

**Kitsap Public Health District
Consent Agenda Agreement Summary
February 5, 2019**

KPHD Contract Number	Their Contract Number	Contractor and Agreement Name	Type of Agreement	Term of Agreement	Amount to District	Amount to Other Agency
1648 Amendment 1 (1895)	NA	People's Harm Reduction Alliance <i>Syringe Exchange</i>	Amendment	01/01/2017-06/30/2019	\$0	\$37,500
Description: For full Board ratification. Per approval of the Chair and Vice Chair, the contract was approved on January 10, 2019. Extends the term and adds \$37,500 in funding for a revised maximum consideration of \$187,500. PHRA to provide needle exchange program in Kitsap County with goals of changing behavior, improving health outcomes in target population, and integrating CDC guidance and science-based behavioral health interventions, referral, and counseling services.						
1861	NA	Jefferson County Public Health <i>Syringe Exchange Referral Program</i>	Interlocal Agreement	10/01/2018-06/30/2019	\$0	\$15,000
Description: Jefferson County to establish a referral system for syringe exchange clients to Jefferson Healthcare for primary care.						
1901	NA	Jefferson County Public Health <i>Nurse Family Partnership Supervisor</i>	Interlocal Agreement	01/01/2019-12/31/2019	\$59,554/year	\$0
Description: Jefferson County will provide a masters degree qualified supervisory Nurse to oversee KPHD Public Health Nurse services for Nurse Family Partnership home visiting program.						

AMENDMENT TO AGREEMENT 1648

This Amendment ("Amendment") to Kitsap Public Health District Contract 1648 for Professional Services Agreement (the "Agreement"), is entered into between The People's Harm Reduction Alliance ("Contractor") and the Kitsap Public Health District ("District").

RECITALS

WHEREAS, the Parties entered into the Agreement effective January 1, 2017; and

WHEREAS, the Parties desire to extend the term for an additional six months; and

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

I. Amendment of Agreement Section I Period of Performance. The period of performance of this Agreement shall be extended from December 31, 2018 and shall be completed no later than June 30, 2019.

II. Amendment of Agreement Section III Compensation. The District agrees to pay Contractor an additional compensation not to exceed \$37,500 for a revised maximum total consideration of \$187,500 during the total term of the Agreement.

III. Other Provisions Unchanged. The other provisions of the Agreement remain unchanged.

IV. Effective Date. This Amendment is effective January 1, 2019.


IN WITNESS WHEREOF, the Parties have subscribed their names hereto.

Dated this 10th day of January, 2019.

Dated this _____ day of _____, 2019.

KITSAP PUBLIC HEALTH DISTRICT

THE PEOPLE'S HARM REDUCTION ALLIANCE



Keith Grellner, Administrator

Shilo Jama, Executive Director

PROFESSIONAL SERVICES AGREEMENT
Between
KITSAP PUBLIC HEALTH DISTRICT
And
JEFFERSON COUNTY PUBLIC HEALTH

This Professional Services Agreement (“Agreement”) is made and entered into between the Kitsap Public Health District, 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 Jefferson County Public Health, hereinafter referred to as “Subcontractor.” The Parties mutually agree as follows:

1. **Period of Performance:** October 1, 2018 and be completed no later than June 30, 2019, unless terminated sooner or extended as provided for herein.
2. **Purpose:** The purpose of this Agreement is to establish a referral system for syringe exchange clients to Jefferson Healthcare for primary care.
3. **Qualifications/Eligibility:** Subcontractor will have the qualifications necessary to successfully complete the objectives of this Agreement. Subcontractor hereby affirms that he/she is eligible to work in the United States as set forth in the Immigration Reform and Control Act (IRCA).
4. **Statement of Work and Budget:** Subcontractor shall furnish the necessary personnel, equipment material, and / or services and otherwise do all things necessary for or incidental to the performance of the work set forth in **ATTACHMENT A**, attached hereto and incorporated herein.
 1. Subcontractor agrees to provide its own labor and materials. Unless otherwise provided for in the Agreement, no material, labor or facilities will be furnished by the District.
 2. Subcontractor will perform the work according to standard industry practice.
 3. Subcontractor will confer with the District from time to time during the progress of the work. Subcontractor will prepare and present status reports and other information that may be pertinent and necessary, or as may be requested by the District.
5. **Compensation:** The District agrees to pay Subcontractor \$15,000 during the Agreement. Compensation will be based on invoices submitted by Subcontractor itemizing a detailed description of services performed per the agreed upon scope of work and budget (**ATTACHMENT A**). Subcontractor will be paid only for work expressly authorized in the Agreement.

Payment will be made after funds from DOH have been approved and received.
6. **Notices:** Notices pursuant to this Agreement shall be sent to the designated District Program Coordinator who is responsible for project coordination:

If to the District:
Kitsap Public Health District
Attn: Katie Eilers
345 6th Street, Suite 300
Bremerton, WA 98337
(360) 728-2224
Katie.eilers@kitsappublichealth.org

If to the Subcontractor:
Jefferson County Public Health
Attn: Vicki Kirkpatrick
615 Sheridan St, Port Townsend, WA
Port Townsend, WA 98368
(360) 385-9408
VKirkpatrick@co.jefferson.wa.us

7. **Billings:** Billings to the District shall be submitted no more frequently than every 30 days and shall be quarterly at a minimum. Billings shall be sent to:
- Kitsap Public Health District
Accounts Payable
345 6th Street, Suite 300
Bremerton, WA 98337
(360) 728-2215
8. **Independent Capacity:** Subcontractor and its employees or agents who are engaged in the performance of this Agreement shall continue to be employees or agents of Subcontractor and shall not be considered to be employees or agents of the District for any purpose.
9. **Assignment, Delegation, and Subcontracting:** Subcontractor will perform under the Agreement using only its bona fide employees or agents, and the obligations and duties of Subcontractor under the Agreement will not be assigned, delegated or subcontracted to any other person or firm without the prior express written consent of the District.
10. **Rights in Data:** Unless otherwise provided, data which originates from this Agreement shall be “works for hire” as defined by the U.S. Copyright act of 1976 and shall be owned by the District. Data shall include, but not limited to, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, register, and the ability to transfer these rights. The District maintains all rights to the license to publish, translate, reproduce, modify, deliver, dispose of the data, and to authorize others to do so.
11. **Indemnification:** Subcontractor shall defend, indemnify and hold the District, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of Subcontractor in performance of this Agreement, except for injuries and damages caused by the sole negligence of the District. Solely for the purposes of this provision, Subcontractor 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 provision will survive the expiration or termination of this Agreement.
12. **Insurance:** Subcontractor 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 Subcontractor, its agents, representatives, or employees.

