

**Kitsap Public Health District
Consent Agenda Agreement Summary
December 6, 2016**

KPHD Contract Number	Their Contract Number	Contractor and Agreement Name	Type of Agreement	Term of Agreement	Amount to District	Amount to Other Agency
1621	NA	Kitsap County Prosecuting Attorney <i>Legal Services</i>	Contract	01/01/2017-12/31/2017	\$0	\$120/hour
Description: The Kitsap County Prosecuting Attorney's Office to provide the District with a full range of legal services to include contract, resolution, and policy review. Contract establishes the rates for services and boundaries of conflict of interest as it concerns the County.						
1624	NA	Olympic Educational Service District 114 <i>Head Start/Early Head Start/ECEAP</i>	Contract	11/01/2016-10/31/2017	\$57,418	\$0
Description: The District is to provide professional services, training, and technical assistance to Head Start, ECEAP and Early Head Start staff and enrollees, including public health nurse support to the Early Head Start Home based services to 42 eligible families, tuberculosis testing, assistance with food handler's permits, and hepatitis B immunizations.						
1625	KC-467-16	Kitsap County <i>Clean Water Kitsap</i>	Interlocal Agreement	01/01/2017-12/31/2017	\$1,100,000	\$0
Description: Provides funding for District water quality work within the Clean Water Kitsap multi-agency partnership (includes Kitsap County, Kitsap Public Health District, Public Works Department, Kitsap Conservation District, and Washington State University Extension Program).						
1626	NA	Volunteers in Medicine of the Olympics <i>Health Benefit Exchange</i>	MOA	01/01/2017-12/31/2017	\$0	\$0
Description: Formalizes the relationship between the District and Volunteers in the Medicine of the Olympics regarding providing certified Navigator services as described in the Affordable Care Act for the purpose of enrolling community members in Medicaid and Qualified Health insurance plans through the Healthplanfinder.						

KPHD Contract Number	Their Contract Number	Contractor and Agreement Name	Type of Agreement	Term of Agreement	Amount to District	Amount to Other Agency
1633	NA	Clallam County Health and Human Services <i>Property Use Agreement</i>	MOA	01/01/2017-12/31/2019	\$4,800	\$0
Description: Clallam County Health and Human Services shall provide the District with confidential office space at its business location in Port Angeles for the purpose of providing HIV Case Management to clients residing in Clallam County.						
1634	NA	Jefferson County Public Health <i>Property Use Agreement</i>	MOA	01/01/2017-12/31/2019	\$0	\$0
Description: Jefferson County Public Health shall provide the District with confidential office space at its business location in Port Townsend for the purpose of providing HIV Case Management to clients residing in Jefferson County.						
1636	NA	Kitsap Public Health Board <i>Employment Agreement</i>	Agreement	01/01/2017-12/31/2019	\$0	\$520,020
Description: Establishes scope and terms of employment, wages and compensation, and parameters for termination of the Health Officer for Kitsap Public Health District. Wages paid to employee assume that the monthly rate for years 2018 and 2019 will be at least that of 2017.						
1638	NA	Peninsula Community Health Services <i>Health Benefit Exchange</i>	MOA	01/01/2017-12/31/2017	\$0	\$0
Description: Formalizes the relationship between the Peninsula Community Health Services regarding providing certified Navigator services as described in the Affordable Care Act for the purpose of enrolling community members in Medicaid and Qualified Health insurance plans through the Healthplanfinder.						
1643	NA	Port Gamble S'Klallam Tribe <i>Food Safety Consultation</i>	Interlocal Agreement	01/01/2017-12/31/2017	\$62.87/hour	\$0
Description: A District environmental health specialist will provide food safety training, inspection, and consultative services to the Tribe and perform two annual inspections at Port Gamble S'Klallam Tribe food establishments.						

Consent Agenda Agreement Summary
December 6, 2016
Page 3

KPHD Contract Number	Their Contract Number	Contractor and Agreement Name	Type of Agreement	Term of Agreement	Amount to District	Amount to Other Agency
1610	1663-79326	Department of Social and Health Services <i>WorkFirst: Children With Special Needs</i>	Interagency Agreement	12/07/2016-06/30/2017	\$14,000	\$0
Description: Formally designates the District to assist Department of Social and Health Services staff in determining a parent's ability to participate in the WorkFirst program through an evaluation of a child's special needs.						

AGREEMENT FOR LEGAL SERVICES

Kitsap Public Health District, at 345 6th Street, Suite 300, Bremerton, Washington, 98337 (“District”), and the Office of the Kitsap County Prosecuting Attorney, 614 Division Street, MS 35A, Port Orchard, Washington, 98366 (“Prosecuting Attorney”), enter into this Agreement for ongoing legal consulting services. In consideration of the mutual covenants contained herein, District and Prosecuting Attorney agree as follows:

1. RECITALS

Whereas, the District is a governmental unit constituted pursuant to chapter 70.46 RCW and chapter 9.52 Kitsap County Code, whose members include Kitsap County and the cities of Bainbridge Island, Bremerton, Port Orchard and Poulsbo;

Whereas, the District is governed by the Kitsap Public Health Board, which includes representatives of the cities of Bainbridge Island, Port Orchard, Bremerton and Poulsbo;

Whereas, the District requires legal services and desires to obtain them from the Kitsap County Prosecuting Attorney;

Whereas, the cities of Bainbridge Island, Bremerton, Port Orchard and Poulsbo agree that the Prosecuting Attorney’s Office may represent the District throughout the entire county, including areas otherwise within the jurisdiction of the cities; and

Whereas, under RCW 39.34.080, the Civil Division of the Kitsap County Prosecuting Attorney’s Office may contract with the District to represent and provide legal advice to the District on civil legal matters.

Now, therefore, in consideration of the terms and conditions contained herein, the District and Prosecuting Attorney agree as follows:

2. INCORPORATION OF RECITALS.

The recitals set forth in Section 1, above, are hereby incorporated as substantive terms of this Agreement.

3. SCOPE OF WORK

The County, through the Office of the Prosecuting Attorney, will provide full legal services to the District, as more fully described in Attachment A, “Scope of Services”, attached hereto and incorporated herein, except as follows:

A. When legal services are available to the District through its insurance pool. The District agrees that it is its responsibility to promptly notify its insurance pool of claims and/or

litigation filed against the District as required by the pool.

B. As provided in Section 13 of this Agreement, when a conflict of interest exists between the District and the County which, in accordance with the Rules of Professional Conduct governing county prosecuting attorneys in Washington State, either has not been waived by both the District and the County following full disclosure, or cannot be waived despite full disclosure.

C. When both the County and the District agree that a legal matter should be sent to outside counsel due to the need for specialized expertise or otherwise.

4. COMPENSATION

The District will compensate the Prosecuting Attorney for the services performed by the Prosecuting Attorney and Deputy Prosecuting Attorneys under this Agreement at the hourly rate of \$120.00, and \$74.00 per hour for paralegal services. The Chief Civil Deputy shall be the initial point of contact for requests for legal services and may assign such requests to other attorneys as the nature of the matter requires. Said hourly rate includes overhead support.

The District shall be responsible for all incidental costs associated with its representation, including, but not limited to, mileage and travel costs, court costs, copy fees, courier fees, fees for title reports, et cetera.

5. BILLING AND PAYMENT

The Prosecuting Attorney's Office shall submit quarterly invoices to the Kitsap Public Health District, 345 6th Street, Suite 300, Bremerton, Washington, 98337, to the attention of the Administrator. Invoices will describe the services performed by each attorney, detail the number of hours worked, and list the fees and costs incurred during that month. The District shall pay County at the hourly rates set forth in Section 4. The District will make payment within thirty (30) days following receipt of billing. Upon request, the District is entitled to review the time sheets of attorneys anytime during, or for one year after, the term of the Agreement.

6. DURATION

This Agreement is effective January 1, 2017. It shall have a term of one year and shall expire on December 31, 2017, unless renewed in writing.

7. REPRESENTATIVES

The coordinating contact representative for the Prosecuting Attorney's Office will be the Civil Division Chief. The coordinating contact for the Health District will be the Administrator, who shall have full authority to request service hereunder.

8. INDEPENDENT CONTRACTOR

The Prosecuting Attorney's services shall be furnished as an independent consultant and nothing in or arising from this Agreement shall be construed to create a relationship of employer-employee or master-servant.

9. INDEMNIFICATION

Kitsap County shall indemnify the Kitsap Public Health District, its agents, officers and employees, for all losses, claims, and damages caused by the negligence or willful acts of County, and/or its agents, officers, and employees arising directly or indirectly out of or in consequence of the performance of this Agreement. The Kitsap Public Health District shall indemnify Kitsap County, its agents, officers and employees, for all losses, claims and damages caused by the negligence or willful acts of the District, and/or its agents, officers and employees arising directly or indirectly out of or in consequence of the performance of this Agreement.

10. TERMINATION

Either party may terminate the Agreement upon thirty (30) days written notice to the other. Upon notice of termination, no further fees or expenses may be incurred except as authorized by the District. If the Agreement is terminated in accordance with this paragraph, Kitsap County Prosecuting Attorney's Office will be entitled to payment for actual work performed. An equitable adjustment in the Prosecuting Attorney's compensation for partially completed items of work will be made, but such adjustment will not include provision for loss of anticipated profit on deleted or uncompleted work.

11. NON-EXCLUSIVE AGREEMENT

The District may obtain services from persons or entities in addition to Kitsap County Prosecuting Attorney's Office. The Kitsap County Prosecuting Attorney's Office may provide legal services to Kitsap County and other entities as allowed under state law.

12. ACCESS TO RECORDS

The District may, at reasonable times, before or after termination of this Agreement, inspect the records and files of Kitsap County Prosecuting Attorney's Office that relate to the performance of this Agreement.

13. CONFLICTS OF INTEREST

As more fully explained in Attachment B hereto, incorporated herein, the Kitsap County Prosecuting Attorney's Office shall observe the Rules of Professional Conduct as applicable to county prosecuting attorneys and inform the District if actual or potential conflicts of interest arise. The District recognizes that the Prosecuting Attorney's Office may from time to time represent Kitsap County in matters concerning the County that may also involve the District. In

such cases, if a conflict arises, the District understands and agrees that the Prosecuting Attorney must represent the County even though the County may be adverse to the District. In the event of such a conflict, when possible, the Prosecuting Attorney's Office shall assign different deputy prosecuting attorneys to represent the County and the District and create an "ethical wall" to screen each attorney from the work product of the other. If a conflict of interest arises during the term of this Agreement which, in accordance with the Rules of Professional Conduct, either has not been waived by both the District and the County following full disclosure, or cannot be waived despite full disclosure, the Prosecuting Attorney will work with the District to secure appropriate representation and provide for a smooth transition to alternative counsel. The District expressly waives any and all objections it might assert to the Prosecuting Attorney's representation of Kitsap County. This provision shall survive the termination of this Agreement.

14. NON-WAIVER

The failure of either party to exercise any rights or remedies under this Agreement for any breach shall not constitute a continuing waiver of any obligation and shall not prevent either party from pursuing any such rights or remedies for any succeeding breach.

15. INTEGRATION

This Agreement contains the entire agreement of the parties. There are no promises, terms, conditions, or obligations other than those contained herein. This Agreement will supersede all previous communications, representations, or agreements, either verbal or written, between the parties.

16. BINDING EFFECT

The covenants and conditions contained in this Agreement are binding on the parties, their assigns, subcontractors and legal representatives.

17. MODIFICATION

This Agreement may be amended only upon the written agreement of the parties executed with the same formalities required for the execution of this Agreement.

18. SEVERABILITY

If any provision of this Agreement is held invalid, the remainder of the Agreement and the remaining rights and obligations of the parties will be construed and enforced as if the Agreement did not contain the invalid part.

19. VENUE

This Agreement shall be governed by the laws of the State of Washington, both as to interpretation and performance, and any action at law, suit in equity, or other proceeding for the

enforcement of this Agreement or any provision thereof shall be instituted only in the courts of the State of Washington, County of Kitsap.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date and year indicated below.

Dated this ____ day of _____, 2016.

KITSAP PUBLIC HEALTH DISTRICT

KEITH GRELLNER, RS, Administrator
Kitsap Public Health District

Dated this ____ day of _____, 2016.

KITSAP COUNTY PROSECUTING ATTORNEY

TINA R. ROBINSON

Dated this ____ day of _____, 2016

KITSAP COUNTY BOARD COMMISSIONERS

EDWARD E. WOLFE, Chair

CHARLOTTE GARRIDO, Commissioner

ATTEST:

ROBERT GELDER, Commissioner

DANA DANIELS, Clerk of the Board

EXHIBIT A

SCOPE OF SERVICES

The Kitsap County Prosecuting Attorney's Office will provide the Kitsap Public Health District with a full range of legal services, with the exceptions set forth in the body of the Agreement, including the following:

1. Provide legal consultation services, including telephone and office consultation and written opinion memos on all Health District issues;
2. Review and redraft administrative regulations and policies, including the District's personnel manual;
3. Review and redraft contracts;
4. Review and redraft resolutions and ordinances;
5. Represent the District in actions to enforce District regulations throughout Kitsap County, including areas otherwise within the jurisdiction of the cities;
6. Evaluate claims filed with the District;
7. Represent the District in litigation before administrative tribunals and state and federal courts other than litigation, which the District may, in accordance with its insurance policies, tender to other counsel; and
8. Labor negotiations including legal advice regarding collective bargaining matters as required.

EXHIBIT B

Executed Copy of Conflict Letter to Kitsap Public Health District
Consisting of 4 pages



Kitsap County Prosecuting Attorney's Office

Tina R. Robinson
Prosecuting Attorney

Please reply to: Civil Division

November 14, 2016

Carol I. Maves
Office Administrator

Susan Turner, MD, MPH, MS
Keith Grellner, RS, Administrator
Kitsap Public Health District
345 6th Street, Suite 300
Bremerton, Washington 98337

Ione S. George
Chief General
Counsel

Kevin P. Kelly
District/Municipal
Division Chief

RE: Exhibit B to 2017 Kitsap Public Health District Legal Services Agreement

Chad M. Enright
Felony and Juvenile
Division Chief

Dear Dr. Turner and Mr. Grellner:

**Jacquelyn M.
Aufderheide**
Civil Division Chief

For about 16 years, the Kitsap County Prosecuting Attorney's Office ("PAO") has served as general counsel to Kitsap Public Health District. We value our relationship with the District, and are willing to continue to serve as general counsel. However, to ensure that the District understands the limitations on the legal services we provide, as well as the potential conflicts that may arise with our representation, we are providing this written explanation and request the District's Board of Health to expressly authorize the continuation of legal services by the PAO, and waive potential conflicts of interest that might arise by virtue of our services to the District.

Holly G. Banks
Family Support
Division Chief

www.kitsapgov.com/pros

As you know, the Health District is a legally independent public agency, governed by the Board of Health, consisting of members from the Cities of Bainbridge Island, Bremerton, Port Orchard, and Poulsbo, and the County of Kitsap. See chapter 70.46 RCW and chapter 9.52 Kitsap County Code. Under chapter 36.27 RCW, the PAO has a legal duty and affirmative obligation to be the legal adviser to the Kitsap County Board of Commissioners and all county officers. The Cities receive legal advice and representation from their appointed City attorneys. In serving as general counsel to the Health District, the PAO's advice to the Health District will not constitute legal advice to or representation of any particular member of the District. However, as more fully explained below, there may be times that the County and the District are involved in the same matter, giving rise to a potential conflict of interest.

The Rules of Professional Conduct (RPCs) allow clients to waive conflicts of interest when a lawyer reasonably believes that the lawyer will be able to provide competent and diligent representation to each affected client and each affected client

Adult Criminal & Administrative Divisions • 614 Division Street, MS-35 • Port Orchard, Washington 98366-4681 • (360) 337-7174 • FAX (360) 337-4949
Juvenile Criminal Division • 614 Division Street, MS-35 • Port Orchard, Washington 98366-4681 • (360) 337-5500 • FAX (360) 337-4949
Special Assault Unit • 614 Division Street, MS-35 • Port Orchard, Washington 98366-4681 • (360) 337-7148 • FAX (360) 337-4949

Bainbridge Island Municipal Court Division • 614 Division Street, MS-35 • Port Orchard, Washington 98366-4681 • (360) 337-7174 • FAX (360) 337-4949
Port Orchard Municipal Court Division • 614 Division Street, MS-35 • Port Orchard, Washington 98366-4681 • (360) 337-7174 • FAX (360) 337-4949

Civil Division • 614 Division Street, MS-35A • Port Orchard, Washington 98366-4681 • (360) 337-4992 • FAX (360) 337-7083
Family Support Division • 614 Division Street, MS-35B • Port Orchard, Washington 98366-4681 • (360) 337-7020 • FAX (360) 337-5733



Dr. Susan Turner
Keith Grellner
Re: Legal Services Agreement
November 14, 2016
Page 2

gives informed consent in writing. In evaluating the potential conflicts that might arise with the PAO's representation of the District, we considered the legal matters the District has sought in the past, and may in the future seek legal assistance with:

- Laws and regulations pertaining to public health and safety, including communicable diseases, family health, environmental health, and food safety;
- Labor and employment matters including discipline and discharge, wage and hour laws, leave and disability laws, workers compensation, discrimination and whistleblower protection, etc.;
- Review and negotiation of municipal contracts, including procurement compliance with federal and state laws and regulations;
- Interlocal agreements with other public agencies;
- General policy review;
- Real and personal property acquisition and disposition; and
- Public records law, including retention and disclosure.

The PAO's handling of most of the matters listed above should present no conflicts of interest. The primary reason for this is that many of the matters we advise the District in do not involve the County. In addition, the County is a member of the Board of Health. Thus, the District's confidential information is shared with the three County Commissioners who serve as the County's representatives on the Board of Health, and the potential for confidential information of the District being used to its disadvantage is low.

The main concern associated with waivers of conflicts of interest under the circumstances presented here is ensuring that the District and the County each receive objective and independent legal advice. For example, there have been and could be situations, such as where the District and Kitsap County are parties to the same contract, where the PAO will need to assign different deputy prosecuting attorneys to represent the County and the District and create an "ethical wall" to screen each attorney from the work product of the other. A recent example of this was the Septic Loan Agreement between the Washington State Department of Ecology, the District, and the County, and the related Interlocal Agreement among and between the District and Clallam, Jefferson, Kitsap, and Mason Counties.

In our role as general counsel to the District, it is our intent to provide objective and independent legal advice to the District. We must also provide objective and independent legal advice to the County. When the District becomes aware of matters that will involve both it and Kitsap County, before requesting legal assistance from PAO in the matter it will be incumbent upon the District to notify the PAO so that the PAO may assign different deputy prosecuting attorneys to the

Dr. Susan Turner
Keith Grellner
Re: Legal Services Agreement
November 14, 2016
Page 3

District and County. If a conflict of interest arises which, in accordance with the RPCs, either has not been waived by both the District and the County following full disclosure, or cannot be waived despite full disclosure, the PAO will work with the District to secure appropriate representation and provide for a smooth transition to alternative counsel.

By executing this letter, the District and each member of the Board of Health consent to the PAO's service as general counsel for the District and waiver of any conflict of interest that might be said to arise by virtue of that representation. In addition, the District and each member of the Board of Health consent to PAO's ongoing representation of Kitsap County. We will inform the District and the County when we became aware of representation that might present a conflict of interest under the RPCs, and request a waiver at that time. In some circumstances, the PAO will reach out to the Cities' attorneys, so that each City may obtain independent advice about the specific matter if it chooses to do so.

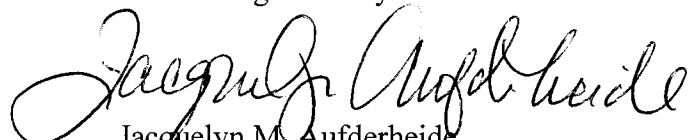
If a situation arises in the future in which we perceive a potential conflict of interest where our duties of loyalty to you materially conflicts with our similar duties to Kitsap County, we will immediately bring this to the attention of the District and County. In such an event, it may be necessary for us to remove ourselves from advising the District with respect to the issue involved. We trust this approach is acceptable to the District and each member of the Board of Health.

Please present this letter together with the legal services agreement for consideration by the Board of Health. If this approach is acceptable to the Board, please have the Chair sign the enclosed copy of this letter and return it to me at your convenience. We will be discussing this letter with the Board of County Commissioners. By signing this letter, each member of the Board of Health is waiving any conflict of interest that could be said to arise by virtue of our work as general counsel to the District. Further, the District also expressly waives any conflict arising from PAO's continued legal representation of Kitsap County.

Thank you for your attention and consideration.

Sincerely yours,

TINA R. ROBINSON
Prosecuting Attorney



Jacquelyn M. Aufderheide
Deputy Prosecuting Attorney

Dr. Susan Turner
Keith Grellner
Re: Legal Services Agreement
November 14, 2016
Page 4

CONSENT GRANTED AND WAIVER APPROVED:

Dated this _____ day of _____, 2016

Kitsap Public Health District

Mayor Becky Erickson, Chair

**CONTRACT BETWEEN
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114
HEAD START/ECEAP/EARLY HEAD START PROGRAMS**
(hereafter referred to as OESD 114)

AND

Kitsap Public Health District
(hereafter referred to as Contractor)

345 6th Street, Suite 300 Bremerton, WA 98337
(street address) (city - state - zip)

This contract is for the purpose of providing professional services, training, and technical assistance appropriate to the needs of Head Start, ECEAP and Early Head Start staff and enrollees, including public health nurse support to the Early Head Start Home Based services to 42 eligible families. Parties agree to abide by all terms and conditions set out in the contract including appendices and attachments.

GENERAL PROVISIONS

Effective Dates

This contract start date is November 1, 2016 or the date of execution by both parties (whichever is later) and remains in effect until October 31, 2017.

Billing and Payment

The Contractor will be paid for all agreed upon expenses expressly authorized in the Contract. The Contractor will not be entitled to payment for any services that were performed prior to the effective date of the Contract or after its termination.

OESD 114 shall compensate the Contractor by paying:

- Actual salary, benefit and indirect costs in effect when the work was completed.
- Contractor's current fee schedule and/or addendum for Tuberculosis Testing and Certification, Food handler's Permits and Hepatitis B immunizations.

Billing shall be done monthly with a final invoice submitted by November 30, 2017. Invoices received after the 15th of the month may not be paid until the following month. OESD 114 billing address is: Olympic ESD 114, Accounts Payable, 105 National Avenue N, Bremerton, WA 98312 or acctspayable@oesd114.org.

Total Contract amount: not to exceed \$57,418.00 (fifty seven thousand four hundred eighteen dollars).

Contract and Director Representatives

OESD 114 and the Contractor will each have a Contract Representative and a Director Representative. A party may change its representatives upon providing written notice to the other party. The parties' representatives are as follows:

Contract Representative for the Contractor is: Katie Eilers, 345 6th Street, suite 300, Bremerton, WA 98337. Phone: (360) 337-5224.

Director Representative for the Contractor is: Keith Grellner, Administrator, 345 6th Street, Suite 300, Bremerton, WA 98337.

Contract Representative for OESD 114 is: Maggie Healy, Home Based Services Program Manager, 105 National Avenue N, Bremerton, WA 98312. Phone: (360) 782-5092. Fax: (360) 782-5093.

Director Representative for OESD 114 is: Kristen Sheridan, Director, Early Learning Department, 105 National Avenue N, Bremerton, WA 98312. Phone: (360) 405-5842.

Source of Funding

Reimbursement for Head Start and Early Head Start is subject to funding from the Department of Health and Human Services (DHHS), Administration for Children and Families, Office of Head Start. Funding from DHHS may be reduced or suspended by DHHS. The Catalogue of Domestic Assistance (CFDA) number for federal funds is 93.600. ECEAP funds are state funds and not subject to federal requirements.

Use of Federal Funds

The Contractor shall certify that no federal funds payable under this contract will be paid by or on behalf of the Contractor, to pay any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, an officer or employee of Congress, or an employee of Member of Congress in connection with the awarding of a federal contract, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative contract.

Independent Contractor

The Contractor's services will be furnished by the Contractor as an independent contractor and not as an employee or agent of OESD 114.

Termination

Either party may terminate this Contract in whole or in part with 30 days written notice to the other party. In that event, the OESD 114 will pay the Contractor for all such costs incurred by the Contractor in performing the Contract up to the date of such notice, subject to the other provisions of the Contract.

If funding for the underlying project is withdrawn, reduced or limited in any way after the Contract is signed, OESD 114 may summarily terminate the Contract.

If for any reason, either party does not fulfill in a timely and proper manner its obligations under this Contract, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within 15 working days. If failure or violation is not corrected, this Contract may be terminated immediately by written notice of the aggrieved party to the other.

Amendments and Changes in Work

In order to be effective, any contract renewal, amendment or modification must be in writing and signed by both parties. Work under an amendment or modification may not commence until the contract renewal, amendment or modification has been approved by OESD 114.

