	\$2,500
February 15, 2023	Completion of project mid-year assessment	February 15, 2023	\$2,500
Invoice Total: \$30,000	Completion of Roots of Inequity course module	February 15, 2023	\$5,000
	Submission of resource deliverable 1	February 15, 2023	\$20,000
Invoice #4	Completion of quarterly report 3	April 7, 2023	\$2,500
May 15, 2023	Submission of all materials, products, and/or collateral developed, adapted, and utilized in vaccine communications campaign	May 15, 2023	\$15,000
Invoice Total: \$45,000	Complete and submit report including outcomes of vaccine communications campaign	May 15, 2023	\$7,500
	Submission of resource deliverable 2	May 15, 2023	\$20,000
Invoice #5	Completion of quarterly report 4	July 10, 2023	\$2,500
July 31, 2023	Regular Meeting Attendance	July 31, 2023	\$3,500
Invoice Total: \$6,000			
Invoice #6	Share resources to Vaccine Resource Hub at least one resource, tool, and/or best practice* for identifying and addressing vaccine disparities in adults.	September 15, 2023	\$7,500
September 15, 2023			
Invoice Total: \$7,500			
Invoice #7	How to guide on developing, implementing, and evaluating a vaccine communications campaign	November 15, 2023	\$10,000
November 15, 2023			
Invoice Total: \$10,000			
Invoice #8	Completion of bi-annual report (reporting on July through December activities)	December 31, 2023	\$5,000
December 31, 2023	Attending community of practices (August-December)	December 31, 2023	\$2,500
Invoice Total: \$35,000	Completion and submission of final report and project close activities	December 31, 2023	\$10,000
	End of year evaluation report	December 31, 2023	\$5,000
	Partnership Impact Report	December 31, 2023	\$7,500
	Contribution of at least one resource for external project communications	December 31, 2023	\$5,000