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

A. Minimum Scope of Insurance

Subcontractor shall obtain insurance of the types described below:

1. **Automobile Liability** insurance covering all owned, non-owned, hired and leased vehicles.
Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute

form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.

2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The District shall be named as an insured under the Subcontractor's Commercial General Liability insurance policy with respect to the work performed for the District.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the state of Washington.
4. Professional Liability insurance appropriate to the Subcontractor's profession. The Subcontractor shall provide the District with proof of liability insurance or professional errors and omissions coverage as appropriate.

B. Minimum Amounts of Insurance

Subcontractor shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

C. Other Insurance Provisions

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

1. Subcontractor's insurance coverage shall be primary insurance as respect the District. Any insurance, self-insurance, or insurance pool coverage maintained by the District shall be excess of the Subcontractor's insurance and shall not contribute with it.
2. Subcontractor'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 District.

D. Acceptability of Insurers

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

E. Verification of Coverage

Subcontractor shall furnish the District 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 Subcontractor before commencement of the work.

13. **Safeguarding of Information and Privacy:** The use or disclosure by any party of any information concerning a client obtained in providing service under this Agreement shall be subject to Chapter 42.56 RCW and Chapter 70.02 RCW, as well as any other applicable federal and state statutes and regulations. Personal information collected, used or acquired in connection with this Agreement shall be used solely for the purposes of this Agreement. Subcontractor agrees not to release, divulge,

publish, transfer, sell or otherwise make known to unauthorized persons personal information without the express written consent of the agency or as provided by law.

Subcontractor agrees to implement physical, electronic, and managerial safeguards to prevent unauthorized access to personal information. Any unauthorized access or use of confidential information must be reported to the District Privacy Officer at (360) 728-2262. The notification must be made in the most expedient time possible (usually within 24 hours of discovery) and without unreasonable delay, consistent with the legitimate needs of law enforcement, or any measures necessary to determine the scope of the breach and restore the reasonable integrity of the data system.

Subcontractor shall certify the return or destruction of all personal information upon expiration of the Agreement.

14. **Compliance with State and Federal Confidentiality Laws:** Subcontractor shall not use or disclose any protected health information (PHI) or personally identifiable information (PII) created or shared under this Agreement for any purpose not directly connected with this Agreement or in any manner that would constitute a violation of the Health Information Portability and Accountability Act, commonly known as HIPAA, and any regulations enacted pursuant to its provisions. Any PHI or PII collected, used, or acquired in connection with this Agreement shall be subject to Chapter 42.56 RCW and chapter 70.02 RCW, as well as any other applicable federal and state statutes and regulations. Subcontractor agrees not to release, divulge, publish, transfer, sell, or otherwise make known to unauthorized persons PHI or PII without the express written consent of the District. For the purpose of this section, PII means information which can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, or mother's maiden name, etc.
15. **Statutory and Regulatory Compliance:** Subcontractor shall comply with all applicable federal, state, and local laws, regulations, guidelines, and standards in the performance of this Agreement.
16. **Records Maintenance:** The Parties to this Agreement shall each maintain books, records, documents, and other evidence which sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the services described herein. These records shall be subject to the inspection, review or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six (6) years after expiration and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

If any litigation, claim or audit is started before the expiration of the six-year period, the records shall be retained until all litigation, claims, or audit finding involving the records have been resolved.

Records and other documents, in any medium, furnished by one party to this Agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving that party a reasonable opportunity to respond. Each party will utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

17. **Non-Discrimination:** Subcontractor shall not discriminate against any employee or applicant for employment because of race, color, sex, religion, national origin, creed, marital status, age, Vietnam era or disabled veteran status, sexual preference, or the presence of any sensory mental or physical handicap.
18. **Waiver:** A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in writing, signed by an authorized representative of the party and attached to the original Agreement.
19. **Assignment:** The work to be provided under this Agreement and any claim arising thereunder, is not assignable or delegable by either party in whole or in part without the express prior written consent of the District, which consent shall not be unreasonably withheld.
20. **Changes in Work:** In the event of any errors or omissions by Subcontractor in the performance of any work required under the Agreement, Subcontractor will make all necessary corrections without additional compensation. All work submitted by Subcontractor will be certified by Subcontractor and checked by Subcontractor for errors and omissions. Subcontractor will continue to be responsible for the accuracy of work even after the work is accepted by the District.
21. **Amendment:** This Agreement may be modified only by a written amendment executed by authorized representatives of both parties.
22. **Termination:** This Agreement may be terminated by either party upon giving at least thirty (30) days advance written notice to the other party. If this Agreement is so terminated, the Parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

In the event of termination, Subcontractor shall settle all outstanding liabilities and all claims arising out of such termination of orders, with the approval or ratification of the District to the extent the District may require, which approval or ratification shall be final for all the purposes of this clause.
23. **Governance:** This Agreement is entered into pursuant to and under the authority granted by the laws of the State of Washington and applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws.
24. **Dispute Resolution:** In the event that a dispute or conflict arises under the Agreement that the Parties are unable to resolve with good faith efforts, they shall allow the dispute to be decided by a Dispute Panel in the following manner: A Mediator shall be mutually appointed by both parties, and each party shall appoint an additional member to the Dispute Panel. The Dispute Panel shall review the facts, contract terms and applicable statutes and rules and make a determination of the dispute. The determination of the Dispute Panel shall be final and binding on the Parties hereto. The Parties shall equally share the costs, if any, for the services of the Dispute Panel.
25. **Severability:** If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this Agreement, and to this end the provisions of this Agreement are declared to be severable.