Indemnification

Each party agrees to hold harmless, defend and indemnify the other party and its elected and appointed officials, officers, employees and agents against all claims, losses, damages, suits and expenses, including reasonable attorneys' fees and costs, to the extent they arise out of, or result from, the negligence or willful misconduct of the indemnitor or its elected or appointed officials, officers, employees and agents in the performance of this Contract. The indemnitor's duty to defend and indemnify extends to claims by the elected or appointed officials, officers, employees or agents of the indemnitor or of any contractor or subcontractor of indemnitor. The indemnitor waives its immunity under Title 51 (Industrial Insurance) of the Revised Code of Washington solely for the purposes of this provision and acknowledges that this waiver was mutually negotiated. This provision will survive the termination of this Contract.

Records Maintenance and Ownership

The Contractor shall maintain and/or submit records as described in Contractor Responsibilities. OESD 114 shall retain ownership of all family and child records including attendance records, monitoring forms, lesson plans, individual learning plans, completed assessments and other reports.

Equipment Ownership

Title to equipment and supplies acquired under this Contract shall vest, upon acquisition, in the Contractor except for loaned equipment.

Audits

An annual audit shall be required for all program funds awarded under this Contract, with the exception of funds awarded to privately owned child care businesses. The audit shall be conducted by the Office of State Auditor, or an independent Certified Public Accounting firm selected by the Contractor. The Contractor shall be responsible for any audit exceptions incurred by its own organization.

Governance

This Contract is governed by all applicable state or federal laws. The provisions of this Contract shall conform to those laws. In the event of an inconsistency in the terms of this Contract, the inconsistency shall be resolved by giving precedence in the following order:

- a. applicable state and federal statutes and rules;
- b. statement of Contractor and OESD 114 responsibilities; and
- c. any other provisions of the Contract.

Assignment

The Contractor will perform under the Contract using only its employees or agents. The obligations and duties of the Contractor under the Contract will not be assigned, delegated or subcontracted to any other person or firm without the prior written consent of OESD 114.

Severability

If any provision of this Contract shall be held invalid by a court, such invalidity shall not affect the other provisions of the Contract. If any provision of the Contract conflicts with any applicable law, the provision will be deemed inoperative to the extent it does not conform to statutory requirements.

All Writings Contained Herein

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

Disputes

In the event that a dispute arises under this Contract, the Contract Representative for each party shall first attempt to resolve the dispute in the following manner: review the facts, contract terms and applicable statutes and rules and make a determination of the dispute. If a determination acceptable to both parties is not made, the dispute will be referred to the Director Representatives to resolve. If a determination acceptable to both parties is not made, the Director Representatives shall mutually select a mediator to assist in seeking a determination. The mediator's determination shall be final and binding on the parties hereto.

Insurance

The Contractor shall procure and maintain for the duration of the Contract insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, their agents, representatives, employees or subcontractors. The insurance coverage will be at least 2 million dollars per occurrence for commercial general liability and automobile liability. Above insurance will be primary to all other applicable coverage. The Contractor will provide OESD 114 with a certificate of insurance evidencing coverage and naming OESD 114 as an additional insured for commercial general liability insurance.

Statutory and Regulatory Compliance

The Contractor shall comply with all applicable federal, state, and local laws, ordinances, rules, regulations, guideline and standards applicable to any service provided pursuant to this Contract.

Nondiscrimination

The parties hereto shall not discriminate against anyone in providing services under this Contract on the grounds of race, color, sex, religion, national origin, creed, marital status, age, Vietnam era or disabled veterans' statutes, or the presence of any sensory, mental or physical handicap.

Americans with Disabilities Act

OESD 114 agrees to comply with all provisions of the Americans with Disabilities Act and all regulations interpreting or enforcing such act.

Drug Free Workplace

The Contractor will maintain a drug-free work place.

Confidentiality

The Contractor and its employees will maintain the confidentiality of all information provided by OESD 114 or acquired by the Contractor in performance of the Contract, except upon the prior written consent of OESD 114 or when disclosure is required or authorized by law or is required in the course of audit. The Contractor will promptly notify OESD 114 in the event the Contractor receives a demand or request for such information.

Choice of Law, Jurisdiction and Venue

Any action at law or other judicial proceeding arising out of the Contract will be instituted and maintained only in a court in Kitsap County, Washington.

Notices

Any notices will be in writing and delivered to the contract representative in person, by regular mail or electronic format and will become effective upon the date of receipt.

Appendix A

The Certification Regarding Debarment, Suspension and Other Responsibility Matters-Primary Covered Transactions and Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions (to be supplied to lower tier participants) form is incorporated into this Contract.

CONTRACTOR RESPONSIBILITIES

Head Start, ECEAP and Early Head Start

1. Provide training to OESD 114 Head Start, ECEAP and/or Early Head Start staff as follows:
 - Tobacco intervention skills annually
 - Health Care Institute
 - Health Services training
 - SIDS/Shaken Baby Syndrome training
 - Post-partum depression (maternal mental health)
 - Pediatric and public health issues as required by the OESD 114 Health Program Manager
 - Other trainings as requested
2. Membership on the OESD 114 Health Advisory Committee to assist with formulation of health policies and procedures.
3. Conduct classroom Health Observations in all sites two times per year. See Appendix B, OESD 114 Head Start/ECEAP/Early Head Start Program List.
4. Health education materials for classroom and parent education as requested by the OESD 114 Health Program Manager.

5. Attend trainings as requested.
6. TB testing and certification, Food Handler's permits, and Hepatitis B immunizations for designated OESD 114 staff and volunteers.
7. Attend and participate in program self-assessments and all federally required reviews.
8. Document an amount that equals 25% of Head Start and Early Head Start separately in non-federal in-kind or cash by completing the In-Kind Documentation Form and providing requested supporting documentation.
9. Provide health consulting as needed during the course of the Contract.

Early Head Start

1. Collaborate with OESD 114 staff to recruit and provide services to support the Early Head Start home based program.
2. Provide space for 4 home visitors at the Health District who provide services to 42 families.
3. In collaboration with the OESD 114 Early Head Start staff, meet Head Start performance standards.
4. Attend and participate in Family Staffing meetings two times per year with each of the ten (10) Early Head Start Home Visitors.
5. Work with OESD 114 to recruit and enroll children with disabilities.
6. Monthly Infant/Toddler Nurse Consultation (minimum of one hour per month) to Discovery Early Head Start when four or more infants are present or as required.
7. Additional consultation to the child care programs upon request may include but is not limited to: infant/toddler health care policies and procedures; staff training; parent information; infant/toddler care practices; and linkages to community resources.
8. OESD 114 and the nurse consultant will mutually agree upon dates for consultation services and training for the Discovery Learning Lab Early Head Start Program and coordinate activities to assure compliance with this Contract.
9. Coordination of services to enrolled prenatal families that include:
 - Participation in multidisciplinary team meeting with OESD 114 staff
 - Identification of services OESD 114 prenatal families are receiving from the Contractor

OESD 114 RESPONSIBILITIES

Head Start

1. Provide copies of Head Start Performance Standards, Administrative Regulations and forms and samples of record keeping systems to ensure compliance with Head Start guidelines.
2. Provide access to mental health services, nutrition services and taxi or bus pass used by enrolled families to participate in group socializations or meetings.

Early Head Start

1. Provide training to home visitors and public health nurse including but not limited to Parents as Teachers, AEPS, Screening Tools, Reflective Practice, Early Head Start approach and performance standards.
 2. Provide joint consultation with the OESD 114 EHS home visitors with the Public Health Nurse assigned to the project.
 3. Provide technical assistance to the EHS home visitors through document support, observation of home visits and socializations and during clinical consultation.
 4. Provide supplies, laptops and other electronics to support the work of the home visitors.
 5. Provide access to mental health services, nutrition services and taxi or bus pass used by enrolled families to participate in group socializations or meetings.
 6. Provide copies of Early Head Start Performance Standards, Administrative Regulations and forms and samples of record keeping systems to ensure compliance with Head Start guidelines.
 7. Collaborate with Contractor staff to provide services to enrolled families.
-

KITSAP PUBLIC HEALTH DISTRICT

Who certifies that he/she is the person duly qualified
and authorized to bind the Contractor so identified to the
foregoing Contract.

Signed this ____ day of _____, 20_____.

Keith Grellner, Administrator

Business name, if different from above

Check appropriate box:

- ☐ Individual/Sole Proprietor
- ☐ Corporation
- ☐ Partnership
- ☐ Limited Liability Company
- ☐ Other _____

OLYMPIC EDUCATIONAL SERVICE DISTRICT 114

Gregory J. Lynch, Superintendent

Signed this ____ day of _____, 20_____.

APPENDIX A
CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY
MATTERS – PRIMARY COVERED TRANSACTIONS

By signing and submitting this contract, the contractor, defined as the primary participant in accordance with 45 CFR 76 certifies to the best of his or her knowledge and belief that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transaction by any Federal Department or agency;
- (b) Have not within a 3-year period preceding this proposal been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction: violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property;
- (c) Are not presently or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) Have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

The inability of a person to provide the certification required above will not necessarily result in denial of participation in this Contract. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. OESD and the Federal agency will determine whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

The prospective primary participant agrees that by submitting this proposal, it will include the clause entitled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions,” provided below without modification in all lower tier covered transactions.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND
VOLUNTARY EXCLUSION-LOWER TIER COVERED TRANSACTIONS
(TO BE SUPPLIED TO LOWER TIER PARTICIPANTS)

By signing and submitting this lower tier proposal, the prospective lower tier participant, as defined in 45 CFR, Part 76, certifies to the best of its knowledge and belief that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (b) Where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal.

The prospective lower tier participant further agrees by submitting this proposal that it will include this clause entitled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction,” without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

Appendix B

OESD 114 Head Start/ECEAP/Early Head Start Program List

Head Start

Brownsville Elementary
Bud Hawk Elementary at Jackson Park
Green Mountain Elementary
Olympic College
Sunnyslope Elementary
Wolfe Elementary

Bonnie Millard
Central Valley Child Care
Christina Bassett
Creative Kids Learning Center
Embassy Educational Center
Jessica Loving

ECEAP

Burley-Glenwood Elementary
East Port Orchard Elementary
Givens Community Center
Madrona Heights Elementary
Manchester Elementary
Olalla Elementary
PineCrest Elementary
Silver Ridge Elementary
Woodlands Elementary

Early Head Start

Discovery Alternative High School Center
Olympic College

Early Head Start Home Based (12 Home Visitors)

**INTERLOCAL AGREEMENT
BETWEEN KITSAP COUNTY AND
KITSAP PUBLIC HEALTH DISTRICT**

I. PREAMBLE

This Interlocal Agreement (hereafter "AGREEMENT") is by and between Kitsap County, a municipal corporation whose principal offices are located at 614 Division Street, Port Orchard, WA, 98366 and Kitsap Public Health District (hereafter "DISTRICT" whose principal offices are at 345 6th Street, Suite 300, Bremerton, WA 98337.

II. RECITALS

Kitsap County Board of Commissioners enacted chapter 12.36 of the Kitsap County Code for the purpose of establishing a comprehensive approach to stormwater management pursuant to chapter 36.89 RCW. Chapter 12.36 KCC, called the County's "Stormwater Management Program," authorizes the coordination of stormwater management programs and services through interlocal or other operating agreements with other departments, governmental entities or special districts in order to achieve a comprehensive approach to surface water management.

A multi-agency partnership, now called Clean Water Kitsap, operates through interlocal agreements between Kitsap County (lead by the Public Works Department and including the Department of Community Development), Kitsap Public Health District, Kitsap Conservation District and Washington State University Extension Program. Each member has identified areas of responsibility, program elements, and budgets consistent with chapter 12.36 KCC for the purpose of coordinating program implementation and administration.

COUNTY and DISTRICT now desire to enter into an AGREEMENT to provide funding, collected by Kitsap County through chapter 12.40 KCC, to assist in the implementation of DISTRICT programs through Clean Water Kitsap. Mutual benefits will accrue to the parties hereto and the people which each serves in the cooperative implementation of Clean Water Kitsap. The Interlocal Cooperation Act, chapter 39.34 RCW, further authorizes the parties hereto to enter into this AGREEMENT.

This AGREEMENT consists of the following documents:

1. Interlocal Agreement
2. Kitsap Public Health District 2017 Scope of Work and Budget

ACCORDINGLY, THE PARTIES AGREE AS FOLLOWS:

III. AGREEMENT

1. Purpose

The purpose of the AGREEMENT is to provide a mechanism for implementation of programs within the Clean Water Kitsap (CWK) partnership.

2. Funding

Funding for services provided shall be obtained from revenues derived from service charges authorized under chapter 12.36 KCC and assessed annually on parcels of real property in unincorporated Kitsap County. The COUNTY and the DISTRICT shall endeavor to seek and obtain, whenever possible, grants or other external funding sources to minimize the financial burden to the citizens of unincorporated Kitsap County.

3. Scope of Work

DISTRICT shall perform such duties and services as are listed on Exhibit A, attached hereto incorporated herein by this reference. Said services shall be performed in accordance with the approved Scope of Work and Budget specified in Exhibit A and as provided for in AGREEMENT. All services funded under this AGREEMENT shall be provided exclusively within the boundaries of unincorporated Kitsap County.

4. Kitsap County Representative

The Director of Public Works, or his/her designee, shall represent the Department of Public Works and the COUNTY in all matters pertaining to the services to be rendered under this AGREEMENT. All requirements of COUNTY pertaining to the services and materials to be rendered under this AGREEMENT shall be coordinated through said County representative.

5. Kitsap Public Health District Representative

The Director of Environmental Health for DISTRICT, or his/her designee, shall represent the DISTRICT in all matters pertaining to the services and materials to be rendered under this AGREEMENT. All requirements of DISTRICT pertaining to the services or materials to be rendered under this AGREEMENT shall be coordinated through said District representative.

6. Program Reporting

DISTRICT shall produce a mid-year progress update and a year-end report summarizing the work performed and evaluating the performance and results of the work performed pertaining to this AGREEMENT.

Progress update shall include, but not be limited to, the following information:

- a. An update of the of work performed during the period and progress made to date, including performance indicators that reflect effectiveness of the program elements as set forth in Exhibit A – Scope of Work.
- b. Status of the project schedule.

- c. Description of any adverse conditions that have affected the program objectives and/or time schedules, and actions taken to resolve these issues.

Progress update and report shall be submitted as follows:

Semi-annual update report (January 1 to Jun 30) due Jul 30, 2017

Annual Year end report (January 1 to December 31) due January 31, 2018

The Year End Report shall contain a summary of major accomplishments realized during the year. The report will be written in such a manner so as to allow a summary paragraph to be excerpted from the report and incorporated into the CWK Annual Executive Summary Report. DISTRICT shall also be responsible for submitting additional information to be included in the Annual Executive Summary Report. This information shall include, but not be limited to, photographs, slides, and any other graphics that would enhance the content and/or appearance of the Annual Executive Summary Report.

7. Performance Analysis

COUNTY Representative shall complete a semi-annual performance analysis evaluating the services provided under the AGREEMENT for effectiveness and compliance with the program elements set forth in chapter 12.36 KCC and shall report to the CWK partnership.

8. Clean Water Kitsap (CWK) Agency Committee

The DISTRICT shall participate on the existing CWK Agency Committee.

The DISTRICT representative shall represent the DISTRICT on the CWK Agency Committee. The Director of Public Works and the Stormwater Management Program Manager shall represent COUNTY on the CWK Agency Committee. A representative from the Kitsap County Department of Community Development shall represent that agency on the CWK Agency Committee. A representative of the Washington State University Extension Program shall represent that agency on the CWK Agency Committee. A representative of the Kitsap Public Health District shall represent that agency on the CWK Agency Committee.

The CWK Program Partnership shall hold quarterly meetings which shall focus on the following:

- a. Evaluating program performance to ensure that the program funding is used in the most effective manner.
- b. Ensuring that the CWK programs address water quality issues of most concern to the public.
- c. Providing a means to coordinate water quality programs among agencies to capitalize on each others efforts and avoid duplication of activities.
- d. Providing a direct and effective means of communication among CWK agencies.
- e. Making recommendations for program revisions to the Director of Public Works and the Kitsap County Board of Commissioners.

9. Reimbursement

COUNTY shall reimburse DISTRICT only for actual incurred costs upon presentation of a properly executed invoice in a form approved by COUNTY. Costs shall be charged and funds reimbursed based upon appropriate program elements and cost categories as defined in Exhibit A. The sum of DISTRICT'S reimbursement requests during the duration of this Agreement shall not exceed **\$1,100,000** the budget for all program elements combined as identified in Exhibit A.

The Kitsap County Board of Commissioners must approve any payment request by DISTRICT exceeding this maximum reimbursement amount in advance of the payment. DISTRICT may exceed line item amounts within individual program element budgets, but shall not exceed the total budget for each individual program element without the approval of the Director of Public Works.

Reimbursement requests shall not be made more frequently than once a month. COUNTY reserves the right to withhold payments pending timely delivery of progress reports or documents as may be required under this AGREEMENT. COUNTY shall reimburse DISTRICT within 30 days of receipt of a properly executed District invoice.

10. Documentation of Costs & Maintenance of Records

DISTRICT shall maintain all books, documents, receipts, invoices and records including payroll records necessary to sufficiently and properly reflect the expenditure of COUNTY funds. The accounting records must provide for a separate recording and reporting of all CWK Program receipts and expenditures.

Financial records pertaining to matters authorized by this AGREEMENT are subject to inspection and audit by representatives of COUNTY or the State Auditor upon request. Financial records shall be preserved and made available to COUNTY and its agents for a period of six (6) years after the end of this AGREEMENT or, in the event of an audit, records shall be kept until the audit is completely resolved.

11. Property

Title to property purchased by DISTRICT, the cost of which DISTRICT has been reimbursed as a direct item of cost under this AGREEMENT, shall pass to and vest to DISTRICT. Property purchased with funds delivered pursuant to this AGREEMENT may be used only for the performance of this AGREEMENT and shall be purchased in accordance with applicable state law and COUNTY purchasing policies.

12. Assignment

DISTRICT shall not assign or subcontract any portion of the services provided within the terms of this AGREEMENT without obtaining prior written approval of COUNTY. All terms and conditions of the AGREEMENT shall apply to any approved subcontract or assignment related to this AGREEMENT.

13. Nondiscrimination

DISTRICT and COUNTY agree to comply with all applicable local, state, and/or federal laws and ordinances, and agree that they shall not discriminate in their employment practices or delivery

of services or other activities on the grounds of race, color, religion, national origin, age, sex, marital status, veteran status, sexual orientation, or the presence of any sensory, mental or physical handicap. DISTRICT and KITSAP COUNTY shall ensure that any subcontractor shall fully comply with this paragraph.

14. Compliance with Laws

DISTRICT shall comply with all federal, state, and local laws, statutes, ordinances, rules, and regulations applicable to the performance of this AGREEMENT. DISTRICT agrees to comply with all the provisions of the Americans with Disabilities Act and all regulations interpreting or enforcing such act.

15. Indemnity

It is understood and agreed that this AGREEMENT is solely for the benefit of the parties hereto and gives no right to any other party. No joint venture or partnership is formed as a result of this AGREEMENT. Each party hereto agrees to be responsible and assumes liability for its own negligent acts or omissions, and those of its officers, agents, and employees to the fullest extent required by law, and agrees to save, indemnify, defend, and hold the other party harmless from any such liability. In the case of negligence of both the COUNTY and DISTRICT, any damages allowed shall be levied in proportion to the percentage of negligence attributable to each party, and each party shall have the right to seek contribution from the other party in proportion to the percentage of negligence attributable to the other party.

This indemnification clause shall also apply to any and all causes of action arising out of the performance of work activities under this AGREEMENT. Each contract for services or activities utilizing funds provided in whole or in part by this AGREEMENT shall include a provision that KITSAP COUNTY is not liable for damages or claims from damages arising from any subcontractor's performance or activities under the terms of the contracts.

For the purposes of this indemnification, the parties specifically and expressly waive any immunity granted under the Washington Industrial Insurance Act, Title 51 RCW. This waiver has been mutually negotiated and agreed to by the parties. The provision of this section shall survive the expiration or termination of the Agreement.

16. Insurance

The DISTRICT certifies that it is part of a liability insurance pool or maintains appropriate liability insurance policies and agrees to pay for all losses for which DISTRICT is found liable.

Insurance carried by the DISTRICT shall be primary insurance with respect to any insurance or self-insurance programs maintained by the County and shall not contribute with it.

The policy shall provide and the certificate shall reflect the insurance afforded applies separately to each insured against which a claim is made or a suit is brought except with respect to the limits of the insurer's liability.

Upon request of the County, the DISTRICT shall furnish proof of liability insurance including policy limits.

The DISTRICT agrees to comply with all State requirements related to Workers Compensation Insurance.

17. Amendments to Agreement

The parties hereby further agree that this AGREEMENT cannot be amended or modified without the written concurrence of both parties.

18. Modification for Funding Reasons

COUNTY may negotiate modification of the AGREEMENT at any time if revenue generated from CWK Program service charge is reduced or limited in any way after the effective date of this agreement.

19. Termination

Either party to this AGREEMENT may elect to terminate this AGREEMENT for any reason by delivering a thirty (30) day written notice of intent to terminate to the other party. In the event of such termination, DISTRICT shall be compensated for the actual costs incurred prior to the time of notification of contract termination. DISTRICT shall refund to COUNTY any balance of the unexpended 1995 initial payment of \$30,000.00, as identified in Kitsap County contract 245-1995, remaining at the closeout of the Program. Any unexpended initial payment funds shall be reimbursed within thirty (30) days of the closeout of the Program.

20. Duration of Agreement

This Agreement is in effect from the January 1, 2017 through December 31, 2017.

21. Filing

This AGREEMENT shall be filed with the County Auditor following execution by all parties.

Dated this _____ day of _____, 2016

Dated this _____ day of _____, 2016

KITSAP PUBLIC HEALTH DISTRICT

**BOARD OF COUNTY COMMISSIONERS
KITSAP COUNTY, WASHINGTON**

Keith Grellner, Administrator

Edward E. Wolfe, Chair

Charlotte Garrido, Commissioner

Robert Gelder, Commissioner

ATTEST:

Dana Daniels, Clerk of the Board

KITSAP PUBLIC HEALTH DISTRICT
CLEAN WATER KITSAP 2017 SCOPE OF WORK

POLLUTION IDENTIFICATION AND CORRECTION
PROGRAM

Budget \$860,000

WATER AS A RESOURCE PRINCIPALS

PARTICIPATING KPHD PROGRAMS: POLLUTION IDENTIFICATION & CORRECTION, ONSITE SEWAGE SYSTEM

3.3 Reduce Pollutant Loading of Ground and

GOAL 1: PROTECT PUBLIC HEALTH AND THE ENVIRONMENT FROM FECAL POLLUTION OF SURFACE WATERS AND SHELLFISH

OBJECTIVES

1. Identify and correct FC pollution sources in high priority surface waters

TASKS

TASK 1: Publish WY 2018 Watershed Action Plans by October 1, 2017.

TASK 2: Conduct PIC projects, according to current PIC Program Protocols, within high priority areas in Kitsap watersheds

TASK 3: Evaluate grant programs and make application as necessary to supplement program funding.

TASK 4: Implement education related to alternatives to toxics in the home and yard.

TASK 5: Mail post card surveys to all survey participants to gauge program effectiveness

PERFORMANCE CRITERIA

PC1, TASK 1: Publish WY 2018 Watershed Action Plans by October 1, 2017.

PC2, TASK 2: Number of completed property inspections in watershed priority areas.

PC3, TASK 2: Report number of fecal pollution sources (OSS, AG, Sewer, Wildlife, RV and Tent Camps, etc.) confirmed in watershed priority areas.

PC4, TASK 2: % of property inspections with confirmed fecal pollution sources in watershed priority areas.

PC5, TASK 2: Number and % of water bodies, located within PIC project areas, with FC reductions.

PC6, TASK 5: 20% return rate for post cards

TARGET

10/31/2017

500

55%

20%

2. Complete one (1) dry season/dry weather and one (1) wet season/wet weather marine shoreline survey of beaches scheduled in the Health Districts "Shoreline Monitoring Plan" and Health District protocols

TASK 1: Collect samples of all freshwater discharges to the shoreline of Dyes Inlet, Port Orchard Passage and Sinclair Inlet. Confirm fecal "hot spots".

TASK 2: Investigate all "hot spots" through segmentation (if necessary) and inspection of nearby properties. Inspections focus on human and animal waste management systems and practices.

TASK 3: Correct all identified fecal sources, including failing onsite sewage systems, leaking public sewer systems, livestock waste handling problems, etc..

TASK 4: Apply best available laboratory and field techniques to determine the presence of human contribution to confirmed "hot spots", prioritize for investigation.

PC2, TASK 1: Number of stations identified as "hot spots"

PC3, TASK 2: Investigate 50% of identified "hot spots" within one (1) year of confirmation.

50%

PC4, TASK 3: Number of fecal pollution sources (OSS, AG, Sewer, Wildlife, RV and Tent Camps, etc.) confirmed and corrected within "hot spot"

PC5, TASK 3: Number and % of "hot spots" with confirmed fecal pollution sources.

100%

3. Investigate citizen complaints related to failing onsite sewage systems in a timely and efficient fashion.

TASK 1: Respond to public OSS complaints within 4 days of receipt.

TASK 2: Identify and mitigate failing OSS until repairs are completed.

TASK 3: Track and manage OSS complaint data using complaint database.

PC1, TASK 1: Number and % of public OSS complaints responded to within 4 days of receipt.

PC2, TASK 1: Staff will maintain 70% abatement rate for public complaints at all times.

100%

70%

PC3, TASK 2: Number and % of public complaints with confirmed OSS failures.

4. Investigate reports from certified septic pumpers related to failing onsite sewage systems, in a timely and efficient fashion.

TASK 1: Respond to selected deficient Tank Pumping Reports within seven days of assignment.

TASK 2: Identify and mitigate failing OSS until repairs are completed.

PC1, TASK 1: Number and % of selected deficient tank pumping reports responded to within seven days of assignment.

PC2, TASK 1: Staff will maintain 60% abatement rate for deficient tank pumping reports at all times.

100%

60%

**KITSAP PUBLIC HEALTH DISTRICT
CLEAN WATER KITSAP 2017 SCOPE OF WORK**

5. Correct FC pollution sources pursuant to local onsite sewage and solid waste regulations	<u>TASK 3</u> : Track and manage data using Online RME, and complaint database.	<u>PC3, TASK 2</u> : Number and % of tank pumping reports with confirmed OSS failures.	
	<u>TASK 1</u> : Ensure the correction of FC pollution sources pursuant to Health District rules and regulations.	<u>PC1, TASK 1</u> : Number and % failing OSS corrected during reporting period in watershed priority areas.	70%
	<u>TASK 2</u> : Coordinate with the Kitsap Conservation District on correcting FC pollution caused by livestock waste, pursuant to existing inter-local agreement.	<u>PC2, TASK 1</u> : Number and % failing OSS corrected during the reporting period, as a result of public complaint investigations.	70%
	TASK 3: Coordinate with Kitsap County Public Works on the correction of FC sources discharging to (or from) the county's storm water system. Conduct work in compliance with "KPHD/KCPW stormwater Illicit Detection and Elimination (IDDE) Protocol".	<u>PC3, TASK 1</u> : Number and % failing OSS corrected during the reporting period, as a result of contractor OSS failure reports.	70%
		<u>PC4, TASK 2</u> : Number and % of high priority domestic animal management sites identified and corrected during reporting period.	70%
		<u>PC5, TASK 3</u> : Number and % of FC sources discharging to county storm identified and corrected during the reporting period.	100%

KITSAP PUBLIC HEALTH DISTRICT
CLEAN WATER KITSAP 2017 SCOPE OF WORK

6. Prevent failing onsite sewage systems by promoting and providing education on the use of OSS to homeowners, community groups, the OSS industry, realtors, developers, builders, lenders, etc.	<p><u>TASK 1</u>: Conduct OSS Workshops in three (3) communities annually in partnership with WSU Cooperative Extension</p> <p><u>TASK 2</u>: Attend CWK Education Partner meetings</p> <p>TASK 3: Report educational activities to KC stormwater Division for NPDES reporting.</p> <p><u>TASK 4</u>: Continue to provide public access to on-site sewage information on the Health District's Internet home page.</p> <p><u>TASK 5</u>: Coordinate with KC Storm Division on determining the effectiveness of OSS Workshops.</p> <p><u>TASK 6</u>: Deliver a minimum of four (4) educational presentations to Citizens Advisory Councils (CAC's) and other community groups</p> <p><u>TASK 7</u>: Deliver one (1) drainage workshop to contractors in partnership with Clean Water Kitsap partners</p> <p><u>TASK 8</u>: Assist with organizing and implementing the 2017 Water Festival</p> <p><u>TASK 9</u>: Attend the 2017 GEMS event</p>	<p><u>PC1, TASK 1</u>: 150 people attend 3 OSS workshops annually.</p> <p><u>PC1, TASK 6</u>: 80 people attend 4 educational presentations at CAC's and other community groups</p>	<p>150</p> <p>80</p>
7. Protect water quality and shellfish from sources of nutrient, bacterial and chemical pollution.	<p><u>TASK 1</u>: Partner with Puget Sound Restoration Fund (PSRF) to improve the connection between people and their shorelines by providing educational events and materials targeted at reducing sources of bacterial, nutrient and chemical pollution on their properties. Target shoreline areas being monitored in 2015.</p> <p><u>TASK 2</u>: PSRF attends the Suquamish Farmers Market to provide educational materials related to reducing polluted runoff from residential properties. Shellfish from their community farms will be sold.</p>	<p><u>PC1, TASK 1</u>: 75 people attend 3 community events to be held along Dyes Inlet and Port Orchard Passage.</p> <p><u>PC1, TASK 1</u>: 25 people receive educational materials/information from PSRF at the Suquamish Farmers Market</p>	<p>75</p> <p>25</p>
8. Support financial options for Kitsap County residents to promote voluntary correction of failing on-site sewage systems.	<p><u>TASK 1</u>: Inspectors provide Craft 3's Septic Loan Program brochure, or at least contact information, to owners of failing onsite sewage systems, or systems that are 25 years or older.</p> <p><u>TASK 2</u>: Attend Craft 3 Advisory Committee meetings either in person or by teleconference and review all proposed amendments to program guidelines to ensure that Kitsap County residents receive a high level of service.</p> <p><u>TASK 3</u>: Track number of Craft 3 loans issued to Kitsap County residents including the type of repair and loan amount.</p> <p><u>TASK 4</u>: Assist clients with USDA Rural Development Program Applications for repair of failing oss.</p>	<p><u>PC1, TASK 3</u>: Number and type of Craft 3 Septic Loans closed in Kitsap County.</p>	
9. Assist Kitsap County with tracing and correcting stormwater system illicit discharges or connections.	<p><u>TASK 1</u>: Report the number of illicit discharges/connections confirmed and abated to KCPW annually.</p> <p>TASK 2: Ensure staff adhere to procedures outlined in the "KPHD/KCPW stormwater Illicit Detection and Correction Protocol".</p>	<p><u>PC1, TASK 1</u>: Number and % of stormwater system illicit discharges or connections identified and corrected.</p>	<p>100%</p>

**KITSAP PUBLIC HEALTH DISTRICT
CLEAN WATER KITSAP 2017 SCOPE OF WORK**

	TASK 3: Update the PIC program protocols and methodologies as needed to incorporate methods for tracing and removing sources from stormwater systems.		
10. Protect the public from spills from public sewer systems.	<p><u>TASK 1</u>: Respond to sewage spills in unincorporated Kitsap County pursuant to Health District's "Sewage Spill Reporting and Response Procedures".</p> <p><u>TASK 2</u>: Coordinate closely with WWTP operators and collection system personnel to ensure timely and complete response.</p> <p><u>TASK 3</u>: Post signage and issue health advisories to protect public health.</p> <p><u>TASK 4</u>: Report spills into or from the public storm drainage system to Kitsap 1.</p>	<u>PC1, TASK 1</u> : Number and % of sewage spills responded to in unincorporated Kitsap County	100%
11. Protect the public from spills related to broken side sewers and discharges from recreational vehicles (RV) in unincorporated Kitsap County.	<p><u>TASK 1</u>: Respond to public complaints or agency referrals alleging broken side sewers.</p> <p><u>TASK 2</u>: Respond to public complaints or agency referrals alleging sewage discharge from recreational vehicles</p>	<p><u>PC1, TASK 1</u>: Number and % of side sewer complaints responded to in unincorporated Kitsap County</p> <p><u>PC2, TASK 1</u>: Number and % of RV or Tent sewage discharge complaints responded to in unincorporated Kitsap County</p>	<p>100%</p> <p>100%</p>

KITSAP PUBLIC HEALTH DISTRICT
CLEAN WATER KITSAP 2017 SCOPE OF WORK

MONITORING PROGRAM		BUDGET \$230,000	WATER AS A RESOURCE PRINCIPALS	
PARTICIPATING KPHD PROGRAMS: POLLUTION IDENTIFICATION & CORRECTION, FOOD & LIVING ENVIRONMENT			3.3 Reduce Pollutant Loading of Ground and Surface Waters	
GOAL 1: ASSESS FECAL POLLUTION OF KITSAP COUNTY SURFACE WATERS				
OBJECTIVES	TASKS	PERFORMANCE CRITERIA	TARGET	
1. Determine fecal pollution levels (improvement and declines) in Kitsap Streams and Marine waters.	<u>TASK 1</u> : Conduct an ongoing countywide surface water quality monitoring program for fecal coliform bacteria contamination in marine waters, streams, and lakes.	<u>PC1, TASK 1</u> : Complete 100% of planned surface water quality monitoring events.	100%	
	<u>TASK 2</u> : Perform FC data analysis by December 1 of each year to enable publishing the annual water quality monitoring report.	<u>PC2, TASK 4</u> : Publish Annual Water Quality Monitoring Report by January 31st of each year.	1/31/2017	
	<u>TASK 3</u> : Determine the fecal pollution trend (stationary, improving, declining) of surface water bodies or regions.	<u>PC4, TASK 5</u> : Report number of requests for monitoring data during the reporting period		
	<u>TASK 4</u> : Prepare summary reports including an annual water quality monitoring report. <u>TASK 5</u> : Provide surface water information to CWK, the public, or other private or governmental entities by responding to data requests and creating/updating educational materials. <u>TASK 6</u> : Develop plan to have WSDOH take over marine water monitoring task.			
2. Test best available laboratory and field techniques to determine the presence of human contribution to confirmed "hot spots", prioritize for investigation.	<u>TASK 1</u> : Complete testing and demonstration of laboratory and field techniques that determine human contribution to county stormwater systems, shoreline "hot spots" and 4A and 4B streams. Examples include chemical emerging contaminants, bacteriodes, microbial source tracking, etc.	<u>PC1, TASK 1</u> : Collect 240 samples annually from priority drainages and streams, and use the information to prioritize resources for investigation	240	
3. Determine water quality improvements or declines in Kitsap Lakes.	<u>TASK 1</u> : Conduct lake water quality assessment program focusing on nutrients and secchi transparency. Collect new data for selected lakes every five (5) years.	<u>PC1, TASK 1</u> : Complete 100% of planned lake water quality monitoring events at Kitsap, Wildcat and Island Lakes	100%	
	<u>TASK 2</u> : Prepare summary reports as needed, and the lake water quality monitoring chapter for the annual report by December 31 of each year.	<u>PC2, TASK 2</u> : Complete lakes chapter of annual water quality monitoring report by December 31 of each year.	12/31/2017	
	<u>TASK 3</u> : Provide surface water information to CWK, the public, or other private or governmental entities by responding to data requests.	<u>PC4, TASK 5</u> : Report number of requests for monitoring data responded to during the reporting period		
GOAL 2: PROTECT THE PUBLIC FROM WATERBORNE ILLNESS				
OBJECTIVES	TASKS	PERFORMANCE CRITERIA	TARGET	
1. Provide public education and advisories on water quality related health hazards	<u>TASK 1</u> : Respond to complaints from the public regarding surface water quality <u>TASK 2</u> : Conduct ongoing monitoring of Kitsap County lake public access areas and swimming beaches for water quality related public health indicators according to the program plan.	<u>PC1, TASK 1</u> : Number and % of public water quality complaints responded to within 4 days . <u>PC2, TASK 3</u> : Number of water quality related public health advisories initiated.	100%	

**KITSAP PUBLIC HEALTH DISTRICT
CLEAN WATER KITSAP 2017 SCOPE OF WORK**

TASK 3: Issue public health advisories related to surface water quality through the local press, signage, Health District Internet home page, public presentations, and the Health District's 1-800-2BE-WELL Hotline. **PC3, TASK 6:** Number of swimming beach safety hazards identified, and number/% corrected. **100%**

TASK 4: Track and respond to reports of Swimmer's Itch and toxic blue-green algae. **PC4, TASK 4:** Number of blue green algae complaints responded to.
TASK 5: Track and respond to reports of waterborne illness in cooperation with the Health District's Communicable Disease Clinic and the Washington State Department of Health. **PC5, TASK 5:** Number of water borne illness reported and investigated implicating lake swimming beaches.
TASK 5: Inform and educate swimming beach owners/operators and the public about public health and **PC6, TASK 6:** Number and name of beaches included in intensive outreach program
TASK 6: Assess summer stream FC data to determine if posting of warning signs is necessary, as per policy. **PC7, TASK 8:** Track number and location of streams posted related to summer FC data.
 Post warning signs as appropriate.
TASK 7: Annually select two (2) lake swimming beaches for intensive public outreach to prevent waterborne illness outbreaks like recent outbreaks at Horseshoe Lake
TASK 8: Coordinate with swimming beach owners/operators regarding responses to public health incidents.

GOAL 3: ADDRESS OR ASSIST WITH FEDERAL, STATE AND COUNTY WATER QUALITY MANDATES AS REQUIRED OBJECTIVES

1. Assist Kitsap County with compliance with Federal Clean Water Act Section 303(d) and associated Total Maximum Daily Load Studies.

TASKS	PERFORMANCE CRITERIA	TARGET
TASK 1: Provide data and comment to the State Department of Ecology to evaluate classification of Kitsap County water bodies for the state's ongoing water quality assessments (including the Section 303(d) list). Allow a review by Kitsap Public Works Stormwater Division prior to submission to Ecology.	<u>PC1, TASK 1:</u> Download FC trend monitoring data to Ecology EIM System by December 31 of each year.	12/31/2017
TASK 2: Participate in TMDL development and implementation meetings	<u>PC2, TASK 2:</u> Number and % of TMDL implementation meetings attended.	
TASK 3: Participate in Interagency Water Quality Team to collaborate with regional partners and Ecology on improvements to the water quality assessment and TMDL processes.	<u>PC3, TASK 3:</u> Number and % of Interagency meetings attended.	
TASK 4: Submit "tech memo" to KC Storm Division and Ecology that details progress on addressing Dyes, Sinclair and Liberty Bay TMDL's.	<u>PC4, TASK 4:</u> Submit "tech" memo to KC Storm Division for review	3/31/2017

2. Assist Kitsap County with response to Washington State Department of Health commercial shellfish harvest classification changes.

TASK 1: To provide data and comment to the State Department of Health to justify the upgrade, or prevent the downgrade, of commercial or recreational shellfish areas. **PC4, TASK 2:** Number and % of Shellfish Protection District meetings attended

4. Coordinate with other agencies to ensure that monitoring efforts are not duplicated

TASK 1: Work with CWK agencies to coordinate monitoring activities.
TASK 2: Work with other water quality monitoring, planning, protection, and restoration efforts as needed.

KITSAP PUBLIC HEALTH DISTRICT
CLEAN WATER KITSAP 2017 SCOPE OF WORK

GOAL 4: PROTECT THE PUBLIC FROM PARALYTIC SHELLFISH POISON (MARINE BIOTOXIN OR PSP) AND ILLNESS RELATED TO BACTERIAL CONTAMINATION OF SHELLFISH

OBJECTIVES

1. To protect public health in Kitsap County by providing oversight, environmental monitoring, public information, and emergency investigative response for public areas known to be frequented by recreational shellfish harvesters.

TASKS

TASK 1: Monitor shellfish for marine bio toxin at sentinel sites throughout Kitsap County.

TASK 2: Issue harvest advisories as appropriate. Post signs, update web page, and update 1-800-2BE-WELL hotline.

TASK 3: In collaboration with the Food and Living Environment Program, and the Communicable Disease Program, investigate reports of food borne illness related to consumption of shellfish.

TASK 1: Implement marine bio toxin monitoring program that involves citizen volunteers.

TASK 2: Manage 1-800-2BE-WELL Hotline that includes information on marine bio toxin and other water quality related hazards.

TASK 3: Develop/update educational materials to protect recreational shellfish harvesters.

PERFORMANCE CRITERIA

PC1, TASK 1: Number of recreational shellfish monitoring sites

PC2, TASK 3: Number of reported and confirmed marine bio toxin exposures or food borne illnesses resulting from shellfish consumption (in coordination with Health District Food Program).

PC1, TASK 1: Number of participating citizen volunteers.

PC2, TASK 3: Number and description of educational materials developed.

TARGET

WELLHEAD PROTECTION PROGRAM

BUDGET \$10,000

WATER AS A RESOURCE PRINCIPALS

3.3 Reduce Pollutant Loading of Ground and Surface Waters

PARTICIPATING KPHD PROGRAMS: DRINKING WATER PROGRAM

GOAL 1: PROTECT GROUNDWATER FROM POLLUTANTS CARRIED IN SURFACE WATERS

OBJECTIVES

1. Prevent groundwater contamination by locating abandoned wells and ensuring proper decommissioning, and responding to complaints alleging surface pollution sources impacting wells.

TASKS

TASK 1: Respond to drinking water quality complaints for private and public water supplies for potential sources of contamination within their designated wellhead protection areas (WHPAs).

TASK 2: Respond to complaints regarding abandoned wells to prevent ground water contamination...

TASK 3: Inspect during the well decommissioning process to ensure that old wells are properly abandoned.

TASK 4: Provide assistance to other local and state agencies that have responsibilities and requirements for wellhead protection.

PERFORMANCE CRITERIA

PC1, TASK 1: Report # and % of wellhead protection complaints responded to.

PC2, TASK 2: Report # and % of abandoned well complaints responded to.

PC3, TASK 3: Report # and % of well decommissioning inspections completed.

TARGET

100%

100%

100%

MEMORANDUM OF AGREEMENT
Between
Kitsap Public Health District
And
Volunteers in Medicine of the Olympics
For Navigator Services

This Memorandum of Agreement (MOA) formalizes the relationship between the Kitsap Public Health District (KPHD), a Health District organized pursuant to chapter 70.46 Revised Code of Washington and Section 9.52 Kitsap County Code, hereinafter referred to as "District," and Volunteers in Medicine of the Olympics, a 501(c)3 non-profit organization, hereinafter referred to as "VIMO," regarding providing certified Navigator services for the purpose of signing community members up for health insurance through the Healthplanfinder.

KPHD administers a contract with the Washington Health Benefits Exchange (HBE) for the purpose of providing Navigator Services as described in the Affordable Care Act (ACA). As part of that work, KPHD desires to establish a broad based network of cooperating organizations which similarly desire to enroll as many persons as possible into Medicaid and Qualified Health Plans. KPHD can provide certain enrollment related services of benefit to cooperating organizations as a result of its experience and relationship with the HBE.

VIMO also desires to enroll as many persons as possible into insurance coverage; VIMO acknowledges and sees benefit in participating in a regional network of organizations whose purpose is also to maximize enrollment under the ACA; VIMO desires to access, at no cost, certain services which KPHD will provide and as are listed in this MOA including but not limited to: training in enrollment procedures, information about enrollment and outreach best practices, data and reporting to understand and reshape how enrollment activities are proceeding, assistance with shared organizational work flows to maximize enrollment throughout and efficiency:

IT IS THEREFORE AGREED between the parties to enter into the following Agreement:

Terms of Agreement

1. The Role of VIMO: VIMO will provide:

The personnel and materials and resources necessary for the performance of the implementation Milestones listed below.

- a. Assure that Navigator Network staff attend required training.
- b. Assigned contact person at the organization for matters concerning the Navigator Network program.
- c. Assure that all Navigator staff have 4 N 1 Attestation verifying that he/she meets established credentials and qualifications, including:
 - i. Completion of required training and Navigator Certification, completed Background Check and Confidentiality Statement;

- ii. Acknowledgement of a Conflict of Interest Statement;
- iii. Compliance with all applicable security standards, practices, laws and procedures related to the information processed in the Washington Healthplanfinder;
- iv. Submission of monthly data to KPHD to include number of outreach events; Assistance with reasonable requests for additional data needed.

Implementation Milestones	Due Date
Designated staff complete Navigator training (online training provided by the HBE)	Per HBE training schedule
Designated staff pass Certification exam (Certification issued by HBE)	Prior to providing Navigator services
Monthly data (including number of outreach events) submitted to	5th day of each
Coordinate outreach activities with local partners and KPHD	Ongoing
Participate in Network Team meetings organized by KPHD (3 rd Thursday of the	Ongoing
Participate in additional Navigator training as needed	Ongoing

2. The Role of KPHD: KPHD will provide:

- a. Navigator Network information and coordination.
- b. Management of communication between Navigator Network and Washington Health Benefit Exchange.
- c. Monthly meetings with Navigator Network partners to address overall process and implementation issues related to implementation of the Health Benefit Exchange and Affordable Care Act.
- d. All required process and system training for Navigator Network staff.
- e. Access to Certification Exam for Navigator Network staff.
- f. Assistance with outreach and marketing, which may include: templates for marketing and outreach materials, assistance with outreach events, co-ordination of outreach events, media outreach, etc.
- g. Implementation schedules for training and reporting.
- h. Monitoring and reporting of enrollment data for region and individual Navigator organizations within KPHD Navigator Network.
- i. Ongoing communication and support for all Navigator Network organizations.
- j. Active participation in identifying which populations remain uninsured and strategies for reaching them.

3. Agreement Duration: The term of the MOA is December 1, 2016, through September 31, 2017, with an option to extend the term one additional year.

4. Confidentiality: Whenever used in the MOA, the term "Confidential Information" will mean: individual's name; ages; residential addresses; email addresses; telephone numbers; driver's license number or Washington identification card number; financial information (e.g., profiles, social security numbers, income, credit card numbers, debit card numbers, electronic check numbers, card expiration dates, or

bank or other financial account numbers, security codes, access codes, or passwords that would permit access to an individual's financial account); medical data/personal health information; law enforcement records; or other records concerning the state's citizens and businesses; information concerning recipients of services from public health agencies; state or system software code, source code or object code and security data; system or network designs, drawings, or specifications; Computer programs; system and technical documentation; and trade secrets or proprietary information of KPHD.

Confidential information may be tangible or intangible form. The term "Confidential Information" shall not be construed to include information that (i) is or becomes readily available in public records or documents, other than as a result of a disclosure by VIMO, or (ii) can be documented to have been known by VIMO prior to its disclosure by KPHD, or (iii) is disclosed pursuant to applicable law, judicial action or government regulations, including without limitation the Washington State Public Records Act, Chapter 42.56 RCW.

VIMO agrees to hold such Confidential Information in confidence and except for disclosure required by law; VIMO shall not disclose such Confidential Information.

VIMO understands that the breach of the terms of this MOA would cause irreparable damage to KPHD and that VIMO could be subject to litigation and required to indemnify, and hold KPHD harmless from actual damages from losses that result from its breach.

5. This MOA, its validity, construction, and effect will be governed by the laws of the State of Washington. Venue for any cause of action will be in Kitsap County, State of Washington.
6. Either party may terminate this MOA for convenience upon providing at least thirty (30) days written notice to the other party. Either party may also terminate this MOA at any time if the other party defaults in any of its material obligations hereunder, but only if such defaults shall have not been cured within ten (10) days after the receipt of a written notice thereof from the other party.
7. This Agreement may be amended only in writing signed by all the parties hereto.
8. The administrators of this Agreement are KPHD, through its Clinical Services Program Manager and VIMO, through its Program and Personnel Manager. All notices and other communication required or desired to be given shall be given personally, or sent by fax, registered or certified mail, postage prepaid, return receipt requested to the persons at the addresses set forth below. Notices will be deemed received (a) on the date delivered, if delivered personally; (b) when sent by fax, if fax confirmation is provided; or (c) three (3) business days after posting, if sent by registered or certified mail:

Kitsap Public Health District
Kerry Dobbelaere
345 6th Street, Suite 300
Bremerton, WA 98337

Volunteers in Medicine of the Olympics
Mary Hogan
819 Georgiana Street, PO Box 639
Port Angeles, WA 98362

9. Nothing herein shall create or be deemed to create any relationship of agency, joint venture or partnership between KPHD and VIMO. Neither party shall have the power to bind or obligate the other in any manner except as expressly provided in this MOA.
10. Neither party shall be liable to the other or be deemed to be in breach of the Agreement for any failure or delay in rendering performance arising out of causes beyond its reasonable control and without its fault or negligence. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes or unusually severe weather.
11. Any waiver, expressed or implied, by either party of any rights, terms or conditions of the Agreement shall not operate to waive such rights, terms or conditions or any other rights, terms, or conditions beyond the specific instance of waiver.
12. VIMO and KPHD shall not discriminate or permit discrimination against any person or group of persons on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, or age. VIMO shall comply with the Americans with Disabilities Act and all regulations interpreting or enforcing such Act.
13. VIMO shall protect, save harmless, indemnify and defend, at its own expense KPHD, and its elected and appointed officials, officers, employees and agents, from any loss or claim for damages of any nature whatsoever, arising out of the performance of this Agreement. This includes claims by the VIMO employees, agents or officers, or third parties, except for those damages caused by the sole negligence or willful misconduct of KPHD, its elected or appointed officials, officers, employees or agents. Solely for the purposes of this section, VIMO waives its immunity under Title 51 (Industrial Insurance) of the Revised Code of Washington and acknowledges that this waiver was mutually negotiated by the parties. This section shall survive termination or expiration of this MOA.
14. VIMOs shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by its agents, representatives, or employees.