26. **Choice of Law:** The Agreement has been and shall be construed as having been made and delivered within the State of Washington and it is agreed by each party hereto that the Agreement shall be governed by the laws of the State of Washington, both as to its interpretation and performance. Any action at law, suit in equity, or judicial proceeding arising out of the Agreement shall be instituted and maintained only in any of the courts of competent jurisdiction in Kitsap County, Washington.
27. **No Waiver:** The Parties agree that the excuse or forgiveness of performance, or waiver of any provisions of the Agreement, does not constitute a waiver of such provision or future performance, or prejudice the right of the waiving party to enforce any of the provisions of the Agreement at a later time.
28. **Survival:** Those provisions of the Agreement that by their sense and purpose should survive expiration or termination of the Agreement shall so survive. Those provisions include, but are not necessarily limited to the following: Indemnification, Termination, Disputes, Confidentiality, Choice of Law, No Waiver, Records Inspection and Retention, and Severability.
29. **Personnel Removal:** Subcontractor agrees to remove immediately any of its subcontractors, employees, agents, or representatives from assignment to perform services under the Agreement upon receipt of a written request to do so from the District's contract representative or designee.
30. **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.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date set forth below.

KITSAP PUBLIC HEALTH DISTRICT

JEFFERSON COUNTY PUBLIC HEALTH

By: _____
Keith Grellner, Administrator

By: _____
Vicki Kirkpatrick, Director

Date: _____

Date: _____

ATTACHMENT A SCOPE OF WORK AND BUDGET

Deliverables

Jefferson Public Health will focus on the following:

- 1) Establishing a referral system for syringe exchange clients to Jefferson Healthcare for primary care;
- 2) Work with Kitsap Public Health District (KPHD) to identify and reduce barriers for People Who use Drugs (PWUDs) in accessing medication assisted therapy, completing HIV and Hepatitis C screening, and accessing Hepatitis C treatment, and;
- 3) Reporting per KPHD's direction.

Budget:

Task Name	Task Description	Deliverables/Outcomes	Due Date/Time Frame	Payment Information/Amount*	
Improving Drug User Health: Reducing barriers to treatment for chemical dependency and Hepatitis C - Jefferson Public Health	<i>Establish working relationships with local health care providers, identify and reduce barriers for PWUD in accessing MAT, HIV/HCV screening and HCV treatment</i>	<i>Conduct outreach to local health care providers</i>	10/1/18 - 6/30/19	Salaries	\$8,336.60
				Benefits	\$2,968.70
				Supplies	\$0.00
				Travel	\$0.00
				Equipment:	\$0.00
				Other	\$30.00
				Indirects	\$3,664.70
				TOTAL:	\$15,000.00

CONTRACT AGREEMENT
By and Between
Kitsap Public Health District and Jefferson County Public Health

For provision of one (1) Public Health Nurse for Nurse Family Partnership (NFP) Supervisor Role

Section 1: PURPOSE:

THIS AGREEMENT for Professional Services is entered into between the Kitsap Public Health District (KPHD), hereinafter referred to as “District” and Jefferson County Public Health (JCPH), hereinafter referred to as “Contractor” to provide services as a Nurse Family Partnership Supervisor.

Section 2: TERMS:

This Agreement shall commence on January 1, 2019 and continue through December 31, 2019, unless terminated as provided herein. The agreement may be extended beyond December 31, 2019, upon mutual written consent of the District and the Contractor.

Section 3: SCOPE OF AGREEMENT:

Contractor will provide Public Health Nurse Services for NFP Supervisor Role and will meet obligations as contained in Exhibit A, Statement of Work.

Section 4: CONTRACT REPRESENTATIVES:

District and Contractor will each have a contract representative who will have responsibility to administer the contract for that party. A party may change its representative upon providing written notice to the other party. The parties' representatives are as follows:

Kitsap Public Health District Contract Representative
Yolanda Fong, Assistant Community Health Director
345 6th Street, Suite 300
Bremerton, WA 98337
(360) 728-2275

Contractor's Contract Representative
Vicki Kirkpatrick, Director
Jefferson County Public Health
615 Sheridan St.
Port Townsend, WA 98368
(360) 385-9400

Section 5: COMPENSATION:

District agrees to provide the following:

- A. Pay Contractor an annual fee for regular supervision of \$59,554 for services to District for NFP supervisory role, which may be billed monthly at the rate of \$4,962.83 or quarterly at the rate of \$14,888.50, so long as the total actual expenses meet or exceed the monthly or quarterly rate, whichever is agreed upon by the District and the Contractor. The contractor will notify the District if amount falls below the monthly or quarterly rate.

Contractor shall submit invoices to the District, 345 6th St Suite 300, Bremerton, WA 98337, Attn: Yolanda Fong, for payment of work actually completed to date.

- B. In addition, District will provide reimbursement UP TO \$2,000 for travel and mileage incurred in connection with provision of stated services at the current year's GSA reimbursement rate. Total travel reimbursement will not exceed \$2,000 without approval of the District. ~~The District will be billed quarterly for travel and mileage and~~ Appropriate backup documentation will be submitted for all travel reimbursement.
- C. Any additional fees required by NFP for training will be split between the District and the Contractor. District will be given adequate notice of needed trainings.
- D. Additional fees for Annual Program Support and Annual Nurse Consultation Fees will be split between the District and the Contractor. District's portion of fees will be based on the number of agencies participating under the Jefferson County Public Health Nurse Family Partnership Program (see **Exhibit C**).
- E. In the event that approved program supplies required by NFP are unavailable for direct purchase, Contractor will purchase supplies and bill District for incurred cost. Total purchases of supplies or equipment will not exceed \$2,000 without prior approval of the District.
- F. District may request additional nursing supervisory hours at an hourly rate commensurate to Contractor's employee's hourly rate. In the case of emergency nursing supervisory needs, District will be charged an hourly rate.
- G. Contractor records and accounts pertaining to this agreement are to be kept available for inspection by representatives of the Health District and state for a period of six (6) years after final payments. Copies shall be made available upon request.

Section 6: **INDEMNIFICATION:**

The Contractor shall indemnify, defend, and hold the District, its officers, agents, and employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of Contractor in performance of this Agreement, except for injuries and damages caused by the sole negligence of the District. Solely for the purposes of this provision, Contractor 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 provision will survive the expiration or termination of this Agreement.

Section 7: **INSURANCE:**

Each party shall obtain and keep in force during the terms of this Agreement, or as otherwise required.