VIMO's maintenance of insurance as required by the MOA shall not be construed to limit the liability of VIMO to the coverage provided by such insurance, or otherwise limit KPHD's recourse to any remedy available at law or in equity. VIMO shall furnish the District with original insurance certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of VIMO before commencement of the work. VIMO shall maintain Commercial General Liability insurance written with limits no less than \$1,000,000 each occurrence, \$1,000,000 general aggregate. VIMO's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty

(30) days prior written notice by certified mail, return receipt requested, has been given to KPHD. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

15. Upon termination or non-renewal of this Agreement, all property purchased by KPHD in furtherance of this Agreement shall remain the property of KPHD, and all property purchased by VIMO shall remain the property of VIMO.

16. If a court of competent jurisdiction holds any provision of this MOA to be illegal, invalid or unenforceable, in whole or in part, the validity of the remaining provision will not be affected, and the parties' rights and obligations will be construed and enforced as if the Agreement did not contain the particular provision held to be invalid. If any provision of the Agreement conflicts with any statutory provision of the State of Washington, the provision will be deemed inoperative to the extent of the conflict or modified to conform to statutory requirements.

We, the undersigned, agree to the terms of the foregoing MOA.

KITSAP PUBLIC HEALTH DISTRICT

VOLUNTEERS IN MEDICINE OF
THE OLYMPICS

Keith Grellner DATE
Administrator

Mary Hogan DATE
Executive Director

PROPERTY USE AGREEMENT

This Office Space Use Agreement (“Agreement”) is made by and between the **Clallam County Health & Human Services** (“Agency”), a local health jurisdiction organized pursuant to chapters 70.05 and 70.46 RCW, having its principal place of business at 111 East 3rd Street, Suite 1A, Port Angeles, WA 98362, and **Kitsap Public Health District** (“Occupant”), a health district organized pursuant to chapters 70.05 and 70.46 RCW, having its principal place of business at 345 6th Street, Suite 300, Bremerton, Washington 98337. The parties mutually agree as follows:

1. CONTACT INFORMATION

Agency: Andy Brastad
Director
Clallam County Health & Human Services
223 East 4th Street, Suite #14
Port Angeles, WA 98362
(360) 417-2274

Occupant: Katie Eilers (or her delegate)
Community Health Director
Kitsap Public Health District
345 6th Street, Suite 300
Bremerton, WA 98337
(360) 337-5224

2. DESCRIPTION OF PREMISES

Agency agrees to provide Occupant with confidential office space at its business location at 111 East 3rd Street, Suite 1A, Port Angeles, WA 98362 for the purpose of providing HIV Case Management to clients residing in Clallam County.

3. TERM

The term of this Agreement shall commence on January 1, 2017 and will end on December 31, 2019 unless extended in writing or terminated sooner.

4. RENT

Beginning January 1, 2017, Agency shall provide this space to Occupant in support of the work they do to provide easily accessible HIV Case Management to Clallam County residents. The rate of rent is \$200 per month.

5. BILLING

Agency shall invoice Occupant quarterly and shall be paid within 30 days. Billings shall be sent to:

Kitsap Public Health District
Accounts Payable
345 6th Street, Suite 300
Bremerton, WA 98337

5. QUIET ENJOYMENT

Occupant shall lawfully and quietly hold, occupy and enjoy the premises during the term of this Agreement. Except for routine custodial services or emergencies, Agency will not access the premises without prior notice to Occupant. Occupant shall not unreasonably withhold its consent to allow Agency to enter and inspect the premises at reasonable times and make any needed repairs.

6. UTILITIES, OFFICE FURNITURE, MAINTENANCE AND CUSTODIAL SERVICES

- 6.1** Agency shall provide the following utilities the confidential office space: electricity, Internet, and access to the premises. Occupant shall use utilities in accordance with the Policies of the Clallam County Health & Human Services.
- 6.2** Agency shall provide a desk, three chairs, and a locking file cabinet in which to store confidential case management records.
- 6.3** Agency shall provide the following custodial services for the premises:
 - 1. Vacuum all floor areas that are clear of furniture. Agency custodial staff shall not be required to move heavy, bulky or loose items (i.e., cardboard boxes, items of personal nature or craft items) to vacuum carpets, nor shall the custodial staff dust, or pick up general daily debris.
 - 2. Remove trash and paper for recycling.

7. OCCUPANT'S USE OF PREMISES

- 7.1** Occupant shall have exclusive use and possession of the confidential office space during a mutually agreed time period throughout the term of this Agreement. The premises shall be used as an office space or any activities incident thereto. Occupant shall keep and preserve the premises free from any nuisance, will not permit any unlawful activity on the premises, and will not permit any use other than those conforming to Occupant's official function. Agency, in its sole

discretion, may prohibit any activity that Agency deems is not consistent with the health and safety interests of the public.

- 7.2** Occupant's use of the premises and activities conducted therein shall comply with and all federal, state and local laws and regulations including laws which prohibit discrimination against any person on the basis of race, color, national origin, ancestry, sex or age. Occupant shall comply with all provisions of the Americans with Disabilities Act and all regulations interpreting or enforcing such Act. Occupant is not responsible for the premises' structure being in compliance with the Americans with Disabilities Act.
- 7.3** Occupant's taking possession of the premises shall be conclusive evidence that the premises were in good order and satisfactory condition when Occupant took possession, except as to latent defects. At the termination of this Agreement, Occupant shall return the premises clean and in as good condition as when Occupant took possession, ordinary wear and tear excepted, failing which Agency may restore the premises to such condition and Occupant shall pay the cost upon demand.
- 7.4** Occupant shall make no changes, improvements or alterations to the premises without the prior consent of Agency. Title to any and all changes, improvements or alterations to the premises shall be with Agency.
- 7.5** Occupant agrees to immediately notify Maintenance of any beverage spills on carpeting. Occupant will make every effort to clean spills prior to contacting Maintenance.

8. ASSIGNMENT AND SUBLETTING

Neither this Agreement nor any right granted under this Agreement may be assigned, transferred, encumbered or sublet in whole or in part by Occupant.

9. TERMINATION

This Agreement may be terminated by either party upon giving written notice not less than thirty (30) days prior to the effective date of termination. In the event Occupant fails to remove all of Occupant's property from the premises within thirty (30) days after termination of this Agreement, then Agency may re-enter the premises and remove and store such property at Occupant's sole cost and expense.

10. LIENS

Occupant shall not permit any lien to be filed against the premises or any part thereof or against the Occupant's Agreement hold interest, by reason of work, labor, services or materials performed or supplied to Occupant. If any lien is filed against the premises or

against Occupant's Agreement hold interest, Occupant shall cause the same to be discharged of record within thirty (30) days after the date the lien is filed.

11. INSURANCE

The Occupant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the Occupant's operation and use of the Premises.

No Limitation. Occupant's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Occupant to the coverage provided by such insurance, or otherwise limit the Agency's recourse to any remedy available at law or in equity.

11.1 Minimum Scope of Insurance

Occupant shall obtain insurance of the types described below:

1. Commercial General Liability insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 and shall cover premises and contractual liability. The Agency shall be named as an insured on Occupant's Commercial General Liability insurance policy.
2. Property insurance shall be written on an all risk basis.

11.2 Minimum Amounts of Insurance

Occupant shall maintain the following insurance limits:

1. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
2. Property insurance shall be written covering the full value of Occupant's property and improvements with no coinsurance provisions.

11.3 Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions for Commercial General Liability insurance:

1. The Occupant's insurance coverage shall be primary insurance as respect the Agency. Any Insurance, self-insurance, or insurance pool coverage maintained by the Agency shall be excess of the Occupant's insurance and shall not contribute with it.

2. The Occupant's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the Agency.

11.4 Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

11.5 Verification of Coverage

Occupant shall furnish the Agency with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Occupant.

11.6 Waiver of Subrogation

Occupant and Agency hereby release and discharge each other from all claims, losses and liabilities arising from or caused by any hazard covered by property insurance on or in connection with the premises or said building. This release shall apply only to the extent that such claim, loss or liability is covered by insurance.

11.7 Agency's Property Insurance

Agency shall purchase and maintain during the term of the Agreement all-risk property insurance covering the Building for their full replacement value without any coinsurance provisions.

12. HOLD HARMLESS

Occupant shall defend, indemnify, and hold harmless the Agency, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of Occupant's use of Premises, or from the conduct of Occupant's business, or from any activity, work or thing done, permitted, or suffered by Occupant in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of the Agency.

13. VENUE

This Agreement shall be governed by the laws of the State of Washington, both as to interpretation and performance, and any action at law, suit in equity, or other proceeding for the enforcement of this Agreement or any provision of this Agreement shall be instituted only in the courts of the State of Washington, County of Kitsap.

14. INTEGRATION

This instrument embodies the whole agreement of the parties. There are no promises, terms, conditions, or obligations other than those contained herein. This Agreement shall supersede all previous communications, representation, or agreements, either verbal or written, between the parties.

15. MODIFICATION

There may be no modification of this Agreement, except in writing, executed with the same formalities as this instrument.

16. BINDING EFFECT

The covenants and conditions contained in this agreement shall apply to and bind the parties, heirs, representatives and assigns of the parties.

17. SEVERABILITY

If any provision of this Agreement is held invalid, the remainder of the Agreement, and the remaining rights and obligations of the parties, shall be construed and enforced as if the Agreement did not contain the invalid part.

Dated this ____ day of _____, 2016

Dated this ____ day of _____, 2016

OCCUPANT:

AGENCY:

KITSAP PUBLIC HEALTH DISTRICT

**CLALLAM COUNTY HEALTH & HUMAN
SERVICES**

Keith Grellner
Administrator

Andy Brastad
Director

PROPERTY USE AGREEMENT

This Office Space Use Agreement (“Agreement”) is made by and between the **Jefferson County Public Health** (“Agency”), a local health jurisdiction organized pursuant to chapters 70.05 and 70.46 RCW, having its principal place of business at 615 Sheridan St, Port Townsend, WA 98368, and **Kitsap Public Health District** (“Occupant”), a health district organized pursuant to chapters 70.05 and 70.46 RCW, having its principal place of business at 345 6th Street, Suite 300, Bremerton, Washington 98337. The parties mutually agree as follows:

1. CONTACT INFORMATION

Agency: Vicki Kirkpatrick
Director
Jefferson County Public Health
615 Sheridan St.
Port Townsend, WA 98368
(360) 385-9400

Occupant: Katie Eilers (or her delegate)
Community Health Director
Kitsap Public Health District
345 6th Street, Suite 300
Bremerton, WA 98337
(360) 337-5224

2. DESCRIPTION OF PREMISES

Agency agrees to provide Occupant with confidential office space at its business location at 615 Sheridan Street, Port Townsend, WA 98368 for the purpose of providing HIV Case Management to clients residing in Jefferson County.

3. TERM

The term of this Agreement shall commence on January 1, 2017 and will end on December 31, 2019 unless extended in writing or terminated sooner.

4. RENT

Beginning January 1, 2017, Agency shall provide this space “in-kind” to Occupant in support of the work they do to provide easily accessible HIV Case Management to Jefferson County residents.

5. QUIET ENJOYMENT

Occupant shall lawfully and quietly hold, occupy and enjoy the premises during the term of this Agreement. Except for routine custodial services or emergencies, Agency will not access the premises without prior notice to Occupant. Occupant shall not unreasonably withhold its consent to allow Agency to enter and inspect the premises at reasonable times and make any needed repairs.

6. UTILITIES, OFFICE FURNITURE, MAINTENANCE AND CUSTODIAL SERVICES

- 6.1** Agency shall provide the following utilities the confidential office space: electricity, Internet, and access to the premises. Occupant shall use utilities in accordance with the Policies of the Jefferson County Public Health.
- 6.2** Agency shall provide a desk, three chairs, and a locking file cabinet in which to store confidential case management records.
- 6.3** Agency shall provide the following custodial services for the premises:
 - 1. Vacuum all floor areas that are clear of furniture. Agency custodial staff shall not be required to move heavy, bulky or loose items (i.e., cardboard boxes, items of personal nature or craft items) to vacuum carpets, nor shall the custodial staff dust, or pick up general daily debris.
 - 2. Remove trash and paper for recycling.

7. OCCUPANT'S USE OF PREMISES

- 7.1** Occupant shall have exclusive use and possession of the confidential office space during a mutually agreed time period throughout the term of this Agreement. The premises shall be used as an office space or any activities incident thereto. Occupant shall keep and preserve the premises free from any nuisance, will not permit any unlawful activity on the premises, and will not permit any use other than those conforming to Occupant's official function. Agency, in its sole discretion, may prohibit any activity that Agency deems is not consistent with the health and safety interests of the public.
- 7.2** Occupant's use of the premises and activities conducted therein shall comply with and all federal, state and local laws and regulations including laws which prohibit discrimination against any person on the basis of race, color, national origin, ancestry, sex or age. Occupant shall comply with all provisions of the Americans with Disabilities Act and all regulations interpreting or enforcing such Act. Occupant is not responsible for the premises' structure being in compliance with the Americans with Disabilities Act.

- 7.3** Occupant's taking possession of the premises shall be conclusive evidence that the premises were in good order and satisfactory condition when Occupant took possession, except as to latent defects. At the termination of this Agreement, Occupant shall return the premises clean and in as good condition as when Occupant took possession, ordinary wear and tear excepted, failing which Agency may restore the premises to such condition and Occupant shall pay the cost upon demand.
- 7.4** Occupant shall make no changes, improvements or alterations to the premises without the prior consent of Agency. Title to any and all changes, improvements or alterations to the premises shall be with Agency.
- 7.5** Occupant agrees to immediately notify Maintenance of any beverage spills on carpeting. Occupant will make every effort to clean spills prior to contacting Maintenance.

8. ASSIGNMENT AND SUBLETTING

Neither this Agreement nor any right granted under this Agreement may be assigned, transferred, encumbered or sublet in whole or in part by Occupant.

9. TERMINATION

This Agreement may be terminated by either party upon giving written notice not less than thirty (30) days prior to the effective date of termination. In the event Occupant fails to remove all of Occupant's property from the premises within thirty (30) days after termination of this Agreement, then Agency may re-enter the premises and remove and store such property at Occupant's sole cost and expense.

10. LIENS

Occupant shall not permit any lien to be filed against the premises or any part thereof or against the Occupant's Agreement hold interest, by reason of work, labor, services or materials performed or supplied to Occupant. If any lien is filed against the premises or against Occupant's Agreement hold interest, Occupant shall cause the same to be discharged of record within thirty (30) days after the date the lien is filed.

11. INSURANCE

The Occupant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the Occupant's operation and use of the Premises.

No Limitation. Occupant's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Occupant to the coverage provided by such

insurance, or otherwise limit the Agency's recourse to any remedy available at law or in equity.

11.1 Minimum Scope of Insurance

Occupant shall obtain insurance of the types described below:

1. Commercial General Liability insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 and shall cover premises and contractual liability. The Agency shall be named as an insured on Occupant's Commercial General Liability insurance policy.
2. Property insurance shall be written on an all risk basis.

11.2 Minimum Amounts of Insurance

Occupant shall maintain the following insurance limits:

1. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
2. Property insurance shall be written covering the full value of Occupant's property and improvements with no coinsurance provisions.

11.3 Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions for Commercial General Liability insurance:

1. The Occupant's insurance coverage shall be primary insurance as respect the Agency. Any Insurance, self-insurance, or insurance pool coverage maintained by the Agency shall be excess of the Occupant's insurance and shall not contribute with it.
2. The Occupant's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the Agency.

11.4 Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

11.5 Verification of Coverage

Occupant shall furnish the Agency with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Occupant.

11.6 Waiver of Subrogation

Occupant and Agency hereby release and discharge each other from all claims, losses and liabilities arising from or caused by any hazard covered by property insurance on or in connection with the premises or said building. This release shall apply only to the extent that such claim, loss or liability is covered by insurance.

11.7 Agency's Property Insurance

Agency shall purchase and maintain during the term of the Agreement all-risk property insurance covering the Building for their full replacement value without any coinsurance provisions.

12. HOLD HARMLESS

Occupant shall defend, indemnify, and hold harmless the Agency, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of Occupant's use of Premises, or from the conduct of Occupant's business, or from any activity, work or thing done, permitted, or suffered by Occupant in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of the Agency.

13. VENUE

This Agreement shall be governed by the laws of the State of Washington, both as to interpretation and performance, and any action at law, suit in equity, or other proceeding for the enforcement of this Agreement or any provision of this Agreement shall be instituted only in the courts of the State of Washington, County of Kitsap.

14. INTEGRATION

This instrument embodies the whole agreement of the parties. There are no promises, terms, conditions, or obligations other than those contained herein. This Agreement shall supersede all previous communications, representation, or agreements, either verbal or written, between the parties.

15. MODIFICATION

There may be no modification of this Agreement, except in writing, executed with the same formalities as this instrument.

16. BINDING EFFECT

The covenants and conditions contained in this agreement shall apply to and bind the parties, heirs, representatives and assigns of the parties.

17. SEVERABILITY

If any provision of this Agreement is held invalid, the remainder of the Agreement, and the remaining rights and obligations of the parties, shall be construed and enforced as if the Agreement did not contain the invalid part.

Dated this ____ day of _____, 2016

Dated this ____ day of _____, 2016

OCCUPANT:

AGENCY:

KITSAP PUBLIC HEALTH DISTRICT

JEFFERSON COUNTY PUBLIC HEALTH

Keith Grellner
Administrator

Vicki Kirkpatrick
Director

EMPLOYMENT AGREEMENT
Between
KITSAP PUBLIC HEALTH BOARD
And
SUSAN TURNER, MD

The Kitsap Public Health Board (hereinafter referred to as the “Board”) and Susan Turner, MD, (hereinafter referred to as the “Employee”) agree as follows regarding the terms and conditions of the Employee’s employment:

1. Scope of Employment

The Board will employ the Employee as the Health Officer of the Kitsap Public Health District (hereinafter referred to as the “District”). The Employee’s duties are more fully described in Attachment A to this Agreement (the District’s Job Classification for Health Officer) and in RCW 70.05. The Employee will use her best efforts, skills, and abilities in performing the duties of such employment.

2. Term of Employment

The Employee will serve in the position of Health Officer until her position is modified or terminated in accordance with Section 8 and 9 of this Agreement and RCW 70.05.050. This Agreement is in effect from January 1, 2017, until December 31, 2019.

3. Compensation of Employee

(a) Wages. The Employee will be paid at a salary rate of \$14,445 per month effective January 1, 2017 until December 31, 2017. Such salary will be paid subject to applicable deductions and withholdings, and on the District’s regular payroll schedule. Effective January 1, 2018, and annually thereafter for the life of this Agreement, the Employee will receive any wage adjustments, including any cost-of living increases, market adjustments, or general increases, consistent with the adjustments and increases made to the wages of the District’s other non-union exempt-status employees. Additional adjustments to the Employee’s salary are at the discretion of the Board and will be based on evaluations of performance.

(b) Workweek. The basic workweek is 40 hours.

(c) Expenses. The Board will reimburse the Employee for all other work-related expenses incurred during the term of his employment as allowed by and pursuant to the District’s general expense reimbursement policies.

(d) Health Benefits. The Board will provide health care coverage for the Employee in the same manner as provided for the District’s other non-union exempt-status employees.

(e) Leave. The Employee will receive the same leave benefits as outlined in the District’s Personnel Manual for the District’s other non-union exempt-status employees. The Employee may carry over a maximum of three-hundred sixty (360) hours of general leave from one calendar year to the next. The Employee will receive compensation for a maximum of two

hundred and forty (240) hours of accrued, but unused, general leave at the termination of her employment with the District.

(f) Holidays. The Board provides paid leave on the following holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Native American Heritage Day, (the Friday after Thanksgiving), Christmas, and one floating holiday of the Employee's choice. If a holiday falls on a Saturday, it shall be observed the preceding Friday. If a holiday falls on a Sunday, it shall be observed on the following Monday.

(g) Retirement Benefits. The Employee will contribute to and receive retirement benefits pursuant to the Washington Public Employees' Retirement System (PERS).

(h) Professional Liability Insurance. The District will provide professional liability coverage for the Employee while acting within the scope of her duties on behalf of the District.

(i) Other Benefits. For the duration of his employment with the District, the Employee will receive other benefits that are provided either currently or in the future to the District's other non-union, exempt-status employees.

4. Performance Review

The Employee will receive formal performance reviews at one-year intervals for the life of this Agreement.

5. Professional Development

The Board will reimburse the Employee for the costs associated with attending job-related professional and continuing education training programs as provided in the District's annual budget.

6. Nondiscrimination

The Employee will comply with all federal, state, and local laws that prohibit discrimination or harassment in employment.

7. Integration

This Agreement contains the entire agreement concerning the employment of Employee, and supersedes all previous communications, representations, or agreements, either verbal or written, between the parties. The parties stipulate that there are no promises, terms, conditions, representations, or obligations other than those specifically set forth in this document.

8. Termination

In compliance with RCW 70.05.050, the Board will provide the Employee with written notice of any disciplinary action that may include termination as a sanction. Prior to terminating the Employee, the Board will also provide the Employee with a hearing and an opportunity to be heard regarding any alleged disciplinary infractions or performance issues that may result in termination.

9. Notice of Employee's Intention to Terminate

In the event that the Employee terminates her employment with the District for any reason, the Employee agrees to provide the Board with ninety (90) days advance written notice. If the Employee fails to provide the Board with ninety (90) days advance written notice, the Board will not compensate the Employee for the value of any accrued but unused leave in accordance with Paragraph 3(e) of this Agreement.

10. Notice of Employer's Intention to Terminate

In the event that the Board terminates the Employee for convenience (as opposed to termination for "just cause"), the Board will provide, in addition to the notice and hearing required under RCW 70.05.050, ninety (90) days advance written notice to the Employee. At the Board's option, the Board may pay the Employee three (3) months of severance pay in lieu of ninety (90) days notice. For the purposes of this Agreement, "just cause" is any reason for which any other District non-union non-exempt employee may be discharged, as more fully described in the District's Personnel Manual in effect at the time of the termination. Employee will not be entitled to severance pay should the Employee be terminated for "just cause" or resign.

11. Modification

This Agreement may be amended or modified only in writing by the Board and signed by the current chair of the Board.

12. Severability

If any provision of this Agreement is held invalid, the remainder of the Agreement, and the remaining rights and obligations of the parties, shall be construed and enforced as if the Agreement did not contain the invalid part.

13. Venue

This Agreement shall be governed by the laws of the State of Washington, both as to interpretation and performance, and any action at law, suit in equity, or other proceeding for the enforcement of this Agreement or any provision thereof shall be instituted only in the courts of the State of Washington, County of Kitsap.

14. Extraneous Representations

The Employee has read and understands the whole of the above Agreement and states that no representation, promise, or agreement not expressed in this document has been made to induce the Employee to enter into it.

Dated this ____ day of _____, 2016. **Dated** this ____ day of _____, 2016.

EMPLOYEE

KITSAP PUBLIC HEALTH BOARD

Susan Turner, MD, MPH, MS

Mayor Becky Erickson, Chair



Attachment A HEALTH OFFICER

DEFINITION

Under policy direction from the Kitsap Public Health Board (“Board”), the Health Officer is responsible for and empowered to enforce the provisions of RCW 70.05.070 and other applicable state law. The incumbent is also responsible for overseeing the public health functions of community health assessment, public health policy development, and assurance of health service delivery throughout Kitsap County. The incumbent is expected to apply a thorough and complete knowledge of procedures related to the field of medicine, and local public health programs, laws and regulations, to varied and complex work situations. Duties require innovative leadership and active collaboration with a wide range of strategic partners and stakeholders to address public health issues in a rapidly changing community environment.

DISTINGUISHING CHARACTERISTICS

Appointed by and reporting directly to the Board, the incumbent serves as the District’s Health Officer, responsible for the powers and duties assigned to the Health Officer under state law. This classification is distinguished from the Administrator who serves as executive secretary and administrative officer for the Board, and who is responsible for administering the operations of the District including such other administrative duties required by the Board, except for duties assigned to the Health Officer as enumerated in RCW 70.05.070 and other applicable state law. Although the Health Officer may delegate some responsibilities to fellow members of the Executive Leadership Team, the powers and duties set forth in RCW 70.05.070 are ultimately the responsibility of the Health Officer. This description reflects the general concept and intent of the classification and should not be construed as a detailed statement of all the work requirements that may be inherent in the position.

ESSENTIAL FUNCTIONS

Duties of the Health Officer are specifically delineated in RCW 70.050.070. The Health Officer is responsible and accountable for the performance of those duties in accordance with statutes. Additionally, the Health Officer is responsible to perform such typical duties as listed below:

- Participates in developing, recommending and implementing the District’s long-term and short-range goals and objectives.
- Participates as a member of the Executive Leadership Team, overseeing the planning, development, and implementation of District administrative, legal, and personnel policies, procedures, and regulations.
- Participates in assessing the health status of the community. Provides oversight on comprehensive studies of potentially systemic threats to public health; researches, analyzes, compiles, prepares and presents conclusions, reports and recommended actions. Evaluates the causes of communicable diseases; determines appropriate evaluation and intervention strategies.
- Develops and implements public health policy, develops regulations, and provides information and recommendations regarding public health issues and activities.

- Takes actions as necessary to educate the community on public health issues to control and prevent the spread of dangerous, contagious or infectious diseases.
- Provides guidance and leadership in the development of diverse public health promotion and education programs and the prevention of environmental hazards.
- Provides consultation and direction of communicable disease protocols.
- Provides a leadership role in preparedness and response to biological, chemical terrorism.
- Coordinates public health responses with other public health jurisdictions as appropriate, including but not limited to providing short-term Deputy Health Officer coverage in the event of the absence of the Health Officer in another jurisdiction in Washington State, upon the agreement of both jurisdictions.
- Develops and issues public health advisories to medical providers, hospitals, and community agencies, and the public.
- Responds to media inquiries regarding County public health issues, disease outbreaks, and other health-related concerns.
- Consults with physicians in the diagnosis, investigation and treatment of communicable disease.
- Conducts or supervises medical and physical examinations, makes diagnoses and administers treatments as needed. Provides medical oversight of clinical programs. Reviews, revises or writes standing orders and protocols for clinical services.
- Makes recommendations on personnel actions such as hiring, terminations, discipline and size and composition of staff.
- Hires, trains, supervises and evaluates staff; establishes work priorities and performance standards; monitors performance and provides effective feedback.
- Works with staff to correct deficiencies; implements any necessary disciplinary action after appropriate consultation with the Administrator and Human Resources Manager.
- Reviews legislation as it impacts District programs.
- Performs lobbying activities by communicating directly with federal, state and local officeholders directly on official District business and advocating only the District's official position or interest of the District, as assigned by the Board.
- Coordinates resources and services, consults and collaborates with the medical community, hospital medical staff, other health care professionals, policy and advisory boards, and the public.
- Participates in administrative appeals regarding environmental health permit denials.
- Serves on various District and other municipal management teams and related community-wide committees. Provides high-level public health expertise and perspective regarding a wide range of issues.
- Identifies emerging medical and environmental issues and confers with and makes recommendations to appropriate staff on health-related issues.
- Provides public information in a courteous manner and emphasizes public accountability and a positive service approach with staff. Makes oral presentations and functions as District representative at meetings, hearings and conferences.
- Balances fiscal impact, objectives and community input when developing public health strategies, making recommendations and providing advice.
- Participates in the development and implementation of the District budget.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE & ABILITIES

Knowledge of:

- Principles and practices of public health and the social determinants of health, including current trends in policy, research, treatment, prevention, education and related issues.
- Current principles and practices of public health administration, incorporating knowledge of community health, chronic disease, sanitation, environmental hazards, communicable disease control, epidemiology and emergency preparedness.
- Communicable disease management and mitigation.
- Community needs, resources and organizations related to public health and medical care.
- Current principles and practices of general and preventive medicine; and clinical protocols.
- Major types of services performed and responsibilities in public health and environmental health activities.
- Principles of disaster and emergency preparedness and response, including biological, chemical terrorism and weapons of mass destruction.
- Applicable laws, rules, regulations, ordinances and policies.
- Safety precautions, practices and procedures applicable to public health.

Ability to:

- Communicate effectively, both orally and in writing, in clear, concise language appropriate for the purpose and parties addressed, including oral presentations before groups on a variety of complex and sensitive public health issues.
- Use tact, discretion and courtesy to gain the cooperation of others and establish and maintain positive, effective working relationships and rapport with physicians, attorneys, media representatives, coworkers, volunteers, representatives of other agencies and businesses, officials and diverse members of the public.
- Demonstrate cultural competency, interacting sensitively, effectively, and professionally with persons from diverse cultural, socioeconomic, educational, racial, ethnic and professional backgrounds, and persons of all ages and lifestyle preferences.
- Fulfill the commitment of the District to provide outstanding and effective customer service.
- Maintain high standards of personal and professional integrity and commitment to quality patient care at the highest level consistent with standards and regulations.
- Assure that absolute confidentiality is maintained as required and sensitive information is handled appropriately.
- Make timely decisions considering relevant factors and evaluating alternatives, exercising discretion and sound independent judgment.
- Read, understand, interpret and apply appropriately the terminology, instructions, policies, procedures, legal requirements and regulations pertinent to area of assignment.
- Organize, prioritize and coordinate work assignments; work effectively in a multi-task environment; take appropriate initiative; apply good judgment and logical thinking to obtain potential solutions to problems; resolve complex public health problems and make major decisions involving the implementation or interpretation of policies and regulations within the scope of knowledge and authority or refer to the appropriate person.
- Initiate, prepare and direct preparation of comprehensive charts, records, reports, materials, correspondence and other documents relevant to area of assignment.
- Proficiently operate computers, related software and other office equipment with sufficient speed and accuracy to accomplish assignments in a timely manner.

- Work effectively in a dynamic environment that is constantly changing, resulting in continually re-evaluating and shifting priorities.
- Work both independently and within a collaborative team-oriented environment; contribute openly, respectfully disagree, understand the ideas of others, listen well and work for consensus.

WORK ENVIRONMENT & PHYSICAL DEMANDS

- Work is performed primarily indoors in an office environment, with frequent travel to provide medical services, and to attend meetings, conferences, seminars, etc.
- Requires the ability to communicate with others orally, face to face and by telephone. Requires manual and finger dexterity and hand-eye-arm coordination to write and to operate computers and a variety of general office equipment. Requires mobility to accomplish other desktop work, retrieve files, and to move to various District locations. Requires visual acuity to read computer screens, printed materials, and detailed information. Essential duties may involve occasional kneeling, squatting, crouching, stooping, crawling, standing, bending, and climbing (to stack, store or retrieve supplies or various office equipment).
- Frequently assigned to respond to on-call coverage, including evenings, weekends and holidays.
- Duties require carrying a cell phone or other electronic device as well as being available to work as needed to meet District needs, which may include evenings, weekends and holidays.
- This is an overtime-exempt position, which may require working beyond the normally scheduled workweek, modifying existing work schedules, or flexing hours.
- Duties require carrying a cell phone or other electronic device as well as being on call on a 7/24-hours basis for Regional Duty Officer (RDO) assigned shifts.
- Exposure to individuals from the public who are upset, angry, agitated and sometimes hostile, requiring the use of conflict management and coping skills.
- Frequently required to perform work in confidence and under pressure for deadlines, and to maintain professional composure and tact, patience and courtesy at all times.
- The environment is dynamic and constantly changing, resulting in continually re-evaluating and shifting priorities.
- May be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

EDUCATION & EXPERIENCE REQUIREMENTS

- Doctor of Medicine or Osteopathy degree and previous related experience in both the medical field and public health field (see license requirement below); and
- Masters degree in Public Health or its equivalent as required in RCW 70.05.051.
- Must be qualified or provisionally qualified in accordance with the standards prescribed in RCW 70.05.051 through 70.05.055

LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS

- A valid license to practice medicine and surgery or osteopathic medicine and surgery in Washington State is required.
- Registration with the Drug Enforcement Agency for prescription of controlled substances.

- Performance of job duties requires driving on a regular basis, a valid Washington State driver's license, the use of the incumbent's personal motor vehicle, and proof of appropriate auto insurance.

JOB CLASS INFORMATION & DISCLAIMERS

FLSA Status	Exempt
EEO Category	Officials and Administrators
Bargaining Unit Status	Executive Management

Classification History	The "Director of Health/Health Officer" job classification formerly held by one individual was replaced by two classifications, "Administrator" and "Health Officer," effective October 1, 2013
------------------------	---

Adopted	November 5, 2013
---------	------------------

The statements contained herein reflect general details as necessary to describe the principal functions for this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or to balance the workload.

The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MEMORANDUM OF AGREEMENT
Between
Kitsap Public Health District
And
Peninsula Community Health Services
For Navigator Services

This Memorandum of Agreement (MOA) formalizes the relationship between the Kitsap Public Health District (KPHD), a Health District organized pursuant to chapter 70.46 Revised Code of Washington and Section 9.52 Kitsap County Code, hereinafter referred to as "District," and Peninsula Community Health Services, hereinafter referred to as "PCHS," regarding providing certified Navigator services for the purpose of signing community members up for health insurance through the Healthplanfinder.

KPHD administers a contract with the Washington Health Benefits Exchange (HBE) for the purpose of providing Navigator Services as described in the Affordable Care Act (ACA). As part of that work, KPHD desires to establish a broad based network of cooperating organizations which similarly desire to enroll as many persons as possible into Medicaid and Qualified Health Plans. KPHD can provide certain enrollment related services of benefit to cooperating organizations as a result of its experience and relationship with the HBE.

PCHS also desires to enroll as many persons as possible into insurance coverage; PCHS acknowledges and sees benefit in participating in a regional network of organizations whose purpose is also to maximize enrollment under the ACA; PCHS desires to access, at no cost, certain services which KPHD will provide and as are listed in this MOA including but not limited to: training in enrollment procedures, information about enrollment and outreach best practices, data and reporting to understand and reshape how enrollment activities are proceeding, assistance with shared organizational work flows to maximize enrollment throughout and efficiency:

IT IS THEREFORE AGREED between the parties to enter into the following Agreement:

Terms of Agreement

1. The Role of PCHS: PCHS will provide:

The personnel and materials and resources necessary for the performance of the implementation Milestones listed below.

- a. Assure that Navigator Network staff attend required training.
- b. Assigned contact person at the organization for matters concerning the Navigator Network program.
- c. Assure that all Navigator staff have 4 N 1 Attestation verifying that he/she meets established credentials and qualifications, including:
 - i. Completion of required training and Navigator Certification, completed Background Check and Confidentiality Statement;
 - ii. Acknowledgement of a Conflict of Interest Statement;

- iii. Compliance with all applicable security standards, practices, laws and procedures related to the information processed in the Washington Healthplanfinder;
- iv. Submission of monthly data to KPHD to include number of outreach events; Assistance with reasonable requests for additional data needed.

Implementation Milestones	Due Date
Designated staff complete Navigator training (online training provided by the HBE)	Per HBE training schedule
Designated staff pass Certification exam (Certification issued by HBE)	Prior to providing Navigator services
Monthly data (including number of outreach events) submitted to	5th day of each
Coordinate outreach activities with local partners and KPHD	Ongoing
Participate in Network Team meetings organized by KPHD (3 rd Thursday of the	Ongoing
Participate in additional Navigator training as needed	Ongoing

2. The Role of KPHD: KPHD will provide:

- a. Navigator Network information and coordination.
- b. Management of communication between Navigator Network and Washington Health Benefit Exchange.
- c. Monthly meetings with Navigator Network partners to address overall process and implementation issues related to implementation of the Health Benefit Exchange and Affordable Care Act.
- d. All required process and system training for Navigator Network staff.
- e. Access to Certification Exam for Navigator Network staff.
- f. Assistance with outreach and marketing, which may include: templates for marketing and outreach materials, assistance with outreach events, co-ordination of outreach events, media outreach, etc.
- g. Implementation schedules for training and reporting.
- h. Monitoring and reporting of enrollment data for region and individual Navigator organizations within KPHD Navigator Network.
- i. Ongoing communication and support for all Navigator Network organizations.
- j. Active participation in identifying which populations remain uninsured and strategies for reaching them.

3. Agreement Duration: The term of the MOA is October 1, 2016, through September 30, 2017, with an option to extend the term one additional year.

4. Confidentiality: Whenever used in the MOA, the term "Confidential Information" will mean: individual's name; ages; residential addresses; email addresses; telephone numbers; driver's license number or Washington identification card number; financial information (e.g., profiles, social security numbers, income, credit card numbers, debit card numbers, electronic check numbers, card expiration dates, or bank or other financial account numbers, security codes, access codes, or passwords

that would permit access to an individual's financial account); medical data/personal health information; law enforcement records; or other records concerning the state's citizens and businesses; information concerning recipients of services from public health agencies; state or system software code, source code or object code and security data; system or network designs, drawings, or specifications; Computer programs; system and technical documentation; and trade secrets or proprietary information of KPHD.

Confidential information may be tangible or intangible form. The term "Confidential Information" shall not be construed to include information that (i) is or becomes readily available in public records or documents, other than as a result of a disclosure by PCHS, or (ii) can be documented to have been known by PCHS prior to its disclosure by KPHD, or (iii) is disclosed pursuant to applicable law, judicial action or government regulations, including without limitation the Washington State Public Records Act, Chapter 42.56 RCW.

PCHS agrees to hold such Confidential Information in confidence and except for disclosure required by law; PCHS shall not disclose such Confidential Information.

PCHS understands that the breach of the terms of this MOA would cause irreparable damage to KPHD and that PCHS could be subject to litigation and required to indemnify, and hold KPHD harmless from actual damages from losses that result from its breach.

5. This MOA, its validity, construction, and effect will be governed by the laws of the State of Washington. Venue for any cause of action will be in Kitsap County, State of Washington.
6. Either party may terminate this MOA for convenience upon providing at least thirty (30) days written notice to the other party. Either party may also terminate this MOA at any time if the other party defaults in any of its material obligations hereunder, but only if such defaults shall have not been cured within ten (10) days after the receipt of a written notice thereof from the other party.
7. This Agreement may be amended only in writing signed by all the parties hereto.
8. The administrators of this Agreement are KPHD, through its Clinical Services Program Manager and PCHS, through its Program and Personnel Manager. All notices and other communication required or desired to be given shall be given personally, or sent by fax, registered or certified mail, postage prepaid, return receipt requested to the persons at the addresses set forth below. Notices will be deemed received (a) on the date delivered, if delivered personally; (b) when sent by fax, if fax confirmation is provided; or (c) three (3) business days after posting, if sent by registered or certified mail:

Kitsap Public Health District
Attn: Kerry Dobbelaere
345 6th Street, Suite 300
Bremerton, WA 98337

Peninsula Community Health Services
Attn: Jennifer Kreidler-Moss
PO Box 960
Bremerton, WA 98337

9. Nothing herein shall create or be deemed to create any relationship of agency, joint venture or partnership between KPHD and PCHS. Neither party shall have the power to bind or obligate the other in any manner except as expressly provided in this MOA.
10. Neither party shall be liable to the other or be deemed to be in breach of the Agreement for any failure or delay in rendering performance arising out of causes beyond its reasonable control and without its fault or negligence. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes or unusually severe weather.
11. Any waiver, expressed or implied, by either party of any rights, terms or conditions of the Agreement shall not operate to waive such rights, terms or conditions or any other rights, terms, or conditions beyond the specific instance of waiver.
12. PCHS and KPHD shall not discriminate or permit discrimination against any person or group of persons on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, or age. PCHS shall comply with the Americans with Disabilities Act and all regulations interpreting or enforcing such Act.
13. PCHS shall protect, save harmless, indemnify and defend, at its own expense KPHD, and its elected and appointed officials, officers, employees and agents, from any loss or claim for damages of any nature whatsoever, arising out of the performance of this Agreement. This includes claims by the PCHS employees, agents or officers, or third parties, except for those damages caused by the sole negligence or willful misconduct of KPHD, its elected or appointed officials, officers, employees or agents. Solely for the purposes of this section, PCHS waives its immunity under Title 51 (Industrial Insurance) of the Revised Code of Washington and acknowledges that this waiver was mutually negotiated by the parties. This section shall survive termination or expiration of this MOA.
14. PCHS shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by its agents, representatives, or employees.

PCHS' maintenance of insurance as required by the MOA shall not be construed to limit the liability of PCHS to the coverage provided by such insurance, or otherwise limit KPHD's recourse to any remedy available at law or in equity. PCHS shall furnish the District with original insurance certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of PCHS before commencement of the work. PCHS shall maintain Commercial General Liability insurance written with limits no less than \$1,000,000 each occurrence, \$1,000,000 general aggregate. PCHS' insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty

(30) days prior written notice by certified mail, return receipt requested, has been given to KPHD. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

15. Upon termination or non-renewal of this Agreement, all property purchased by KPHD in furtherance of this Agreement shall remain the property of KPHD, and all property purchased by PCHS shall remain the property of PCHS.

16. If a court of competent jurisdiction holds any provision of this MOA to be illegal, invalid or unenforceable, in whole or in part, the validity of the remaining provision will not be affected, and the parties' rights and obligations will be construed and enforced as if the Agreement did not contain the particular provision held to be invalid. If any provision of the Agreement conflicts with any statutory provision of the State of Washington, the provision will be deemed inoperative to the extent of the conflict or modified to conform to statutory requirements.

We, the undersigned, agree to the terms of the foregoing MOA.

KITSAP PUBLIC HEALTH DISTRICT

PENINSULA COMMUNITY
HEALTH SERVICES

Keith Grellner DATE
Administrator

Jennifer Kreidler-Moss DATE
CEO

INTERAGENCY AGREEMENT FOR ENVIRONMENTAL HEALTH SERVICES

This Interagency Agreement for Environmental Health Services (“Agreement”) is entered into between the Kitsap Public Health District, a health district formed pursuant to chapter 70.46 RCW (“District”), and the Port Gamble S’Klallam Tribe, a federally recognized Indian tribe (“Tribe”).

THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. **Services.** An Environmental Health Specialist (EHS) employed by the District will be designated to provide food safety training, inspection, and consultative services to the Tribe as described in the Community Food Safety/Environmental Health Coordinator Job Profile, which is incorporated by reference as Attachment A. Twice annual inspections will be performed without prior notification at the following Port Gamble S’Klallam Tribe food establishments:

The Point Casino
The Gliding Eagle Market
The Gliding Eagle Market Deli
Port Gamble S’Klallam Tribe Elders Services Lunch Program
Port Gamble S’Klallam Tribe Children Head Start Center

2. **Compensation.** The Tribe agrees to compensate the District for such environmental health services at the rate of \$62.87 to \$84.77 per hour (salary, benefits, and administration costs based on the particular staff person utilized), not to exceed 40 hours per week. The days and hours worked will be mutually agreed upon between the EHS and the Director of Children and Families for the Tribe. Mileage will be reimbursed at the current IRS rate.

3. **Period of Performance.** The period of performance of this Agreement is January 1, 2017 through December 31, 2017.

4. **Qualifications.** The designated EHS will have the qualifications necessary to successfully complete the objectives of this Agreement.

5. **Work Determination.** The specific work and activities to be performed under this Agreement will be determined by the Director of Children and Families, the Director of Health, or Tribal Medical Director for the Tribe.

6. **Employee Status.** The EHS will at all times during the term of this Agreement remain under the ultimate supervision and control of the District and be considered an employee of the Health District and not of the Tribe.

7. **Invoice and Payment.** The Health District will invoice once a month for services rendered. The Tribe agrees to pay the invoice within 30 days of receipt.

8. **Notices.** Any notice, invoice, or payment required or permitted under this Agreement will be addressed as follows:

Health District
Kitsap Public Health District
345 6th Street, Suite 300
Bremerton, WA 98337

Tribe
Port Gamble S'Klallam Tribe
31912 Little Boston Road NE
Kingston, WA 98346

9. **Records Maintenance.** The Tribe and the EHS will maintain all records, reports, and documents in accordance with Tribal Health Codes and regulations and in compliance with applicable federal, state, and local laws.

10. **Indemnification.** Each party agrees to defend and indemnify the other party and its elected and appointed officials, officers, employees, and agents against all claims, losses, damages, suits, and expenses, including reasonable attorneys' fees and costs, to the extent they arise out of, or result from, the negligence or willful misconduct of the indemnitor or its elected or appointed officials, employees, and agents in the performance of this Agreement. This provision will survive the termination of this Agreement. Solely for the purposes of this provision, each party waives its immunity under Title 51 (Industrial Insurance) of the Revised Code of Washington and acknowledges that this waiver was mutually negotiated by the parties.

11. **Termination.** This Agreement may be terminated by either party upon giving at least 30 days' advance written notice to the other party.

12. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties regarding its subject matter. Any oral or written representations not expressly incorporated in this Agreement are specifically excluded.

13. **Amendment.** This Agreement may be modified only by a written amendment executed by authorized representatives of both parties.

14. **No Waiver.** This failure of either party to insist upon strict performance of any term or condition of this Agreement will not be construed to be a waiver, unless expressly so stated in a writing signed by an authorized representative of that party.

15. **Legal Effect.** Each party warrants that it has taken all actions necessary for this Agreement to take legal effect and that the person signing on its behalf has full legal authority.

16. **Legal Compliance.** The parties agree to comply with all applicable federal, state, and local laws in the performance of this Agreement.

KITSAP PUBLIC HEALTH DISTRICT

By: _____
Keith Grellner
Administrator

Date: _____

PORT GAMBLE S'KLALLAM TRIBE

By: _____
Jeromy Sullivan
Tribal Chairman

Date: _____

JOB PROFILE

Community Food Safety/Environmental Health Coordinator

DEFINITION

The Food and Living Environment Program is mandated by The specific function of this position is provide food safety training, inspection, and consultation services in order to promote and protect the health, safety, and well-being of the public and to prevent the spread of disease by contaminated food. Failure to perform tasks essential to the position could result in an increase in foodborne illness.

ESSENTIAL FUNCTIONS

- Ensures compliance of the Washington State Retail Food Code Chapter 246-215 Washington Administrative Code (WAC) and Kitsap Public Health Board Ordinance 2014-01 in regard to food safety and education and training in regard to safe food handling techniques and the prevention of foodborne disease.
- Conducts food service establishment inspections in assigned area and conducts follow-up instructions.
- Conducts temporary food service establishment inspections and re-inspections as necessary.
- Conducts interviews and investigations of foodborne illness complaints.
- Responds to general food service establishment complaints and makes inspections as necessary.
- Provides consultation in regard to current food service and disease prevention issues, technology and regulations.
- Provides technical assistance per request.
- Develops and provides educational materials as needed.
- Maintains program records, enters and analyzes data, and produces reports as required.
- Conducts training sessions per request.
- Establishes and maintains cooperative, effective working relationships using principles of good customer service.

REQUIRED KNOWLEDGE & ABILITIES

Knowledge of:


- The field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in this description.
- Principles, procedures, functions and practices in the environmental health field. Program planning, preparation of public health advisory information and education programs and development of codes, ordinances, policies and procedures; recordkeeping; and complex mathematics.
- Methods and techniques of conducting research, analysis and report preparation.
- Correct English usage including grammar, spelling, and punctuation.

- Communication business practices including electronic, telephone or direct public contact.
- Computer operation and a variety of software including word processing, spreadsheet, database and other applications related to the area of assignment.

Ability to:

- Listen attentively and communicate effectively and persuasively, both orally and in writing, in clear, concise language appropriate for the purpose and parties addressed, concerning complex or sensitive matters, including making presentations to diverse audiences.
- Conduct field inspections, analyze findings and prepare logical findings and recommendations.
- Use tact, discretion, respect and courtesy to gain the cooperation of others and establish and maintain effective working relationships with rapport with co-workers, volunteers, other programs, officials, representatives of other agencies and businesses, and diverse members of the public.
- Read, understand, interpret and apply appropriately the terminology, instructions, policies, procedures, legal requirements and regulations pertinent to the area of assignment.
- Assure that absolute confidentiality is maintained as required and sensitive information is handled appropriately.
- Fulfill the commitment of the District to provide outstanding customer service.
- Organize, prioritize and coordinate work assignments. Work effectively in a multi-task environment. Take appropriate initiative. Apply good judgment, creativity and logical thinking to obtain potential solutions to unique problems and to make reasoned decisions within the scope of knowledge and authority or refer to the appropriate person.
- Be attentive to detail, consistently follow written and oral instructions and guidelines, maintain a high degree of accuracy and complete records, make complex mathematical calculations, check data, and prepare and review material in reports and correspondence.
- Proficiently and accurately operate office and other equipment standard to the area of assignment.
- Utilize computers, databases and related software and automated equipment to produce worksheets and reports, typing with sufficient speed and accuracy to accomplish assignments in a timely manner.
- Communicate orally and in writing to a variety of audiences in a clear, comprehensive, effective and professional manner.
- Gather and analyze data and develop clear, concise and comprehensive reports, correspondence and other written materials.
- Exercise discretion and sound independent judgment in decision making.
- Coordinate, organize, and prioritize work, follow directions, instructions and protocol in the course of duties assigned.

- Work both independently and cooperatively within a collaborative team-oriented environment.
- Maintain current knowledge for assigned areas and adapt to new technologies, keeping technical skills up to date.