- A. Commercial Automobile Liability Insurance providing bodily injury and property damage liability coverage for all owned and non-owned vehicles assigned to or used in the performance of the work for a combined single limit of not less than \$1,000,000 each occurrence.
- B. Professional Liability Insurance providing \$2,000,000 per incident; \$4,000,000 aggregate.
- C. Each party shall participate in the Worker's Compensation and Employer's Liability Insurance Program as may be required by the State of Washington.
- D. Contractor will maintain its membership in the Washington Counties Risk Pool.

Section 8: CONFIDENTIALITY:

All parties to this Agreement and their employees or representatives and their subcontractors and their employees will maintain the confidentiality of all information provided by Contractor or District or acquired in performance of this Agreement as required by the HIPPA and other privacy laws. This Contract, once executed by the parties, is and remains a Public Record subject to the provision of Ch. 42.56 RCW, the Public Records Act.

Section 9: OWNERSHIP AND USE OF DOCUMENTS

Contractor acknowledges and agrees that any and all work product directly connected to and/or associated with the services rendered hereunder, including but not limited to all documents, drawings, reports, and the like which the Contractor in the performance of the service hereunder, either solely and/or jointly with the District shall be the sole and exclusive property of the District. Other materials produced by the Contractor in connection with the services rendered under this agreement shall be the property of the District whether the projects for which they are made are executed or not. Each party may, with no further permission required from the other party, publish to the web, disclose, distribute, reproduce, or otherwise copy or use, in whole or in part, such items produced during the course of the project to the extent disclosure is allowed by HIPAA rules.

Section 10: INDEPENDENCE

Nothing in this agreement shall be considered to create the relationship of employer and employee between the Parties hereto. The Contractor shall not be entitled to any benefits afforded District employees by virtue of the services provided under this agreement. District shall not be responsible for withholding or otherwise deducting federal income tax or social security or for contributing to the state industrial insurance program, otherwise assuming the duties of an employer with respect to employee.

Section 11: REPORTING

Contractor will provide a report to the District, whichever is agreed upon by the District and the Contractor, for payment for services rendered. The report shall contain a brief summary of the work performed, relationship to the tasks identified in **Exhibit A**, and the total lines generated.

Section 12: DISPUTE RESOLUTION

The Parties agree to work cooperatively to accomplish all of the terms of this Agreement, however, acknowledge that there may be instances in which either the District or the Contractor has not complied with the conditions of this Agreement or that clarification is necessary to interpret provisions of this Agreement. In such an instance, the Parties shall attempt to resolve the matter through good faith efforts. If unsuccessful, the Parties shall refer the matter to non-binding mediation.

If the mediator cannot resolve the dispute, the issue shall be referred to a Dispute Panel. The Dispute Panel shall review all issues, concerns, and conflicts to determine a solution acceptable to both Parties. The decisions of the Dispute Panel shall be final and binding on both Parties.

DISPUTE PANEL: The Parties may voluntarily submit any contractual dispute to a dispute panel as follows: each party will appoint one member to the panel and those two members in turn

will appoint a third member. The dispute panel will review the facts, contract provisions, and applicable law, and then decide the matter. The decision of the dispute panel shall be binding on the Parties and final.

Section 13: TERMINATION

District and the Contractor reserve the right to terminate this contract in whole or in part with 30 days-notice. In the event of termination under this clause, District shall be liable only for payment for services rendered prior to the effective date of termination.

Section 14: INTEGRATED AGREEMENT

This Agreement together with attachments or addenda represents the entire and integrated agreement between the District and the Contractor and supersedes all prior negotiations, representations, or agreements written or oral between the Parties. This agreement may be amended or modified only by a written instrument signed of both District and Contractor.

Section 15: PROGRAM MODEL ELEMENTS

District and the Contractor understand and agree that Program implementation by District and Contractor must be based on key parameters-Model Elements identified through research and refined based upon the Program's experience since 1997 and included in this Agreement as Nurse-Family Partnership Model Elements, hereto attached and herein referenced as **Exhibit B**.

Section 16: PROPRIETARY PROPERTY

District and the Contractor understand and agree that NFP grants to the District and Contractor a non-exclusive limited right and license to use the Proprietary Property for the purpose of carrying out the obligations of this Agreement. Further, the NFP reserves the right to modify the Proprietary Property from time to time in accordance with the data, research, and current modalities of deliveries program. NFP shall retain ownership and all the rights to any Proprietary Property, whether modified or not by the District and/or Contractor. In any event, all software, Nurse-Family Partnership Community and Efforts to Outcomes Website content, excluding the District's and Contractor's data, shall remain the sole property of Nurse-Family Partnership.

Approved this _____ day of _____, 2019.

Keith Grellner, RS, Administrator, Kitsap Public Health District

Kate Dean, Chair, Jefferson Board of County Commissioners

Approved as to form

Exhibit A
Statement of Work

	JCPH	KPHD
Nurse Home visitors #	2 (two months) 3 (ten months)	3

Model Elements implemented through facilitation by Nurse Supervisor—applies to all sites:

Model element and description	JCPH	KPHD
#10, Work with NHVs to increase knowledge, practice, and individualization of NFP visit to visit guidelines with families across all domains.	X	X
#11, Work with NHVs to review and reflect on theoretical bases of NFP as related to clinical practice.	X	X
#12, Work with NHVs and team to maintain required number of clients. Includes caseload management, outreach, referrals and maintaining community relationships.	X	X
#13, Nurse supervisor provides supervision to 6 NHVs at this time, appropriate for .70 FTE Nurse supervisor	X	X
#14, Nurse supervisor provides: 1. Weekly 1:1 clinical supervision 2. Case conferences 3. Team meetings 4. Field Supervision	X In person weekly X at least 2 x month X at least 2 x month X at least 3x year	X In person at least 2x month X at least 2 x month X at least 2 x month X at least 3x year
#15 Data is collected and used to guide practice, assess and guide program implementation, inform clinical supervision, enhance program quality, and demonstrate program fidelity.	X	X
#17, Regional CAB convened and will meet at least 3x year	X	X
#18, Nurse supervisor will help support and facilitate regional communication to assure accurate data entry and implementation of program	X	X

Other related program implementation areas:

Other areas related to program implementation	JCPH	KPHD
NFP Tribal Community of Practice	0	0
Washington State NFP Consortium: 1. Monthly calls with WA State Nurse consultant 2. Monthly calls with WA State Nurse supervisors 3. Quarterly meetings with WA State nurse supervisors 4. On-site visits with WA state nurse consultant at least once/year.	X	X
Coordination of team meetings, case conferences, and reflective supervision times based on regional composition, including associated travel.	X	X
Thrive by Five Funding: application, Monthly and quarterly reports.	X	X
NFP required Education and training, such as DANCE education and annual NFP National Symposium	X	X

Exhibit B



Nurse-Family Partnership

Model Elements

CLIENTS

Element 1 Client participates voluntarily in the Nurse-Family Partnership program.