 <p>Washington State DEPARTMENT OF SOCIAL & HEALTH SERVICES</p>	<h2>COUNTY</h2> <h2>PROGRAM AGREEMENT</h2> <p>WorkFirst</p> <p><input checked="" type="checkbox"/> Children with Special Needs</p> <p><input type="checkbox"/> Onsite Family Violence Services</p>	<p>DSHS Agreement Number</p> <p>1663-79326</p>
<p>This Program Agreement is by and between the State of Washington Department of Social and Health Services (DSHS) and the County identified below, and is issued in conjunction with a County and DSHS Agreement On General Terms and Conditions, which is incorporated by reference.</p>		<p>Administration or Division Agreement Number</p> <p>County Agreement Number</p>
<p>DSHS ADMINISTRATION</p> <p>Economic Services Administration</p>	<p>DSHS DIVISION</p> <p>Community Services Division</p>	<p>DSHS INDEX NUMBER</p> <p>103543</p> <p>DSHS CONTRACT CODE</p> <p>3003CS-63</p>
<p>DSHS CONTACT NAME AND TITLE</p> <p>Alice Hildebrandt WF Coordinator</p>	<p>DSHS CONTACT ADDRESS</p> <p>2121 S State St Tacoma, WA 98405</p>	
<p>DSHS CONTACT TELEPHONE</p> <p>(253)476-7015</p>	<p>DSHS CONTACT FAX</p> <p>(253)593-2233</p>	<p>DSHS CONTACT E-MAIL</p> <p>hildea@dshs.wa.gov</p>
<p>COUNTY NAME</p> <p>Kitsap Public Health District Kitsap Public Health District</p>	<p>COUNTY ADDRESS</p> <p>345 6th Street Suite 300 Bremerton, WA 98337-1866</p>	
<p>COUNTY CONTACT NAME</p> <p>Katie Eilers</p>		
<p>COUNTY CONTACT TELEPHONE</p> <p>(360) 337-5224</p>	<p>COUNTY CONTACT FAX</p> <p>(360) 475-9224</p>	<p>COUNTY CONTACT E-MAIL</p> <p>katie.eilers@kitsappublichealth.org</p>
<p>IS THE COUNTY A SUBRECIPIENT FOR PURPOSES OF THIS PROGRAM AGREEMENT? No</p>		<p>CFDA NUMBERS</p>
<p>PROGRAM AGREEMENT START DATE</p> <p>12/07/2016</p>	<p>PROGRAM AGREEMENT END DATE</p> <p>06/30/2017</p>	<p>MAXIMUM PROGRAM AGREEMENT AMOUNT</p> <p>\$14,000.00</p>
<p>EXHIBITS. When the box below is marked with an X, the following Exhibits are attached and are incorporated into this County Program Agreement by reference:</p> <p><input checked="" type="checkbox"/> Data Security: Exhibit A – Data Security Requirements</p> <p><input checked="" type="checkbox"/> Exhibits (specify):</p> <p><input checked="" type="checkbox"/> Children with Special Needs Exhibits B – Statement of Work and Exhibit C – Monthly Reporting</p> <p><input type="checkbox"/> Onsite Family Violence Services Exhibit B – Statement of Work</p> <p><input type="checkbox"/> Onsite Family Violence Services Exhibit C – Monthly Report plus Attachment 1: TANF Family Violence Service Plan (<i>Sample</i>)</p> <p><input checked="" type="checkbox"/> Other Exhibits (specify): Notice of Non-Disclosure - Exhibit D</p>		
<p>The terms and conditions of this Contract are an integration and representation of the final, entire and exclusive understanding between the parties superseding and merging all previous agreements, writings, and communications, oral or otherwise, regarding the subject matter of this Contract. The parties signing below represent that they have read and understand this Contract, and have the authority to execute this Contract. This Contract shall be binding on DSHS only upon signature by DSHS.</p>		
<p>COUNTY SIGNATURE(S)</p>	<p>PRINTED NAME(S) AND TITLE(S)</p> <p>Keith Grellner, Administrator Kitsap Public Health District</p>	<p>DATE(S) SIGNED</p>
<p>DSHS SIGNATURE</p>	<p>PRINTED NAME AND TITLE</p> <p>Ramona Bushnell, Contracts Officer DSHS/ESA Community Services Division</p>	<p>DATE SIGNED</p>

SPECIAL TERMS AND CONDITIONS

1. Definitions

The words and phrases listed below, as used in this Contract, shall each have the following definitions:

- a. "CSD" means the DSHS, Economic Services Administration (ESA), Community Services Division (CSD).
- b. "Data" means any Personal Information, and/or other information accessed and gained while providing services in association with this Contract.
- c. "ESA" means the DSHS Economic Services Administration.
- d. "TANF" means Temporary Assistance for Needy Families.
- e. "WorkFirst Program" means Washington State's welfare reform program created to assist financially struggling families.

2. Purpose

The purpose of this Contract is as set forth in attached Exhibit(s).

3. Statement of Work

The Contractor shall provide the services and staff, and otherwise do all things necessary for or incidental to the performance of work, as set forth in the attached Exhibit(s).

4. Consideration

Total consideration payable to Contractor for satisfactory performance of the work under this Contract, shall be paid in accordance with the fees set forth in the attached Exhibit(s).

Total consideration payable for the contract period to the Contractor for satisfactory work performance including any and all expenses under this Contract is up to a maximum of \$14,000.

Unspent funds designated for any State Fiscal Year shall remain unspent and may not be carried forward into the following State Fiscal Year.

5. Billing and Payment

- a. Invoice System. The Contractor shall submit invoices using State Form A-19 Invoice Voucher, or such other form as designated by DSHS. Consideration for services rendered shall be payable upon receipt of properly completed invoices, which shall be submitted to the DSHS Contact Name on page one (1) of this Contract, and not more often than monthly. The invoices shall describe and document to DSHS' satisfaction a description of the work performed, activities accomplished, and fees.
- b. Payment. Payment shall be considered timely if made by DSHS within thirty (30) days after receipt and acceptance by DSHS of the properly completed invoices. Payment shall be sent to the address designated by the Contractor on page one (1) of this Contract. DSHS may, at its sole discretion, withhold payment claimed by the Contractor for services rendered if Contractor fails to satisfactorily comply with any term or condition of this Contract.

6. Child Abuse and Health and Safety Concerns

SPECIAL TERMS AND CONDITIONS

In the delivery of services under this Contract, the health and safety of children and vulnerable adults shall always be the first concern of the Contractor. The Contractor shall immediately report all instances of suspected child or vulnerable adult abuse to Child Protective Services at 1-866-END HARM.

7. Contractor Information

The Contractor shall forward to the DSHS Contact person named on page 1 of this Contract (or successor) within ten (10) working days, any information concerning the Contractor's change of circumstances. Changes in the Contractor's circumstances include change of business name, address, telephone number, fax number, e-mail address, business status and names of staff who are current state employees.

8. Contract Suspension

DSHS may take certain actions in the event the Contractor, or any of its partners, officers, directors, or employees, is investigated by a local, county, state or federal agency, for a matter which DSHS determines may adversely affect the delivery of services provided under this Contract. DSHS may, without prior notice, either suspend the delivery of services or disallow the person(s) involved in the allegation(s) from providing services or having contact with clients pending final resolution of the investigation.

9. Notice of Nondisclosure

The Contractor shall:

- a. Ensure each employee, volunteer, etc. who will have access to client confidential information signs a Notice of Nondisclosure form provided by DSHS when a new contract is issued, that will be active for the period of performance of the contract or as required by the DSHS Contact listed on page one of this contract.
- b. Remind employees, volunteers, etc. annually of the nondisclosure requirements.
- c. Retain copies of all signed Notice of Nondisclosure forms on file for monitoring purposes and must be made available for DSHS review upon request.
- d. DSHS will only grant access as required to provide services under this contract.
- e. Take precautions to secure against unauthorized physical and electronic access to client data, which shall be protected in a manner that prevents unauthorized persons, including the general public, from retrieving data by means of computer, remote terminal, or other means.
- f. Notify the DSHS Contact listed on page one of this contract within one (1) business day if unauthorized disclosure or potential compromise of shared client data is discovered by the Contractor.
- g. Violations of the nondisclosure provisions of the contract of this contract may result in criminal or civil penalties. Violation is a gross misdemeanor under RCW 74.04.060, punishable by imprisonment of not more than one year and/or a fine not to exceed five thousand dollars. Sanctions also may apply under other state and federal law, including civil and criminal penalties for violations of the HIPAA Privacy and Security rules.

10. Data Sharing

SPECIAL TERMS AND CONDITIONS

a. Data Provisions:

The Contractor or Contractor's staff may not release any information to any other agency or person without specific written consent. Unauthorized disclosure of information is a gross misdemeanor, punishable by law. The Contractor is subject to the same standards and laws of confidentiality as is DSHS.

b. Data Access:

- (1) The Contractor shall limit access to the client data to authorized staff whose duties specifically require access to such data in the performance of their assigned duties. Prior to making eligible client data available, the Contractor shall notify all staff with access to data of the authorized use and disclosure requirements identified in section 9, Notice of Nondisclosure.
- (2) DSHS reserves the right to revoke, at any time, an individual's authorization to access information. DSHS shall send a written Notice Termination of Access, effective no later than date of receipt, to the effected individual. Such notice shall be made by certified mail.

11. Dispute Resolution

Either party may submit a request for resolution of a Contract dispute (rates set by law, regulation or DSHS policy are not disputable). The requesting party shall submit a written statement identifying the issue(s) in dispute and the relative positions of the parties. A request for a dispute resolution must include the Contractor's name, address, and Contract number, and be mailed to the address listed below within 30 calendar days after the party could reasonably be expected to have knowledge of the issue in dispute. If the dispute can't be resolved by the parties than the mechanism for reaching resolution will be a dispute panel.

DSHS/Community Services Division
Attention: Contracts Unit
PO Box 45470
Olympia, WA 98504-5470

12. Fraud Reporting

The Contractor shall report any knowledge of welfare fraud to DSHS by calling 1-800-562-6906 or on-line at <http://www1.dshs.wa.gov/fraud/index.html>.

13. Interpretation and Translation Services

The Contractor shall provide interpreter and translation services as necessary to perform the obligations of this Contract, and DSHS shall not reimburse the Contractor for the use of interpreter or translation services, except for Spanish and Mam as specifically stated in Exhibit B, section #6 Compensation.

14. Client Referrals

DSHS, at its sole discretion, shall refer clients to the Contractor on an as-needed basis, and does not guarantee any clients shall be referred to the Contractor during the period of performance of this Contract. DSHS reserves the right to withdraw any client(s) referred to the Contractor.

Exhibit A – Data Security Requirements

1. **Definitions.** The words and phrases listed below, as used in this Exhibit, shall each have the following definitions:
 - a. “Authorized User(s)” means an individual or individuals with an authorized business requirement to access DSHS Confidential Information.
 - b. “Hardened Password” means a string of at least eight characters containing at least one alphabetic character, at least one number and at least one special character such as an asterisk, ampersand or exclamation point.
 - c. “Unique User ID” means a string of characters that identifies a specific user and which, in conjunction with a password, passphrase or other mechanism, authenticates a user to an information system.
2. **Data Transport.** When transporting DSHS Confidential Information electronically, including via email, the Data will be protected by:
 - a. Transporting the Data within the (State Governmental Network) SGN or Contractor’s internal network, or;
 - b. Encrypting any Data that will be in transit outside the SGN or Contractor’s internal network. This includes transit over the public Internet.
3. **Protection of Data.** The Contractor agrees to store Data on one or more of the following media and protect the Data as described:
 - a. **Hard disk drives.** Data stored on local workstation hard disks. Access to the Data will be restricted to Authorized User(s) by requiring logon to the local workstation using a Unique User ID and Hardened Password or other authentication mechanisms which provide equal or greater security, such as biometrics or smart cards.
 - b. **Network server disks.** Data stored on hard disks mounted on network servers and made available through shared folders. Access to the Data will be restricted to Authorized Users through the use of access control lists which will grant access only after the Authorized User has authenticated to the network using a Unique User ID and Hardened Password or other authentication mechanisms which provide equal or greater security, such as biometrics or smart cards. Data on disks mounted to such servers must be located in an area which is accessible only to authorized personnel, with access controlled through use of a key, card key, combination lock, or comparable mechanism.

For DSHS Confidential Information stored on these disks, deleting unneeded Data is sufficient as long as the disks remain in a Secured Area and otherwise meet the requirements listed in the above paragraph. Destruction of the Data as outlined in Section 5. Data Disposition may be deferred until the disks are retired, replaced, or otherwise taken out of the Secured Area.
 - c. **Optical discs (CDs or DVDs) in local workstation optical disc drives.** Data provided by DSHS on optical discs which will be used in local workstation optical disc drives and which will not be transported out of a Secured Area. When not in use for the contracted purpose, such discs must be locked in a drawer, cabinet or other container to which only Authorized Users have the key, combination or mechanism required to access the contents of the container. Workstations which access DSHS Data on optical discs must be located in an area which is accessible only to authorized personnel, with access controlled through use of a key, card key, combination lock, or comparable mechanism.

- d. **Optical discs (CDs or DVDs) in drives or jukeboxes attached to servers.** Data provided by DSHS on optical discs which will be attached to network servers and which will not be transported out of a Secured Area. Access to Data on these discs will be restricted to Authorized Users through the use of access control lists which will grant access only after the Authorized User has authenticated to the network using a Unique User ID and Hardened Password or other authentication mechanisms which provide equal or greater security, such as biometrics or smart cards. Data on discs attached to such servers must be located in an area which is accessible only to authorized personnel, with access controlled through use of a key, card key, combination lock, or comparable mechanism.
- e. **Paper documents.** Any paper records must be protected by storing the records in a Secured Area which is only accessible to authorized personnel. When not in use, such records must be stored in a locked container, such as a file cabinet, locking drawer, or safe, to which only authorized persons have access.
- f. **Remote Access.** Access to and use of the Data over the State Governmental Network (SGN) or Secure Access Washington (SAW) will be controlled by DSHS staff who will issue authentication credentials (e.g. a Unique User ID and Hardened Password) to Authorized Users on Contractor staff. Contractor will notify DSHS staff immediately whenever an Authorized User in possession of such credentials is terminated or otherwise leaves the employ of the Contractor, and whenever an Authorized User's duties change such that the Authorized User no longer requires access to perform work for this Contract.
- g. **Data storage on portable devices or media.**
 - (1) Except where otherwise specified herein, DSHS Data shall not be stored by the Contractor on portable devices or media unless specifically authorized within the terms and conditions of the Contract. If so authorized, the Data shall be given the following protections:
 - (a) Encrypt the Data with a key length of at least 128 bits
 - (b) Control access to devices with a Unique User ID and Hardened Password or stronger authentication method such as a physical token or biometrics.
 - (c) Manually lock devices whenever they are left unattended and set devices to lock automatically after a period of inactivity, if this feature is available. Maximum period of inactivity is 20 minutes.

Physically Secure the portable device(s) and/or media by

 - (d) Keeping them in locked storage when not in use
 - (e) Using check-in/check-out procedures when they are shared, and
 - (f) Taking frequent inventories
 - (2) When being transported outside of a Secured Area, portable devices and media with DSHS Confidential Information must be under the physical control of Contractor staff with authorization to access the Data.
 - (3) Portable devices include, but are not limited to; smart phones, tablets, flash memory devices (e.g. USB flash drives, personal media players), portable hard disks, and laptop/notebook/netbook computers if those computers may be transported outside of a Secured Area.

- (4) Portable media includes, but is not limited to; optical media (e.g. CDs, DVDs), magnetic media (e.g. floppy disks, tape), or flash media (e.g. CompactFlash, SD, MMC).

h. Data stored for backup purposes.

- (1) DSHS data may be stored on portable media as part of a Contractor's existing, documented backup process for business continuity or disaster recovery purposes. Such storage is authorized until such time as that media would be reused during the course of normal backup operations. If backup media is retired while DSHS Confidential Information still exists upon it, such media will be destroyed at that time in accordance with the disposition requirements in Section 5. Data Disposition
- (2) DSHS Data may be stored on non-portable media (e.g. Storage Area Network drives, virtual media, etc.) as part of a Contractor's existing, documented backup process for business continuity or disaster recovery purposes. If so, such media will be protected as otherwise described in this exhibit. If this media is retired while DSHS Confidential Information still exists upon it, the data will be destroyed at that time in accordance with the disposition requirements in Section 5. Data Disposition.

4. Data Segregation.

- a. DSHS Data must be segregated or otherwise distinguishable from non-DSHS data. This is to ensure that when no longer needed by the Contractor, all DSHS Data can be identified for return or destruction. It also aids in determining whether DSHS Data has or may have been compromised in the event of a security breach. As such, one or more of the following methods will be used for data segregation.
- b. DSHS Data will be kept on media (e.g. hard disk, optical disc, tape, etc.) which will contain no non-DSHS data. And/or,
- c. DSHS Data will be stored in a logical container on electronic media, such as a partition or folder dedicated to DSHS Data. And/or,
- d. DSHS Data will be stored in a database which will contain no non-DSHS data. And/or,
- e. DSHS Data will be stored within a database and will be distinguishable from non-DSHS data by the value of a specific field or fields within database records.
- f. When stored as physical paper documents, DSHS Data will be physically segregated from non-DSHS data in a drawer, folder, or other container.
- g. When it is not feasible or practical to segregate DSHS Data from non-DSHS data, then both the DSHS Data and the non-DSHS data with which it is commingled must be protected as described in this exhibit.

- 5. Data Disposition.** When the contracted work has been completed or when no longer needed, except as noted in Section 3. Protection of Data b. Network Server Disks above, Data shall be returned to DSHS or destroyed. Media on which Data may be stored and associated acceptable methods of destruction are as follows:

Data stored on:	Will be destroyed by:
Server or workstation hard disks, or	Using a "wipe" utility which will overwrite the Data at least three (3) times using either random or single

Removable media (e.g. floppies, USB flash drives, portable hard disks) excluding optical discs	character data, or Degaussing sufficiently to ensure that the Data cannot be reconstructed, or Physically destroying the disk
Paper documents with sensitive or Confidential Information	Recycling through a contracted firm provided the contract with the recycler assures that the confidentiality of Data will be protected.
Paper documents containing Confidential Information requiring special handling (e.g. protected health information)	On-site shredding, pulping, or incineration
Optical discs (e.g. CDs or DVDs)	Incineration, shredding, or completely defacing the readable surface with a coarse abrasive
Magnetic tape	Degaussing, incinerating or crosscut shredding

6. **Notification of Compromise or Potential Compromise.** The compromise or potential compromise of DSHS shared Data must be reported to the DSHS Contact designated in the Contract within one (1) business day of discovery. If no DSHS Contact is designated in the Contract, then the notification must be reported to the DSHS Privacy Officer at dshsprivacyofficer@dshs.wa.gov. Contractor must also take actions to mitigate the risk of loss and comply with any notification or other requirements imposed by law or DSHS.
7. **Data shared with Subcontractors.** If DSHS Data provided under this Contract is to be shared with a subcontractor, the Contract with the subcontractor must include all of the data security provisions within this Contract and within any amendments, attachments, or exhibits within this Contract. If the Contractor cannot protect the Data as articulated within this Contract, then the contract with the subcontractor must be submitted to the DSHS Contact specified for this contract for review and approval.

EXHIBIT B

**STATEMENT OF WORK
CHILDREN WITH SPECIAL NEEDS EVALUATIONS**

1. Definitions

- a. "Case Staffing" means a meeting, facilitated by the WorkFirst Social Worker or Case Manager, which may include but is not limited to; the parent(s), Public Health Nurse, representatives of Developmental Disabilities, Children's Administration, child care provider, or others invited by the parent or DSHS staff.
- b. "Children with Special Needs" for purposes of this contract means, children age 0-18 (up through age 21 if enrolled in Special Education or the Division of Developmental Disabilities) having a medical, developmental, mental health, or behavioral issue that requires specialized care.
- c. "DSHS staff" means the WorkFirst Social Worker, WorkFirst Case Manager, WorkFirst Supervisor, or other Community Services Division staff acting on behalf of the WorkFirst staff authorizing the evaluation or re-evaluation.
- d. "Follow-Up Evaluation" All subsequent evaluations occurring within one (1) calendar year of the date of the initial evaluation regardless of program or fiscal year.

2. Purpose

The purpose of this contract is for the Contractor to assist DSHS staff in determining a parent's ability to participate in the WorkFirst program through an evaluation of a child's special needs.

3. Contractor Obligations

The Contractor shall:

- a. Contact the parent within five working days of receipt of a DSHS referral to arrange an appointment with the parent.
- b. Contact DSHS staff within one business day if the parent misses the prearranged appointment or refuses the evaluation.
- c. Assess the impact of a child's special needs using the Special Needs Evaluation and Engagement Recommendations form (DSHS 10-255). (Forms are available through the DSHS contact named on page one of this contract).
- d. Return the evaluation form (DSHS 10-255) within ten (10) business days of completing the evaluation.
- e. Attend DSHS case staffings as requested.
- f. Provide a one-time consultation with the parent and child care provider to determine

if child care is appropriate.

- g. Refer parents to community resources, such as Childcare Resource and Referral, HeadStart, and other resources.
- h. Conduct follow-up evaluations and return the evaluation form (DSHS 10-255) when requested and approved by DSHS staff.

4. Reporting Requirements

The Contractor shall:

- a. Return the completed evaluation form (DSHS 10-255) the DSHS staff making the referral within (10) business days of date of the evaluation;
- b. Submit a completed Monthly Report (Exhibit C) or attach a copy of the completed evaluations with each billing invoice.

When approved by DSHS staff, the contractor may also choose to use the eJAS system to provide additional documentation. EJAS documentation cannot be substituted for the DSHS 10-255.

5. For EJAS Users Only:

When the Contractor chooses to use the eJAS system to report client information, the contractor shall:

- a. Use the Contractor Caseload screen:
- b. Accept or reject each referral within three (3) business days of receipt.
- c. Enter the evaluation start and end dates on or within ten (10) business days following the evaluation end date.
- d. Notify DSHS staff within one (1) business day when the client has not been present for the pre-arranged evaluation appointment.
- e. Document findings within ten (10) business days of completing an evaluation or appraisal

6. Compensation

DSHS shall compensate the Contractor for the following:

- a. Payment Point #1: \$325 for each child for whom an evaluation was completed and returned to DSHS staff.
- b. Payment Point #2: \$225 for each child whom a DSHS authorized, follow-up evaluation was completed and returned to DSHS staff.
- c. Payment Point #3: Interpreter services; \$58 per hour for Spanish; \$68 per hour for Mam with a two (2) hour minimum.

Note: Payment points include consultation with DSHS staff, the parent, and/or child care provider when requested and DSHS staff.

Monthly Reporting

Contractor Name: _____

Service Month: _____

Contractor ID: _____

<i>NAME</i>	<i>CLIENT ID</i>	<i>COMMENTS</i>

APPROVED: _____

Directions: List the name and client ID for each client who received an evaluation or follow-up evaluation in the service month.



ECONOMIC SERVICES ADMINISTRATION (ESA)

ESA Nondisclosure of Confidential Information Agreement – Non Employee

This form is for contractors and other non-DSHS employees.

Confidential Information

“Confidential Information” means information that is exempt from disclosure to the public or other unauthorized persons under Chapter 42.56 RCW or other federal or state laws. Confidential Information includes, but is not limited to, protected health information as defined by the federal rules adopted to implement the Health Insurance Portability and Accountability Act of 1996, 42 USC §1320d (HIPAA), and Personal Information.

“Personal Information” means information identifiable to any person, including, but not limited to, information that relates to a person’s name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers, driver license numbers, other identifying numbers, and any financial identifiers.

Regulatory Requirements and Penalties

State laws (including RCW 74.04.060 and RCW 70.02.020) and federal regulations (including HIPAA Privacy and Security Rules; 42 CFR, Part 2; 42 CFR Part 431) prohibit unauthorized access, use, or disclosure of Confidential Information. Violation of these laws may result in criminal or civil penalties or fines. You may face civil penalties for violating HIPAA Privacy and Security Rules up to \$50,000 per violation and up to \$1,500,000 per calendar year as well as criminal penalties up to \$250,000 and ten years imprisonment.

Assurance of Confidentiality

In consideration for the Department of Social and Health Services (DSHS) granting me access to DSHS property, systems, and Confidential Information, I agree that I:

1. Will not use, publish, transfer, sell or otherwise disclose any Confidential Information gained by reason of this agreement for any purpose that is not directly connected with the performance of the contracted services except as allowed by law.
2. Will protect and maintain all Confidential Information gained by reason this agreement against unauthorized use, access, disclosure, modification or loss.
3. Will employ reasonable security measures, including restricting access to Confidential Information by physically securing any computers, documents, or other media containing Confidential Information.
4. Have an authorized business requirement to access and use DSHS systems or property, and view its data and Confidential Information if necessary.
5. Will access, use and/or disclose only the “minimum necessary” Confidential Information required to perform my assigned job duties.
6. Will not share DSHS system passwords with anyone or allow others to use the DSHS systems logged in as me.
7. Will not distribute, transfer, or otherwise share any DSHS software with anyone.
8. Understand the penalties and sanctions associated with unauthorized access or disclosure of Confidential Information.
9. Will forward all requests that I may receive to disclose Confidential Information to my supervisor for resolution.
10. Understand that my assurance of confidentiality and these requirements do not cease at the time I terminate my relationship with my employer or DSHS.