Nurse-Family Partnership services are designed to be supportive and build self-efficacy. Voluntary enrollment promotes building trust between the client and her nurse home visitor. Choosing to participate empowers the client. Involuntary participation is inconsistent with this goal. It is understood that agencies may receive referrals from the legal system that could be experienced by the client as a requirement to participate. It is essential that the decision to participate be between the client and her nurse without any other pressure to enroll.

Element 2 Client is a first-time mother.

First-time mother is a nulliparous woman, having no live births. Nurse-Family Partnership is designed to take advantage of the ecological transition, the window of opportunity, in a first-time mother's life. At this time of developmental change a woman is feeling vulnerable and more open to support.

Element 3 Client meets low-income criteria at intake.

The Elmira study was open to women of all socioeconomic backgrounds. The investigators found that higher-income mothers had more resources available to them outside of the program, so they did not get as much benefit from the program. From a cost-benefit and policy standpoint, it's better to focus the program on low-income women. Implementing agencies, with the support of the Nurse-Family Partnership National Service Office, establish a threshold for low-income clients in the context of their own community for their target population.

Element 4 Client is enrolled in the program early in her pregnancy and receives her first home visit by no later than the end of the 28th week of pregnancy.

A client is considered to be enrolled when she receives her first visit and all necessary forms have been signed. If the client is not enrolled during the initial home visit, the recruitment contact should be recorded in the client file according to agency policy. It is recommended that only one pre-enrollment visit be provided. Early enrollment allows time for the client and nurse home visitor to establish a relationship before the birth of the child, and allows time to address prenatal health behaviors which affect birth outcomes and the child's neurodevelopment. Additionally, program dissemination data show that earlier entry into the program is related to longer stays during the infancy phase, increasing a client's exposure to the program and offering more opportunity for behavior changes.

INTERVENTION CONTEXT

Element 5 Client is visited one-to-one: one nurse home visitor to one first-time mother/family.

Clients are visited one nurse home visitor to one first-time mother. The mother may choose to have other supporting family members/significant other(s) in attendance during scheduled visits. In particular, fathers are encouraged to be part of visits when possible and appropriate. The nurse home visitor engages in a therapeutic nurse-client relationship focused on promoting the client's abilities and behavior change to protect and promote her own health and the well-being of her child. It is important for nurse home visitors to maintain professional boundaries within the nurse-client relationship. Some agencies have found it useful to have other nurses on their team at times to accompany the primary nurse home visitor for peer consultation. This helps the client to understand that there is a team of nurse home visitors available and that this second nurse home visitor could fill in if needed. This may reduce client attrition if the first nurse is on leave or leaves the program. Other team members, such as a social worker or mental health specialist, may also accompany nurses on visits as part of the plan of care. The addition of group activities to enhance the program is allowed, but can not take the place of the individual visits and can not be counted as visits. It is expected that clients will have their own individual visits with their nurse, and not joint visits with other clients.

Element 6 Client is visited in her home.

The program is delivered in the client's home, which is defined as the place where she is currently residing. Her home can be a shelter or a situation in which she is temporarily living with family or friends for the majority of the time (i.e., she sleeps there at least four nights a week). It is understood that there may be times when the client's living situation or her work/school schedule make it difficult to see the client/child in their home and the visit needs to take place in other settings. But whenever possible, visiting the client and child in their home allows the nurse home visitor a better opportunity to observe, assess and understand the client's context and challenges.

Element 7 Client is visited throughout her pregnancy and the first two years of her child's life in accordance with the current Nurse-Family Partnership Guidelines.

Prenatal visits occur once a week for the first four weeks, then every other week until the baby is born. Postpartum visits occur weekly for the first six weeks and then every other week until the baby is 21 months. From 21-24 months visits are monthly. To meet the needs of the individual family, the nurse home visitor may adjust the frequency of visits and visit in the evening or on weekends. An expectation that a home visitor is available for regular contact with the family over a long period of time, even if families do not use the home visitor to the maximum level recommended, can be a powerful tool for change.

EXPECTATIONS OF THE NURSES AND SUPERVISORS

Element 8 Nurse home visitors and nurse supervisors are registered professional nurses with a minimum of a Baccalaureate degree in nursing.

When hiring, it is expected that nurse home visitor and nurse supervisor candidates will be evaluated based on the individual nurses' background and levels of knowledge, skills and abilities taking into consideration the nurses' experience and education. The BSN degree is considered to be the standard educational background for entry into public health and provides background for this kind of work. For nurse supervisors, a Master's degree in nursing is preferred. It is understood that both education and experience are important. Agencies may find it difficult to hire BSN-prepared nurses or may find well prepared nurses that do not have a BSN. In making this decision, agencies need to consider each individual nurses' qualifications, and as needed, provide additional professional development to meet the expectations of the role. Non-BSN nurses should be encouraged and provided support to complete their BSN. Agencies and supervisors can seek consultation on this issue from their nurse consultant.

Element 9 Nurse home visitors and nurse supervisors complete core educational sessions required by the Nurse-Family Partnership National Service Office and deliver the intervention with fidelity to the NFP Model.

It is the policy of Nurse-Family Partnership National Service Office (NFP NSO) that all nurses employed to provide NFP services will attend and participate in all core NFP education sessions in a timely manner, as is defined by NFP NSO policy and the NFP NSO contract. Nurse home visitors and nurse supervisors will deliver the program with fidelity to the model. Fidelity is the extent to which implementing agencies adhere to the model elements when implementing the program. Implementing these components provides a high level of confidence that the outcomes achieved by families who enroll in the program will be comparable to those achieved by families in the three randomized, controlled trials.