I further understand that I must protect Employment Security Department (ESD) information identified as private and confidential as required by RCW 50.13. If I fail to comply with the requirements listed below I may be subject to a \$5,000 civil penalty.

- a. Staff with access to ESD information may not make any unauthorized disclosure of private and confidential records or information about employers, clients/claimants, employees, or any other private or confidential records or information. Private and confidential ESD records and information includes, but is not limited to, names, social security numbers, employee wages or hours, unemployment insurance benefit records, Standard Industrial Classification (SIC) codes of individual employers, employer locations, and employer names.
- b. Staff with access to ESD information may not use private and confidential records or information for personal gain.
- c. Staff with access to ESD information shall refrain from the unauthorized access to, or disclosure of, data and information systems.

Frequency of Execution and Disposition Instructions

This form will be read and signed by each non-DSHS employee who has access to Confidential information, and updated at least annually. Provide the non-DSHS employee signor with a copy of this Agreement and retain the original of each signed form on file for a minimum of six years.

Signature

PRINT/TYPE NAME

NON-DSHS EMPLOYEE’S SIGNATURE

DATE

New or Renewed Contracts for the Period of 10/01/2016 through 10/31/2016

KPHD Contract ID	KPHD Program	Contract Type	Contract Length	KPHB Approved	Contract Amount	Signed Date	Start Date	End Date	Client Contract ID
Active (14 contracts)									
Amerigroup									
ID: 1622	Clinical Services, Kerry Dobbelaere	Amendment	Open Ended		\$0.00	10/12/16	04/14/14	04/14/18	
Description: Managed Health Care Insurance Provider Preferred Provider. Autogenerated amendment, did not require KPHD signature. Ongoing term, until terminated.									
Department of Health									
ID: 1575	Chronic Disease Prevention, Yolanda Fong	Amendment	Closed	10/04/16	\$305,160.00	10/11/16	01/01/15	12/15/18	
Description: Amendment 2 to our 1335 / DOH N21102 (1422 funds) for year 3 and continuation of year 2 of the Healthy communities Obesity, Diabetes, heart Disease and Stroke Prevention Program. This amendment is the master contract to DOH Year 3 Subcontracts									
Dr Lisa Rey Thomas									
ID: 1613	Administration, Elya Moore	Amendment	Closed		\$25,000.00	10/04/16	09/01/16	01/31/17	
Description: Amends KPHD Contract 1592 to add required suspension and debarment language for contractor (OCH Program Admin.)									
Health Support Team LCC									
ID: 1605	Public Health Emergency Preparedness and Response, Jessica Guidry	Contract for Services	Closed		\$2,000.00	10/17/16	10/01/16	01/31/17	
Description: Contractor to review the District's Triage and Treatment Center Disaster Mental Health training module and provide module enhancement recommendations and written products.									
JoAnna Sturgis									
ID: 1608	Administration, Karen Bevers	Amendment	Closed		\$10,000.00	10/22/16	10/01/15	09/30/17	
Description: Amendment extends the period of performance in order to expend existing funds in the contract for Graphic Design Services									
Kitsap Community Foundation									
ID: 1607	Community Health, Katie Eilers	Amendment	Open Ended		\$0.00	10/28/16	04/01/15	04/01/18	
Description: Office space lease - in kind. Adds additional tenant. Term is until terminated with review at three years.									
Kitsap Community Resources									
ID: 1589	Community Health, Katie Eilers	Contract for Services	Closed		\$1,500.00	10/13/16	07/01/16	06/15/17	
Description: The District shall provide professional services and technical assistance appropriate to the needs of the KCR Head Start/Early Head Start/ECEAP staff and enrollees for developing health education curriculum, formulating health policies and develop procedures in support of health performance standards.									
Olympic Educational Service District									
ID: 1600	Assessment and Epidemiology, Siri Kushner	Contract	Closed		\$3,650.00	10/05/16	11/01/16	05/31/17	
Description: The District shall research and publish the 2016-2017 School Readiness Assessment Community Profile Reports for Olympic Kitsap Peninsulas Early Learning Coalition.									
Public Health - Seattle & King County									
ID: 1606	Clinical Services, Kerry Dobbelaere	Agreement	Closed		\$22,857.00	10/11/16	07/01/16	06/14/17	
Description: The District shall enroll BCCHP eligible clients and provide recommended cancer screening and outreach services for those facing barriers to health care.									


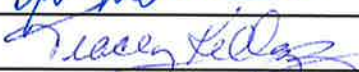
New or Renewed Contracts for the Period of 10/01/2016 through 10/31/2016

KPHD Contract ID	KPHD Program	Contract Type	Contract Length	KPHB Approved	Contract Amount	Signed Date	Start Date	End Date	Client Contract ID
Structured									
ID: 1614	Information Technology, Ed North	Contract for Services	Open Ended		\$175.00	10/18/16	10/05/16	12/31/16	
Description: VOIP Implementation Agreement: Term is until complete at the rate of \$175/hour.									
ID: 1591	Information Technology, Ed North	Equipment Lease/Maintenance	Closed		\$329.00	10/27/16	09/01/16	09/01/17	
Description: Equipment Loan Agreement for 20 Shore Phones in support of KPHD transition to VOIP phone lines.									
.....									
The Peoples Harm Reduction Alliance									
ID: 1618	Clinical Services, Kerry Dobbelaere	Amendment	Closed		\$42,550.00	10/20/16	10/01/15	12/31/16	
Description: Syringe Exchange Vendor. Amendment extends the term to 12/31/2016.									
.....									
University of Washington									
ID: 1596	PIC, Whitford	Contract for Services	Closed	10/04/16	\$118,907.00	10/11/16	07/01/16	07/01/17	FA133132 (A11
Description: University of Washington shall conduct analysis for approximately 20 Contaminants of Emerging Concern compounds of interest and report results to the District.									
.....									
Washington State, Dept of Ecology									
ID: 1502	PIC, Stuart Whitford	Amendment	Closed	10/04/16	\$130,048.00	10/18/16	09/01/13	12/31/17	G1400411
Description: Amendment 1: Extends the period of performance of Centennial - Port Orchard Passage Restoration, Phase 2 to 12/31/2016.									
.....									

Kitsap Public Health Board Meeting
Date: December 06, 2016

CONSENT AGENDA ITEM: Warrant and EFT Registers

Approvals:

	Signature	Date
Administrator		11/23/16
Finance Manager		11/21/16

Recommended Motion: Approval

Items:

Type	Warrant/Electronic Fund Transfer Date	Beginning Warrant Number	Ending Warrant Number	Total Amount
Accounts Payable	10/28/2016	3710470	3710482	\$20,821.84
Accounts Payable	10/31/2016	3710416	-	\$3,628.05
Accounts Payable	10/31/2016	DD51160	DD51168	\$8,533.59
Accounts Payable	10/24/2016	3710105	3710120	\$25,662.97
Accounts Payable	10/25/2016	DD50957	DD50972	\$6,708.25
Accounts Payable	10/17/2016	3709514	39709530	\$105,422.92
Accounts Payable	10/18/2016	DD50611	DD50627	\$10,837.85
Accounts Payable	10/10/2016	3708926	-	\$77.38
Accounts Payable	10/10/2016	3708927	-	\$5,796.54
Accounts Payable	10/10/2016	3709114	3709125	\$36,865.36
Accounts Payable	10/11/2016	DD50315	DD50324	\$1,906.87
Accounts Payable	10/3/2016	3708610	3708624	\$58,802.99
Accounts Payable	10/4/2016	DD49958	DD49973	\$9,462.45
Accounts Payable Total				\$294,527.06
Payroll Benefits	10/31/2016	3710290	3710311	\$113,583.23
Payroll Benefits	10/31/2016	DD51044	DD51044	\$9,307.04
Payroll Benefits Total				\$122,890.27
Payroll	10/31/2016	N/A	N/A	\$383,741.79
Payroll	10/31/2016	N/A	N/A	\$679.62
Payroll Total				\$384,421.41
Grand Total				<u>\$801,838.74</u>

Kitsap Public Health Board Action:

- ☐ Approve
- ☐ Deny
- ☐ Table / Continue

	Signature	Date
Kitsap Public Health Board Chair		

WARRANTS BY DEPARTMENT
A/P USE THIS REPORT FOR SORTING
WARRANTS & GIVE TO IND DEPARTMT

Page - 2
Date - 10/28/1

Department	Vendor Number	Vendor Name	Purchase Order	Voucher Number	Pay Itm	Warrant Number	Wrt Typ	Check/ Itm Date	Warrant Amount
00969 95969 Kitsap Public Health Di	384173	CANON FINANCIAL SERVICES,		1400070	001	3710470	PK	10/28/16	1,598.50
Warrant 3710470 total									1,598.50
	375426	CATALYST WORKPLACE ACTIVA		1400071	001	3710471	PK	10/28/16	81.72
Warrant 3710471 total									81.72
	17992	DELL MARKETING L.P. (CHIC		1400075	001	3710472	PK	10/28/16	1,084.85
	17992	DELL MARKETING L.P. (CHIC		1400074	001	3710472	PK	10/28/16	1,084.84
	17992	DELL MARKETING L.P. (CHIC		1400073	001	3710472	PK	10/28/16	1,084.84
	17992	DELL MARKETING L.P. (CHIC		1400072	001	3710472	PK	10/28/16	6,509.10
Warrant 3710472 total									9,763.63
	237399	DEPT OF LABOR & INDUSTRIE		1400140	001	3710473	PK	10/28/16	10.07
Warrant 3710473 total									10.07
	10943	HANSSSEN-KELLER, JOHANNA		1400064	001	3710474	PK	10/28/16	17.06
Warrant 3710474 total									17.06
	369036	ONE TIME PAYMENT		1400076	001	3710475	PK	10/28/16	27.00
Warrant 3710475 total									27.00
	368947	MAILFINANCE INC		1400144	001	3710476	PK	10/28/16	1,324.57
Warrant 3710476 total									1,324.57
	12265	MCKESSON CORPORATION (GE		1400078	002	3710477	PK	10/28/16	171.87
	12265	MCKESSON CORPORATION (GE		1400078	001	3710477	PK	10/28/16	17.05

- 2
- 10/28/1

<u>Department</u>	<u>Vendor Number</u>	<u>Vendor Name</u>	<u>Purchase Order</u>	<u>Voucher Number</u>	<u>Pay Itm</u>	<u>Warrant Number</u>	<u>Wrt Typ</u>	<u>Check/ Itm Date</u>	<u>Warrant Amount</u>
Warrant 3710477 total									<u>188.92</u>
	222931	OFFICE DEPOT (POB 70049)		1400079	001	3710478	PK	10/28/16	<u>192.87</u>
Warrant 3710478 total									<u>192.87</u>
	404703	PARSONS CO.		1400080	001	3710479	PK	10/28/16	<u>304.54</u>
Warrant 3710479 total									<u>304.54</u>
	227279	TREBRON COMPANY INC		1400082	001	3710480	PK	10/28/16	<u>619.59</u>
Warrant 3710480 total									<u>619.59</u>
	12382	UNITED BUSINESS MACHINES		1400083	001	3710481	PK	10/28/16	<u>734.45</u>
Warrant 3710481 total									<u>734.45</u>
	268891	VERIZON WIRELESS		1400139	001	3710482	PK	10/28/16	<u>337.91</u>
	268891	VERIZON WIRELESS		1400138	001	3710482	PK	10/28/16	<u>3,729.23</u>
	268891	VERIZON WIRELESS		1400137	001	3710482	PK	10/28/16	<u>1,891.78</u>
Warrant 3710482 total									<u>5,958.92</u>
Department 95969 total									<u>20,821.84</u>

Page
Date

Department	Vendor Number	Vendor Name	Purchase Order	Voucher Number	Pay Itm	Warrant Number	Wrt Typ	Check/ Itm Date	Warrant Amount
00969 95969 Kitsap Public Health Di	411187	THOMAS, LISA REY		1400081	001	3710416	PK	10/31/16	3,628.05
Warrant 3710416 total									3,628.05
Department 95969 total									3,628.05

WARRANTS BY DEPARTMENT
A/P USE THIS REPORT FOR SORTING
WARRANTS & GIVE TO IND DEPARTMT

Page
Date

19
10/28/16

Department 95969

Department	Vendor Number	Vendor Name	Purchase Order	Voucher Number	Pay Itm	Warrant Number	Wrt Typ	Check/ Itm Date	Warrant Amount
Department 95969 00969 95969 Kitsap Public Health Di	395814	EILERS, KATHARINE		1400063	001	51160	PT	10/31/16	369.47
Warrant 51160 total									369.47
	359597	JONES, KIMBERLY D.		1400065	001	51161	PT	10/31/16	220.86
Warrant 51161 total									220.86
	11553	KITSAP COMMUNITY RESOURCE		1400077	001	51162	PT	10/31/16	3,813.65
Warrant 51162 total									3,813.65
	331520	KUSHNER, SIRI		1400066	001	51163	PT	10/31/16	274.96
Warrant 51163 total									274.96
	387402	MCKINNON, BRYAN		1400067	001	51164	PT	10/31/16	1,309.77
Warrant 51164 total									1,309.77
	400663	OLSON, SARAH R.		1400068	001	51165	PT	10/31/16	142.80
Warrant 51165 total									142.80
	328673	OUTHWAITE, MINDI		1400142	001	51166	PT	10/31/16	190.08
Warrant 51166 total									190.08
	404729	RORK, IAN M.		1400069	001	51167	PT	10/31/16	172.00
Warrant 51167 total									172.00
	397857	SPECTRA LABORATORIES - KI		1400145	001	51168	PT	10/31/16	2,040.00

Page - 20
Date - 10/28/16

[illegible]

8,533.59

WARRANTS BY DEPARTMENT
A/P USE THIS REPORT FOR SORTING
WARRANTS & GIVE TO IND DEPARTMT

Page
Date

- 3
- 10/24/1

Department	Vendor Number	Vendor Name	Purchase Order	Voucher Number	Pay Itm	Warrant Number	Wrt Typ	Check/ Itm Date	Warrant Amount
00969 95969 Kitsap Public Health Di	188847	ADMINISTRATIVE OFFICE OF		1399467	001	3710105	PK	10/24/16	6.00
Warrant 3710105 total									6.00
	224151	CENTURYLINK (PO BOX 91155		1399458	001	3710106	PK	10/24/16	120.44
Warrant 3710106 total									120.44
	327621	COMCAST		1399459	001	3710107	PK	10/24/16	112.51
Warrant 3710107 total									112.51
	366503	CYTOCHECK LABORATORY, LLC		1399460	001	3710108	PK	10/24/16	312.55
Warrant 3710108 total									312.55
	403344	DUNGENESS VALLEY HEALTH		1399513	001	3710109	PK	10/24/16	1,015.00
Warrant 3710109 total									1,015.00
	21555	ESRI, INC.		1399461	001	3710110	PK	10/24/16	3,967.55
Warrant 3710110 total									3,967.55
	10943	HANSSEN-KELLER, JOHANNA		1399447	001	3710111	PK	10/24/16	20.64
Warrant 3710111 total									20.64
	402886	IRON MOUNTAIN PO BOX 271		1399462	001	3710112	PK	10/24/16	89.20
Warrant 3710112 total									89.20
	10871	KCDA PURCHASING COOPERATI		1399465	002	3710113	PK	10/24/16	93.60
	10871	KCDA PURCHASING COOPERATI		1399465	001	3710113	PK	10/24/16	386.92

Page - 3
Date - 10/24/1

Department	Vendor Number	Vendor Name	Purchase Order	Voucher Number	Pay Itm	Warrant Number	Wrt Typ	Check/ Itm Date	Warrant Amount
Warrant 3710113 total									480.52
	252336	KIESS, JOHN F.		1399449	001	3710114	PK	10/24/16	68.34
Warrant 3710114 total									68.34
	408890	MOORE, ELYA E		1399451	001	3710115	PK	10/24/16	292.79
Warrant 3710115 total									292.79
	222931	OFFICE DEPOT (POB 70049)		1399466	001	3710116	PK	10/24/16	66.88
Warrant 3710116 total									66.88
	279396	POINT DEFIANCE AIDS PROJE		1399468	001	3710117	PK	10/24/16	2,243.02
Warrant 3710117 total									2,243.02
	405626	PREFERRED BUSINESS SOLUTI		1399469	001	3710118	PK	10/24/16	1,579.70
Warrant 3710118 total									1,579.70
	369036	<i>STEVENSON, JIM</i> ONE TIME PAYMENT		1399478	001	3710119	PK	10/24/16	217.00
Warrant 3710119 total									217.00
	11617	WA STATE AUDITOR'S OFFICE		1399481	001	3710120	PK	10/24/16	15,070.83
Warrant 3710120 total									15,070.83
Department 95969 total									25,662.97

WARRANTS BY DEPARTMENT
A/P USE THIS REPORT FOR SORTING
WARRANTS & GIVE TO IND DEPARTMT

Page - 32
Date - 10/24/16

Department 95969

Department	Vendor Number	Vendor Name	Purchase Order	Voucher Number	Pay Itm	Warrant Number	Wrt Typ	Check/ Itm Date	Warrant Amount
Department 95969									
00969 95969									
Kitsap Public Health Di	10835	BREMERTON HOUSING AUTHORI		1399457	001	50957	PT	10/25/16	107.40
Warrant 50957									
total									107.40
	341969	EVANS, KELLY		1399443	001	50958	PT	10/25/16	221.04
Warrant 50958									
total									221.04
	10476	FEDEX (PO BOX 371461)		1399463	001	50959	PT	10/25/16	32.86
Warrant 50959									
total									32.86
	357498	FONG, YOLANDA		1399446	001	50960	PT	10/25/16	302.30
Warrant 50960									
total									302.30
	12246	HOLT, JUDY		1399448	001	50961	PT	10/25/16	58.32
Warrant 50961									
total									58.32
	200487	JEFFERSON CO. HEALTH/HUMA		1399464	001	50962	PT	10/25/16	2,999.09
Warrant 50962									
total									2,999.09
	285101	LYTLE, ROSS		1399450	001	50963	PT	10/25/16	92.34
Warrant 50963									
total									92.34
	405627	NUNO, CRYSTAL M		1399452	001	50964	PT	10/25/16	289.11
Warrant 50964									
total									289.11
	10979	QUAYLE, TIM		1399453	001	50965	PT	10/25/16	140.40

Page - 33
Date - 10/24/16

[illegible]

WARRANTS BY DEPARTMENT
A/P USE THIS REPORT FOR SORTING
WARRANTS & GIVE TO IND DEPARTMT

Page 4
Date 10/17/1

Department	Vendor Number	Vendor Name	Purchase Order	Voucher Number	Pay Itm	Warrant Number	Wrt Typ	Check/ Itm Date	Warrant Amount
00969 95969 Kitsap Public Health Di	375426	CATALYST WORKPLACE ACTIVA		1398332	001	3709514	PK	10/17/16	7,479.72
Warrant 3709514 total									7,479.72
	409853	DAILY, RACHEL K		1398833	001	3709515	PK	10/17/16	243.00
Warrant 3709515 total									243.00
	339396	GIUNTOLI, PAUL		1398249	001	3709516	PK	10/17/16	215.46
Warrant 3709516 total									215.46
	402886	IRON MOUNTAIN PO BOX 271		1398337	001	3709517	PK	10/17/16	107.24
Warrant 3709517 total									107.24
	231119	JAMESON, BETTY SUE		1398250	001	3709518	PK	10/17/16	26.60
Warrant 3709518 total									26.60
	14532	LOOMIS - PALATINE		1398618	001	3709519	PK	10/17/16	400.00
Warrant 3709519 total									400.00
	12265	MCKESSON CORPORATION (GE		1398348	001	3709520	PK	10/17/16	16.67
	12265	MCKESSON CORPORATION (GE		1398348	002	3709520	PK	10/17/16	149.00
Warrant 3709520 total									165.67
	231611	MICROSOFT SERVICES		1398515	001	3709521	PK	10/17/16	2,661.52
Warrant 3709521 total									2,661.52
	345608	NATHAN CLEAVER SEPTIC DES		1398338	001	3709522	PK	10/17/16	35.00

WARRANTS BY DEPARTMENT
A/P USE THIS REPORT FOR SORTING
WARRANTS & GIVE TO IND DEPARTMT

Page
Date

- 4
- 10/17/1

Department	Vendor Number	Vendor Name	Purchase Order	Voucher Number	Pay Itm	Warrant Number	Wrt Typ	Check/ Itm Date	Warrant Amount
Warrant 3709522 total									35.00
	217750	NICOLAISEN, NIELS		1398320	001	3709523	PK	10/17/16	503.05
Warrant 3709523 total									503.05
	264230	SANOFI PASTEUR, INC.		1398343	001	3709524	PK	10/17/16	954.58
Warrant 3709524 total									954.58
	229576	STRUCTURED		1398341	001	3709525	PK	10/17/16	65,096.86
Warrant 3709525 total									65,096.86
	407679	THE PEOPLE'S HARM REDUCTI		1398339	001	3709526	PK	10/17/16	7,456.66
Warrant 3709526 total									7,456.66
	411187	THOMAS, LISA REY		1398347	001	3709527	PK	10/17/16	2,797.75
Warrant 3709527 total									2,797.75
	327504	US BANK (JUNIOR DIST	ONL	1398349	001	3709529	PK	10/17/16	2,300.72
	327504	US BANK (JUNIOR DIST	ONL	1398352	001	3709529	PK	10/17/16	1,728.44
	327504	US BANK (JUNIOR DIST	ONL	1398355	001	3709529	PK	10/17/16	554.80
	327504	US BANK (JUNIOR DIST	ONL	1398359	001	3709529	PK	10/17/16	1,851.08
	327504	US BANK (JUNIOR DIST	ONL	1398362	001	3709529	PK	10/17/16	1,112.39
	327504	US BANK (JUNIOR DIST	ONL	1398363	001	3709529	PK	10/17/16	388.55
	327504	US BANK (JUNIOR DIST	ONL	1398402	001	3709529	PK	10/17/16	402.37
	327504	US BANK (JUNIOR DIST	ONL	1398402	002	3709529	PK	10/17/16	1,708.11
	327504	US BANK (JUNIOR DIST	ONL	1398403	001	3709529	PK	10/17/16	1,053.60
	327504	US BANK (JUNIOR DIST	ONL	1398404	001	3709529	PK	10/17/16	3.99

Page
Date

- 4
- 10/17/1

[illegible]

WARRANTS BY DEPARTMENT
A/P USE THIS REPORT FOR SORTING
WARRANTS & GIVE TO IND DEPARTMT

Page - 35
Date - 10/17/16

Department 95969

Department	Vendor Number	Vendor Name	Purchase Order	Voucher Number	Pay Itm	Warrant Number	Wrt Typ	Check/ Itm Date	Warrant Amount
Department 95969									
00969 95969 Kitsap Public Health Di	281133	ACOSTA, NANCY		1398243	001	50611	PT	10/18/16	169.14
Warrant 50611 total									169.14
	404723	BIERMAN, DANA		1398244	001	50612	PT	10/18/16	94.83
Warrant 50612 total									94.83
	226171	BROWN, STEVEN		1398246	001	50613	PT	10/18/16	326.16
Warrant 50613 total									326.16
	352916	COFFEE OASIS, THE (HOPE I		1398335	001	50614	PT	10/18/16	65.06
Warrant 50614 total									65.06
	20963	CULTURALLY SPEAKING LLC		1398336	001	50615	PT	10/18/16	2,247.00
Warrant 50615 total									2,247.00
	227445	DAVIS-MUNN, TINA		1398247	001	50616	PT	10/18/16	262.44
Warrant 50616 total									262.44
	391025	ENTERPRISE FM TRUST		1398467	001	50617	PT	10/18/16	769.73
Warrant 50617 total									769.73
	215766	EVANS, ERIC		1398248	001	50618	PT	10/18/16	179.28
Warrant 50618 total									179.28
	405833	HILLIARD, MARGARET I		1398841	001	50619	PT	10/18/16	24.64

Page - 36
Date - 10/17/16

[illegible]

Page - 37
Date - 10/17/16

Department	Vendor Number	Vendor Name	Purchase Order	Voucher Number	Pay Warrant Itm Number	Wrt Check/ Typ Itm Date	Warrant Amount
total							88.21