APPLICATION OF THE INTERVENTION

Element 10 Nurse home visitors, using professional knowledge, judgment and skill, apply the Nurse-Family Partnership Visit-to-Visit Guidelines, individualizing them to the strengths and challenges of each family and apportioning time across defined program domains.

The NFP Visit-to-Visit Guidelines are tools that guide nurse home visitors in the delivery of program content. Nurse home visitors use strength-based approaches to working with families and individualize the guidelines to meet the client's needs. The domains include:

- 1) Personal Health (health maintenance practices; nutrition and exercise; substance use; mental health)
- 2) Environmental Health (home; work; school and neighborhood)
- 3) Life Course (family planning; education and livelihood)
- 4) Maternal Role (mothering role; physical care; behavioral and emotional care of child)
- 5) Friends and Family (personal network relationships; assistance with childcare)
- 6) Health and Human Services (linking families with needed referrals and services)

Element 11 Nurse home visitors apply the theoretical framework that underpins the program, emphasizing Self-Efficacy, Human Ecology and Attachment theories, through current clinical methods.

The underlying theories are the basis for the Nurse-Family Partnership Program. The clinical methods that are taught in the education sessions and promoted in the NFP Visit-to-Visit Guidelines are an expression of these theories. These theories provided the framework that guided the development of the NFP Visit-to-Visit Guidelines, Nurse Home Visitor and Supervisor Competencies, and Nurse-Family Partnership Core Education Sessions. They are a constant thread throughout the model and Nurse-Family Partnership clinical nursing practice.

Element 12 A full-time nurse home visitor carries a caseload of no more than 25 active clients.

Full time is considered a 40-hour work week. Agencies may have a different definition for full time, and should pro-rate the nurse's caseload accordingly. At least half-time employment (20-hour work week) is necessary in order for nurse home visitors to become proficient in the delivery of the program model. Existing teams that already are in place but do not meet these expectations should consult with their nurse consultant. Active clients are those who are receiving visits in accordance with the NFP Visit-to-Visit Guidelines and the plan established by the client and the nurse. In practice, clients are considered participating if they are having regular visits. Agencies can establish their own policies regarding a timeframe for discharging missing clients. It is expected that supervisors will work with their nurse home visitors to monitor caseloads and utilize the program to serve the number of families they are funded to serve. The contract between the NFP National Service Office and the Implementing Agency states that the Agency will:

- 1) Ensure enrollment of 23 to 25 first-time mothers per full-time nurse home visitor within nine months of beginning implementation; and
- 2) Ensure that each nurse home visitor carries a caseload of not more than 25 active families; and
- 3) Maintain the appropriate visit schedule.

REFLECTION AND CLINICAL SUPERVISION

Element 13 A full-time nurse supervisor provides supervision to no more than eight individual nurse home visitors.

Full time is considered a 40-hour work week. It is expected that a full-time nurse supervisor can supervise up to eight individual nurse home visitors, given the expectation for one-to-one supervision, program development, referral management and other administrative tasks. It also is assumed that other administrative tasks may be included in time dedicated to NFP, including the supervision of some additional

administrative, clerical and interpreter staff. Refer to the sample supervisor job description found in the *Implementing Agency Orientation Packet*. The minimum time for a nurse supervisor is 20 hours a week with a team of no more than four individual nurse home visitors. Though NFP discourages smaller teams, even teams with less than four nurse home visitors still require at least a half-time supervisor. Existing teams that are already in place but do not meet these expectations should consult with their nurse consultant.

Element 14 Nurse supervisors provide nurse home visitors clinical supervision with reflection, demonstrate integration of the theories, and facilitate professional development essential to the nurse home visitor role through specific supervisory activities including one-to-one clinical supervision, case conferences, team meetings and field supervision.

To ensure that nurse home visitors are clinically competent and supported to implement the Nurse-Family Partnership Program, nurse supervisors provide clinical supervision with reflection through specific supervisory activities. These activities include:

- 1) One-to-one clinical supervision: A meeting between a nurse and supervisor in one-to-one weekly, one-hour sessions for the purpose of reflecting on a nurse's work including management of her caseload and quality assurance. Supervisors use the principles of reflection as outlined in NFP supervisor training. Supervisors who carry a caseload will make arrangements for clinical supervision with reflection from a qualified person other than the nurse home visitors he/she supervises.
- 2) Case conferences: Meetings with the team dedicated to joint review of cases, Efforts to Outcomes (ETO™) data reports and charts using reflection for the purposes of solution finding, problem solving and professional growth. Experts from other disciplines are invited to participate when such input would be helpful. Case conferences reinforce the reflective process. Case conferences are to be held twice a month for 1 ½ to 2 hours per case conference.
- 3) Team meetings: Meetings held for administrative purposes, to discuss program implementation issues, and team building twice a month for at least an hour or as needed for team meetings. Team meetings and case conferences alternate weekly so there is one meeting of the team every week.
- 4) Field supervision: Joint home visits with supervisor and nurse. Every four months the supervisor makes a visit with each nurse to at least one client and additional visits on an as needed basis at the nurse's request or if the supervisor has concerns. At a minimum, time spent should be 2 – 3 hours per nurse every four months. Some supervisors prefer to spend a full day with nurses, enabling them to observe comprehensively the nurse's typical day as well as her home visit, time and case management skills and charting. After joint home visits with a supervisor and nurse, a Visit Implementation Scale is completed and discussed.

PROGRAM MONITORING AND USE OF DATA

Element 15 Nurse home visitors and nurse supervisors collect data as specified by the Nurse-Family Partnership National Service Office and use NFP reports to guide their practice, assess and guide program implementation, inform clinical supervision, enhance program quality and demonstrate program fidelity.

Data are collected, entered into the ETO software and subsequently used to address practice. Data are utilized to guide improvements in program implementation and demonstrate fidelity. The ETO reports are tools with which nurse home visitors and supervisors assess and manage areas where system, organizational, or operational changes are needed in order to enhance the overall quality of program operations and inform reflective supervision of each nurse. It is expected that both supervisors and nurse home visitors will review and utilize their data.

AGENCY

Element 16 A Nurse-Family Partnership Implementing Agency is located in and operated by an organization known in the community for being a successful provider of prevention services to low-income families.

An Implementing Agency is an organization committed to providing internal and external advocacy and support for the NFP program. This agency also will provide visible leadership and passion for the program in their community and assure that NFP staff members are provided with all tools necessary to assure program fidelity.

Element 17 A Nurse-Family Partnership Implementing Agency convenes a long-term Community Advisory Board that meets at least quarterly to promote a community support system for the program and to promote program quality and sustainability.

A Community Advisory Board is a group of committed individuals/organizations who share a passion for the NFP program and whose expertise can advise, support and sustain the program over time. The agency builds and maintains community partnerships that support implementation and provide resources. If an agency can not create a group specifically dedicated to the Nurse-Family Partnership program, and larger groups are in place that have a similar mission and role dedicated to providing services to low-income mothers, children and families, it is acceptable to participate in these groups in place of a NFP dedicated group. It is essential that issues important to the implementation and sustainability of the NFP program are brought forward and addressed as needed.

Element 18 Adequate support and structure shall be in place to support nurse home visitors and nurse supervisors to implement the program and to assure that data are accurately entered into the database in a timely manner.

Support includes the necessary infrastructure to support and implement the program. This includes the necessary physical space, desks, computers, cell phones, filing cabinets and other infrastructure to carry out the program. Further, this includes employing a person primarily responsible for key administrative support tasks for

NFP staff, as well as entering data and maintaining accuracy of ETO reports. This resource is critical to ensuring administrative support and accuracy of data entry, allowing nurse home visitors time to focus on their primary role of providing services to clients. NFP Implementing Agencies shall employ at least one 0.5 FTE general administrative staff member per 100 clients to support the nurse home visitors and nurse supervisors and to accurately enter data into the Nurse-Family Partnership National Service Office ETO database on a timely basis.

References

Korfmacher, J., Kitzman, H., & Olds, D. (1998) Intervention processes as predictors of outcomes in a preventive home-visitation program. *Journal of Community Psychology*, 26, 49-64.

Olds, D. (2006) The nurse-family partnership: An evidence-based preventive intervention. *Infant Mental Health Journal*, 27, 5-25.

Olds, D., Hill, P., O'Brien, R., Racine, D., & Moritz, P. (2003) Taking preventive intervention to scale: The nurse-family partnership. *Cognitive and Behavioral Practice*, 10, 278-290.

Olds, D., Racine, D., Glazner, J., & Kitzman, H. (1998) Increasing the policy and program relevance of results from randomized trials of home visitation. *Journal of Community Psychology*, 26, 85-100.

Exhibit C

Nurse-Family Partnership Implementing Organization Partner Rate Schedule 2018-2019

	Effective 1/1/2018	Effective 1/1/2019
<u>NFP Program Participation</u> (annual, per supervisor)		
Program support	\$ 8,088	\$ 8,328
Nurse Consultation, first supervisor at location	\$ 9,696	\$ 9,984
Nurse Consultation, co-located supervisor	\$ 5,820	\$ 5,988
Education		
Nurse Home Visitor, Initial Education	4,668	\$ 4,808
Nurse Supervisor Education	\$ 843	\$ 868
Nursing online and initial educational materials	\$ 593	611
Administrator Education	\$ 551	568
Other		
Supervisor expansion/replacement, per occurrence	\$ 3,174	\$ 3,264
Specialized, custom information systems or other services:	<i>Please contact us</i>	

Please remember that we all operate in a dynamic and evolving environment that may necessitate changes. For questions or additional information, please contact Sally Isaacson at 303.327.4279 or at Sally.Isaacson@nurscnmfamilypartnership.org!

1900 Grant Street, Suite 400 j Denver, CO 80203-4304
303.327.4240 | Fax 303.327.4260 | Toll Free 866.864.5226
www.nursefamilypartnership.org

New or Renewed Contracts for the Period of 12/01/2018 through 12/31/2018

KPHD Contract ID	KPHD Program	Contract Type	Contract Length	KPHB Approved	Contract Amount	Signed Date	Start Date	End Date	Client Contract ID
Active (13 contracts)									
Clallam County Department of Health and Human Serv									
ID: 1848	Community Health, Yolanda Fong	Interlocal/Interagency	Closed	11/06/18	\$61,000.00	12/11/18	07/01/18	06/30/19	11301-18-MJT
Description: Tobacco and MJ subcontract. Clallam Co to develop and implement coordinated tobacco, vapor product, and marijuana intervention strategies to prevent and reduce tobacco, vapor, and marijuana use by youth in Clallam Co.									
Harrison Health Partners									
ID: 1867	Administration, Susan Turner	Amendment	Closed		\$30,000.00	12/03/18	01/01/16	12/31/21	
Description: Tuberculosis care for uninsured and underinsured patients									
Extends term to 12/31/21									
HCA, Washington State									
ID: 1862	Clinical Services, Beth Phipps	Lease Agreement	Closed	12/04/18	\$0.00	12/09/18	01/01/19	12/31/20	K3128
Description: In-kind office space lease for one or more HCA Medical Assistance Specialists (MAS) (presently Eva Cardenas). The MAS will assist the District in determining Medicaid eligibility.									
Jefferson County									
ID: 1849	Community Health, Yolanda Fong			11/06/18	\$61,000.00	12/11/18	07/01/18	06/30/19	
Description: Tobacco and MJ subcontract. Jefferson Co to develop and implement coordinated tobacco, vapor product, and marijuana intervention strategies to prevent and reduce tobacco, vapor, and marijuana use by youth in Jefferson Co.									
Kitsap Community Foundation									
ID: 1874	Assessment and Epidemiology, Siri Kushner	Amendment	Closed	12/04/18	\$37,500.00	12/10/18	01/01/18	12/31/19	
Description: Funded by Bill and Melinda Gates Foundation Grant. The District to develop monitoring and evaluation systems for Kitsap Strong networks starting with the Collaborative Learning Academy and Graduate Kitsap/Mason.									
Amendment extends term from 12.31.18 to 9.30.19 and adds \$37,500 for new maximum consideration of \$87,160.									
Kitsap Community Resources									
ID: 1875	Assessment and Epidemiology, Siri Kushner	Contract for Services	Closed		\$7,500.00	12/12/18	11/01/18	03/31/19	
Description: The general purpose of this contract is updates to the joint 2017 Head Start/ECEAP Comprehensive Community Assessment to be utilized by the following Kitsap Interagency Coordinating Council (KICC) organizations: Suquamish Tribe, S'Klallam Tribe, Olympic Educational Service District and Kitsap Community Resources (KCR). KCR serves as the lead contractual entity on behalf of the four entities' Head Start and ECEAP programs.									
Kitsap County									
ID: 1850	Community Health, Yolanda Fong	Subcontract	Closed	11/06/18	\$50,000.00	12/03/18	07/01/18	06/30/19	
Description: Tobacco and MJ subcontract. Kitsap Co to develop and implement coordinated tobacco, vapor product, and marijuana intervention strategies to prevent and reduce tobacco, vapor, and marijuana use by youth in Kitsap Co.									
Kitsap County Prosecuting Attorney									