10,837.85

Page -
Date - 10/10/1

Department	Vendor Number	Vendor Name	Purchase Order	Voucher Number	Pay Itm	Warrant Number	Wrt Typ	Check/ Itm Date	Warrant Amount
00969 Kitsap Public Health D1	95969 410696	GRIEGO, YANEISY		1397372	001	3708926	PK	10/11/16	77.38
Warrant 3708926 total									77.38
Department 95969 total									77.38

Page
Date

- 10/10/1

[illegible]

Page - 4
Date - 10/10/1

Department	Vendor Number	Vendor Name	Purchase Order	Voucher Number	Pay Itm	Warrant Number	Wrt Typ	Check/ Itm Date	Warrant Amount
00969 Kitsap Public Health Di	95969	BREMERTON GOVERNMENT CENT		1397383	001	3709114	PK	10/10/16	25,623.68
Warrant 3709114 total									25,623.68
	365071	COASTWIDE LABORATORIES		1397384	001	3709115	PK	10/10/16	611.97
Warrant 3709115 total									611.97
	17992	DELL MARKETING L.P. (CHIC		1397970	001	3709116	PK	10/10/16	4,851.89
Warrant 3709116 total									4,851.89
	239252	HENRY SCHEIN, INC		1397494	001	3709117	PK	10/10/16	320.11
Warrant 3709117 total									320.11
	374662	KITSAP COUNTY DEPT OF PUB		1397491	001	3709118	PK	10/10/16	26.16
Warrant 3709118 total									26.16
	401903	MINUTEMAN PRESS		1397497	001	3709119	PK	10/10/16	220.02
Warrant 3709119 total									220.02
	408890	MOORE, ELYA E		1397373	001	3709120	PK	10/10/16	460.74
Warrant 3709120 total									460.74
	398308	NEOFUNDS BY NEOPOST		1397502	001	3709121	PK	10/10/16	2,506.99
Warrant 3709121 total									2,506.99
	222931	OFFICE DEPOT (POB 70049)		1397499	001	3709122	PK	10/10/16	748.47
Warrant 3709122 total									748.47

Page - 5
Date - 10/10/1

[illegible]

WARRANTS BY DEPARTMENT
A/P USE THIS REPORT FOR SORTING
WARRANTS & GIVE TO IND DEPARTMT

Page 30
Date 10/10/16

Department 95969

Department	Vendor Number	Vendor Name	Purchase Order	Voucher Number	Pay Warrant Itm	Warrant Number	Wrt Typ	Check/ Itm Date	Warrant Amount
Department 95969 00969 95969 Kitsap Public Health Di	389023	AIRGAS USA, LLC		1397382	001	50315	PT	10/11/16	64.57
Warrant 50315 total									64.57
	397906	BALTAZAR, ELYA		1397367	001	50316	PT	10/11/16	123.64
Warrant 50316 total									123.64
	227445	DAVIS-MUNN, TINA		1397368	001	50317	PT	10/11/16	338.04
Warrant 50317 total									338.04
	395814	EILERS, KATHARINE		1397369	001	50318	PT	10/11/16	107.96
Warrant 50318 total									107.96
	341969	EVANS, KELLY		1397370	001	50319	PT	10/11/16	46.05
Warrant 50319 total									46.05
	10476	FEDEX (PO BOX 371461)		1397488	001	50320	PT	10/11/16	17.83
Warrant 50320 total									17.83
	344819	FISK, APRIL		1397371	001	50321	PT	10/11/16	287.10
Warrant 50321 total									287.10
	10979	QUAYLE, TIM		1397374	001	50322	PT	10/11/16	339.34
Warrant 50322 total									339.34
	212302	RIDGE, BETTI		1397691	001	50323	PT	10/11/16	328.04

Page - 31
Date - 10/10/16

<u>Department</u>	<u>Vendor Number</u>	<u>Vendor Name</u>	<u>Purchase Order</u>	<u>Voucher Number</u>	<u>Pay Itm</u>	<u>Warrant Number</u>	<u>Wrt Typ</u>	<u>Check/ Itm Date</u>	<u>Warrant Amount</u>
-----	-----	-----	-----	-----	---	-----	----	-----	-----
Warrant 50323 total									<hr/> 328.04
	397857	SPECTRA LABORATORIES - KI		1397521	001	50324	PT	10/11/16	<hr/> 254.30
Warrant 50324 total									<hr/> 254.30
Department 95969 total									<hr/> 1,906.87

WARRANTS BY DEPARTMENT
A/P USE THIS REPORT FOR SORTING
WARRANTS & GIVE TO IND DEPARTMT

Page
Date

3
10/03/1

Department	Vendor Number	Vendor Name	Purchase Order	Voucher Number	Pay Itm	Warrant Number	Wrt Typ	Check/ Itm Date	Warrant Amount
00969 95969 Kitsap Public Health Di	224151	CENTURYLINK (PO BOX 91155		1396437	001	3708610	PK	10/03/16	120.85
	224151	CENTURYLINK (PO BOX 91155		1396623	001	3708610	PK	10/03/16	534.62
Warrant 3708610 total									655.47
	327621	COMCAST		1396439	001	3708611	PK	10/03/16	112.51
Warrant 3708611 total									112.51
	10943	HANSSEN-KELLER, JOHANNA		1396398	001	3708612	PK	10/03/16	13.70
Warrant 3708612 total									13.70
	369036	HEALTH CARE AUTHORITY ONE TIME PAYMENT		1396868	001	3708613	PK	10/03/16	4,653.21
Warrant 3708613 total									4,653.21
	398013	HEALTHCO INFORMATION SYST		1396447	001	3708614	PK	10/03/16	719.06
	398013	HEALTHCO INFORMATION SYST		1396447	002	3708614	PK	10/03/16	1,055.48
Warrant 3708614 total									1,774.54
	12367	KING COUNTY FINANCE: ACCT		1396604	001	3708615	PK	10/03/16	299.00
Warrant 3708615 total									299.00
	16054	KITSAP COUNTY DEPT OF ADM		1396607	001	3708616	PK	10/03/16	25,063.00
Warrant 3708616 total									25,063.00
	10699	KITSAP COUNTY INFORMATION		1396606	001	3708617	PK	10/03/16	6,178.73
Warrant 3708617 total									6,178.73
	365344	KITSAP LAKE STORAGE		1396652	001	3708618	PK	10/03/16	3,468.00

Page - 3
Date - 10/03/1

<u>Department</u>	<u>Vendor Number</u>	<u>Vendor Name</u>	<u>Purchase Order</u>	<u>Voucher Number</u>	<u>Pay Itm</u>	<u>Warrant Number</u>	<u>Wrt Typ</u>	<u>Check/ Itm Date</u>	<u>Warrant Amount</u>
Warrant 3708618 total									3,468.00
	222931	OFFICE DEPOT (POB 70049)		1396609	001	3708619	PK	10/03/16	64.71
Warrant 3708619 total									64.71
	264230	SANOFI PASTEUR, INC.		1396612	001	3708620	PK	10/03/16	1,856.47
Warrant 3708620 total									1,856.47
	403797	SHRED-IT USA 23166 NETWO		1396614	001	3708621	PK	10/03/16	288.13
Warrant 3708621 total									288.13
	364774	STAPLES ADVANTAGE -(DEPT		1396616	001	3708622	PK	10/03/16	151.29
Warrant 3708622 total									151.29
	11617	WA STATE AUDITOR'S OFFICE		1396619	001	3708623	PK	10/03/16	13,729.23
Warrant 3708623 total									13,729.23
	405641	ZOH O CORPORATION		1396653	001	3708624	PK	10/03/16	495.00
Warrant 3708624 total									495.00
Department 95969 total									 58,802.99

WARRANTS BY DEPARTMENT
A/P USE THIS REPORT FOR SORTING
WARRANTS & GIVE TO IND DEPARTMT

Page - 22
Date - 10/03/16

Department 95969

Department	Vendor Number	Vendor Name	Purchase Order	Voucher Number	Pay Itm	Warrant Number	Wrt Typ	Check/ Itm Date	Warrant Amount
Department 95969 00969 95969 Kitsap Public Health Di	281133	ACOSTA, NANCY		1396394	001	49958	PT	10/04/16	725.95
Warrant 49958 total									725.95
	389023	AIRGAS USA, LLC		1396435	001	49959	PT	10/04/16	126.64
Warrant 49959 total									126.64
	10835	BREMERTON HOUSING AUTHORI		1396436	001	49960	PT	10/04/16	176.20
Warrant 49960 total									176.20
	359315	DENSON, DAYDRA		1396396	001	49961	PT	10/04/16	629.11
Warrant 49961 total									629.11
	357498	FONG, YOLANDA		1396397	001	49962	PT	10/04/16	541.31
Warrant 49962 total									541.31
	200487	JEFFERSON CO. HEALTH/HUMA		1396603	001	49963	PT	10/04/16	3,161.48
Warrant 49963 total									3,161.48
	11553	KITSAP COMMUNITY RESOURCE		1396605	001	49964	PT	10/04/16	1,254.02
Warrant 49964 total									1,254.02
	17216	KNOOP, MELINA		1396399	001	49965	PT	10/04/16	304.02
Warrant 49965 total									304.02
	331520	KUSHNER, SIRI		1396841	001	49966	PT	10/04/16	128.25

Page - 23
Date - 10/03/16

Department	Vendor Number	Vendor Name	Purchase Order	Voucher Number	Pay Itm	Warrant Number	Wrt Typ	Check/ Itm Date	Warrant Amount
Warrant 49966 total									128.25
	285101	LYTLE, ROSS		1396843	001	49967	PT	10/04/16	93.96
Warrant 49967 total									93.96
	405627	NUNO, CRYSTAL M		1396400	001	49968	PT	10/04/16	47.96
Warrant 49968 total									47.96
	400663	OLSON, SARAH R.		1396401	001	49969	PT	10/04/16	97.04
Warrant 49969 total									97.04
	397857	SPECTRA LABORATORIES - KI		1396617	001	49970	PT	10/04/16	17.43
Warrant 49970 total									17.43
	397857	SPECTRA LABORATORIES - KI		1396684	001	49971	PT	10/04/16	2,005.20
Warrant 49971 total									2,005.20
	339412	TOURIGNY, LINDA L		1396403	001	49972	PT	10/04/16	130.88
Warrant 49972 total									130.88
	401074	TURNER, SUSAN MD.		1396404	001	49973	PT	10/04/16	23.00
Warrant 49973 total									23.00
Department 95969 total									9,462.45

Page - 1
Date - 10/25/1

[illegible]

Page - 1
Date - 10/25/1

[illegible]

Page - 1
Date - 10/25/1

[illegible]

Page - 4
Date - 10/25/16

[illegible]

Kitsap County
Summary Payroll Register

Page - 40
Date - 10/24/16
Period - 10/31/16
Payroll ID - 512

Company - Home . . 00969 Kitsap Public Health District
Home Bus. Unit . . 95969 Kitsap Public Health District

Individual deductions and taxes are confidential and are redacted

Number	EMPLOYEE Name	Hours	Wages	Vendor#	Gross Pay	Deductions	Taxes	Net Pay	Check Control	I Err C Msg
4563	ABNEY, BEVERLY M.	173.32	4,423.00	1,255.69	4,423.00			3,111.80	8539683	N
278956	ACOSTA, NANCY M.	173.35	6,225.00	1,395.08	6,225.00			3,975.47	8539684	N
407901	ADHIKARI, ANISH	173.34	5,370.00	1,033.95	5,370.00			4,103.05	8539685	N
275982	ARTHUR, ELLEN C.	111.00	4,146.00	13.96	4,146.00			3,183.92	8539686	N
397902	BALTAZAR, ELYA	124.97	3,045.46	1,098.46	3,045.46			2,016.76	8539687	N
215189	BANIGAN, LESLIE B.	173.32	6,132.00	1,119.14	6,132.00			4,464.47	8539688	N
328436	BAZZELL, RICHARD L.	173.35	5,840.00	1,727.63	5,840.00			3,844.53	8539690	N
230914	BERNI, GRETCHEN C.	86.67	3,961.00	667.20	3,961.00			2,038.94	8539691	N
404611	BIERMAN, DANA J.	155.97	4,361.00	950.78	4,361.00			3,270.39	8539692	N
398569	BONSELL, KRISTINA S	173.32	3,931.00	1,618.88	3,931.00			2,838.05	8539693	N
2058	BOYSEN-KNAPP, KAREN	156.01	5,047.00	957.34	5,047.00			3,618.56	8539694	N
245475	BROWER, JANET L.	173.34	7,393.00	1,525.66	7,393.00			4,182.32	8539696	N
271677	BROWN, STEVEN J.	173.32	6,132.00	1,119.14	6,132.00			4,050.91	8539697	N
400655	CIULLA, LAURA M.	173.33	5,498.00	1,313.80	5,498.00			3,758.08	8539698	N
301566	CRAWFORD, KERRIE L.	173.35	6,719.00	1,825.90	6,719.00			4,404.81	8539699	N
409850	DAILY, RACHEL K.	85.50	809.69	10.76	809.69			679.62	8539700	N
246639	DALTON, MELANIE A.	173.34	6,854.00	1,527.48	6,854.00			5,227.32	8539701	N
226538	DAVIS-MUNN, TINA M.	173.35	6,225.00	1,457.16	6,225.00			4,510.57	8539702	N
359180	DENSON, DAYDRA D.	173.35	5,809.00	1,318.59	5,809.00			4,043.16	8539703	N
23825	DOBBELAERE, KERRY J	173.34	8,148.00	1,428.46	8,148.00			5,002.97	8539704	N
279990	DREW, MICHAEL E.	173.31	5,532.00	1,797.87	5,532.00			3,984.01	8539705	N
223648	EAKES, DEANNA L.	173.32	3,638.00	846.31	3,638.00			2,392.67	8539706	N
395244	EILERS, KATHARINE	173.33	8,398.00	2,007.62	8,398.00			6,269.94	8539707	N
4565	EVANS, ERIC V.	173.34	7,393.00	2,340.51	7,393.00			4,231.04	8539708	N
340919	EVANS, KELLY A.	173.31	4,754.00	1,606.22	4,754.00			3,273.15	8539709	N
321284	FISK, APRIL K.	173.35	4,677.00	2,036.86	4,677.00			2,961.18	8539710	N
356883	FONG, YOLANDA N.	173.34	7,249.00	1,885.16	7,249.00			5,071.29	8539711	N
337331	GIUNTOLI, PAUL A.	173.32	6,132.00	1,384.68	6,132.00			4,049.78	8539712	N
401905	GONZALEZ, ANNA K.	173.36	4,796.00	2,056.16	4,796.00			3,516.21	8539713	N
1264	GRELLNER, KEITH J.	173.34	10,000.00	1,682.53	10,000.00			6,987.17	8539714	N
410072	GRIEGO, YANEISY	173.30	3,005.00	1,035.08	3,005.00			2,332.96	8539715	N
355732	GUIDRY, JESSICA F.	173.34	7,393.00	2,340.51	7,393.00			5,348.50	8539716	N
356336	GUZMAN, DAMARYS L.	173.32	3,767.00	1,495.87	3,767.00			2,606.09	8539717	N
3013	HANSSEN-KELLER, JOH	156.00	5,711.00	1,031.57	5,711.00			4,125.85	8539718	N
405300	HILLIARD, MARGARET	173.32	3,638.00	1,105.85	3,638.00			2,757.37	8539719	N
352751	HINTON, ROBERT J.	173.34	6,854.00	2,280.25	6,854.00			4,572.61	8539720	N
1033	HOLBURN, NATHAN D.	173.31	5,532.00	1,317.60	5,532.00			3,323.68	8539721	N
4579	HOLDCROFT, GRANT A.	173.32	6,632.00	1,440.58	6,632.00			4,112.78	8539722	N
270783	HOLDCROFT, JODIE ST	173.32	6,132.00	1,384.68	6,132.00			3,764.43	8539723	N
1041	HOLT, JUDITH A.	173.34	7,393.00	1,391.07	7,393.00			4,666.99	8539724	N
2726	HOLT, KAREN L.	173.34	7,041.00	1,972.57	7,041.00			4,701.28	8539725	N
306605	HUGHES, RACHEL J.	173.32	3,638.00	1,105.85	3,638.00			2,632.18	8539726	N
409213	HUNTER, KARI L.	173.35	4,911.00	982.63	4,911.00			3,396.24	8539727	N
295036	JAMESON, BETTY S.	173.32	3,300.00	1,068.06	3,300.00			2,442.04	8539728	N
400651	JOHANSON, KRISTA M.	173.31	2,993.00	1,409.34	2,993.00			2,362.74	8539729	N
358933	JONES, KIMBERLY D.	173.32	6,132.00	1,119.14	6,132.00			4,137.97	8539730	N
393427	KATULA, DAYNA R.	173.36	4,334.00	1,663.93	4,334.00			2,661.38	8539731	N
362275	KELLOGG, TRACEY	173.34	7,998.00	1,593.30	7,998.00			5,652.57	8539732	N
245476	KENCH, DONALD C.	173.34	3,609.00	2,094.76	3,609.00			2,303.47	8539733	N

Kitsap County
Summary Payroll Register

Page - 41
Date - 10/24/16
Period - 10/31/16
Payroll ID - 512

Company - Home . . . 00969 Kitsap Public Health District
Home Bus. Unit . . . 95969 Kitsap Public Health District

Individual deductions and taxes are confidential and are redacted

Number	EMPLOYEE Name	Hours	Wages	Vendor#	Gross Pay	Deductions	Taxes	Net Pay	Check Control	I Err C Msg
250913	KIESS, JOHN F.	173.34	8,818.00	1,736.61	8,818.00			5,889.04	8539734	N
16125	KNOOP, MELINA V.	173.31	5,532.00	1,317.60	5,532.00			3,835.61	8539735	N
243184	KRUSE, CHARLES H.	173.32	6,217.00	1,874.45	6,217.00			4,604.20	8539736	N
327580	KUSHNER, SIRI E.	173.35	6,778.00	2,271.75	6,778.00			5,124.72	8539737	N
407902	LARRABEE, ANGELINE	169.30	2,695.32	1,000.46	2,695.32			2,021.26	8539738	N
316830	LINDEN, LISA B.	173.34	5,415.00	1,784.79	5,415.00			3,410.15	8539739	N
285038	LYTLE, ROSS D.	173.32	6,132.00	1,698.20	6,132.00			3,930.46	8539740	N
354918	MALLORY, TERRY L.	86.67	3,940.00	797.62	3,940.00			2,183.18	8539741	N
403130	MARKIEWICZ, SHELLEY	160.03	4,496.83	1,201.87	4,496.83			3,078.57	8539742	N
388104	MAZUR, KARINA MARIA	173.33	5,122.00	1,271.76	5,122.00			3,549.04	8539743	N
398567	MCKAY BEVERS, KAREN	173.32	6,581.00	1,723.40	6,581.00			4,999.77	8539744	N
387088	MCKINNON, BRYAN	173.33	5,018.00	1,125.54	5,018.00			3,881.02	8539745	N
368977	MILLER, AKIKO	173.31	5,571.00	1,056.42	5,571.00			4,197.00	8539746	N
270056	MILLS, JACQUELYN F.	173.35	4,131.00	895.43	4,131.00			2,731.19	8539747	N
279971	MOEN, ANNE M.	173.31	4,551.00	1,583.52	4,551.00			3,094.90	8539748	N
406607	MOONTREE, KAELE L.	173.31	3,681.00	1,486.26	3,681.00			2,514.48	8539749	N
408275	MOORE, ELYA E.	173.34	8,818.00	2,165.05	8,818.00			6,532.82	8539750	N
324204	MORGAN, W. NEWTON	173.32	6,132.00	1,760.28	6,132.00			4,517.90	8539751	N
406937	MORRILL, LYNDASAY N.	173.38	2,462.00	974.37	2,462.00			1,799.96	8539752	N
312378	MORRIS, DAWN M.	138.69	3,574.00	750.48	3,574.00			2,535.27	8539753	N
406005	MURRAY, KEISHA R.	147.75	3,546.00	18.59	3,546.00			3,018.05	8539754	N
295033	NGUYEN, LOAN T.	138.68	3,209.00	709.68	3,209.00			2,496.15	8539755	N
208456	NICOLAISEN, NIELS	K173.32	6,132.00	1,119.14	6,132.00			4,519.45	8539756	N
3128	NOBLE, GREGORIA A.	173.31	4,551.00	1,073.33	4,551.00			3,019.72	8539757	N
22459	NORTH, EDWIN	173.34	7,998.00	2,006.77	7,998.00			1,262.17	8539758	N
2386	NOSER, PATRICIA E.	173.32	3,638.00	1,105.85	3,638.00			2,525.38	8539759	N
405301	NUNO, CRYSTAL M.	173.34	4,779.00	973.87	4,779.00			3,316.89	8539760	N
230502	O'GRADY, ROBIN B	161.84	5,852.16	1,180.93	5,852.16			4,360.93	8539761	N
400650	OLSON, SARAH R.	173.32	3,931.00	1,185.54	3,931.00			2,717.48	8539762	N
407483	OSBORN, AMANDA N.	104.03	1,628.00	454.56	1,628.00			1,291.00	8539763	N
243679	OUTHWAITE, MINDI L.	104.01	3,761.00	827.74	3,761.00			2,632.89	8539764	N
388198	PHILLIPS, LYNN J.	129.99	4,061.00	1,343.19	4,061.00			2,737.24	8539765	N
229901	PHIPPS, BETH M.	173.35	6,225.00	1,129.54	6,225.00			3,861.54	8539766	N
268609	PLEMMONS, SUZANNE M	173.34	8,818.00	1,419.43	8,818.00			4,560.41	8539767	N
394466	PREWITT, SUSANA C.	173.27	3,247.00	796.59	3,247.00			2,488.14	8539768	N
1214	QUAYLE, TIMOTHY P.	173.35	7,149.00	2,313.23	7,149.00			4,903.80	8539769	N
324654	RHEA, SUSAN R.	173.32	3,638.00	1,105.85	3,638.00			2,654.52	8539770	N
396295	RHOADES, LACEY P.	173.31	4,454.00	2,011.93	4,454.00			2,381.70	8539771	N
267073	RIDGE, BETTI L.	173.34	5,415.00	1,304.52	5,415.00			3,791.25	8539772	N
404613	RORK, IAN M.	173.33	3,744.00	1,117.70	3,744.00			2,809.25	8539773	N
399854	SIFRIT, NICOLA M.	129.79	4,928.13	2,061.14	4,928.13			2,791.00	8539774	N
1224	SMITH-ROSE, SHELLEY	156.01	5,047.00	1,196.33	5,047.00			3,351.34	8539775	N
361388	SMITH, TERRI L.	173.34	6,854.00	1,465.40	6,854.00			4,705.70	8539776	N
347366	STEDMAN, KELSEY E.	82.66	2,564.88	510.61	2,564.88			1,742.11	8539777	N
410415	STUNTZ, JAYME M.	86.67	2,561.00	693.43	2,561.00			1,693.52	8539778	N
337963	TOURIGNY, LINDA L.	173.34	7,249.00	1,509.56	7,249.00			3,984.98	8539779	N
1682	TURNER, DENISE M.	173.32	4,423.00	1,012.00	4,423.00			2,730.53	8539780	N
401072	TURNER, SUSAN E.	173.34	14,162.00	2,768.70	14,162.00			9,055.12	8539781	N
17666	ULTICAN, SHAWN P.	173.32	6,132.00	1,384.68	6,132.00			4,628.33	8539782	N

Kitsap County
Summary Payroll Register

Company - Home	. .	00969		Kitsap Public Health District
Home Bus. Unit	. .	95969		Kitsap Public Health District

Individual deductions and taxes are confidential and are redacted

Number	EMPLOYEE Name	Hours	Wages	Vendor#	Gross Pay	Deductions	Taxes	Net Pay	Check Control	I C	Err Msg
392243	WALTHER, SUSAN B.	173.34	4,779.00	1,098.82	4,779.00			3,316.71	8539783	N	
14545	WELLBORN, BRIAN D.	130.02	2,707.00	1,027.69	2,759.00			1,869.95	8539784	N	
397255	WENDT, JAN E.	173.35	6,225.00	1,875.35	6,225.00			4,515.67	8539785	N	
2189	WERDALL, LORI E.	121.35	2,808.00	820.59	2,808.00			1,268.21	8539786	N	
21402	WESTERGAARD, RUTH E.	173.35	5,608.00	1,806.36	5,608.00			3,188.47	8539787	N	
398570	WHEELER, AMANDA E.	173.31	2,993.00	1,514.01	2,993.00			2,068.25	8539788	N	
14571	WHITFORD, STUART S.	173.34	7,393.00	1,901.26	7,393.00			5,141.20	8539789	N	
2908	ZIMNY, JAMES A.	173.34	7,393.00	1,494.66	7,393.00			5,608.42	8539790	N	
337082	ZOLLWEG, DAVID A.	173.31	5,532.00	1,183.01	5,532.00			4,020.13	8539791	N	
Total.		17483.40	569,451.47	145,839.06	569,503.47	74,606.18	110,475.88	384,421.41			