New or Renewed Contracts for the Period of 12/01/2018 through 12/31/2018

KPHD Contract ID	KPHD Program	Contract Type	Contract Length	KPHB Approved	Contract Amount	Signed Date	Start Date	End Date	Client Contract ID
ID: 1879	Administration, Keith Grellner <i>Description: Legal Services</i>	Amendment	Closed	12/04/18	\$129.00	12/11/18	01/01/17	12/31/19	KC-478-16
<i>Amendment 2 modifies hourly rate and extends term to 12/31/19</i>									
Kitsap Public Health Board									
ID: 1890	Administration, Karen Holt <i>Description: KPHD Administrator employment agreement re: Keith Grellner</i>	Employment	Closed	01/08/19	\$661,362.00	12/12/18	01/01/19	06/30/23	
Olympic Community of Health									
ID: 1876	Assessment and Epidemiology, Siri Kushner <i>Description: OCH requires Contractor to provide expert research and analytical support to OCH's efforts.</i>	Contract for Services	Closed	12/04/18	\$140,000.00	12/14/18	01/01/19	12/31/19	
Professional and Technical Employees, Local 17									
ID: 1896	Administration, Keith Grellner <i>Description: Collective Bargaining Agreement</i>	Collective Bargaining Agreement	Closed	12/04/18		12/04/18	01/01/19	12/31/21	
ID: 1894	Administration, Keith Grellner <i>Description: Memorializes agreement reached during negotiations that changes the length of the probationary period for District employees hired after January 1, 2018; and removes the provision that previously allowed part-time District employees hired prior to July 1, 1981 to receive full-time benefit contributions.</i>	MOU/MOA	Open Ended			12/04/18	01/01/19	12/31/21	
Summit Law Group									
ID: 1888	Administration, Karen Holt <i>Description: Rod Younker</i>		Closed		\$10,000.00	12/20/18	01/01/19	12/31/19	

Kitsap Public Health Board Meeting
Date: February 5, 2019

CONSENT AGENDA ITEM: Warrant and Electronic Fund Transfer (EFT) Registers

Approvals:

	Signature	Date
Administrator		1/23/2019
Finance Manager		1/23/2019

Recommended Motion: Approval

Items:

Type	Warrant/EFT Date	Beginning Warrant	Ending Warrant	Total Amount
Accounts Payable	12/3/2018	3767341	3767358	\$ 37,376.95
Accounts Payable	12/4/2018	DD84884	DD84893	4,669.57
Accounts Payable	12/10/2018	3767740	3767754	37,797.42
Accounts Payable	12/11/2018	DD85160	DD85171	16,582.60
Accounts Payable	12/17/2018	3768200	3768207	31,136.63
Accounts Payable	12/18/2018	DD85500	DD85526	19,779.85
Accounts Payable	12/24/2018	3768645	3768661	22,940.10
Accounts Payable	12/26/2018	3768497	-	46.79
Accounts Payable	12/26/2018	DD85894	DD85908	22,079.91
Accounts Payable	12/28/2018	3768917	3768932	8,430.74
Accounts Payable	12/31/2018	DD86034	DD86049	11,062.96
Accounts Payable Total				\$ 211,903.52
Payroll PERS Payment (November)	12/12/2018			113,769.23
Payroll Taxes	12/31/2018	N/A	N/A	138,691.87
Payroll Benefits	12/31/2018	3768752	3768778	119,359.16
Payroll Benefits	12/31/2018	DD85922	DD85922	8,802.87
Payroll	12/31/2018	N/A	N/A	385,683.71
Payroll Total				\$ 766,306.84
Grand Total				\$ 978,210.36

Kitsap Public Health Board Action:

- ☐ Approve
- ☐ Deny
- ☐ Table / Continue

	Signature	Date
Kitsap Public Health Board Chair		

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

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12/03/18

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	294940	ANDERSON, AMY C		1510181	001	84884	PT	12/04/18	515.51
Warrant 84884 total									515.51
	384173	CANON FINANCIAL SERVICES,		1510186	001	84885	PT	12/04/18	1,041.15
Warrant 84885 total									1,041.15
	416794	JEFFERSON COUNTY FARMERS		1510188	001	84886	PT	12/04/18	1,094.23
Warrant 84886 total									1,094.23
	331520	KUSHNER, SIRI		1510293	001	84887	PT	12/04/18	88.87
Warrant 84887 total									88.87
	285101	LYTLE, ROSS		1510384	001	84888	PT	12/04/18	64.31
Warrant 84888 total									64.31
	387402	MCKINNON, BRYAN		1510182	001	84889	PT	12/04/18	397.14
Warrant 84889 total									397.14
	416795	PORT ANGELES FARMERS MARK		1510191	001	84890	PT	12/04/18	302.00
Warrant 84890 total									302.00
	10979	QUAYLE, TIM		1510183	001	84891	PT	12/04/18	68.67
Warrant 84891 total									68.67
	397857	SPECTRA LABORATORIES - KI		1510196	001	84892	PT	12/04/18	52.29

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Department	Vendor Number	Vendor Name	Purchase Order	Voucher Number	Pay Warrant Itm Number	Wrt Typ	Check/ Itm Date	Warrant Amount
Warrant 84892 total								52.29
	397857	SPECTRA LABORATORIES - KI		1510300	001	84893 PT	12/04/18	1,045.40
Warrant 84893 total								1,045.40
Department 95969 total								4,669.57

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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 D1	365850	DPE SYSTEMS, INC		1511492	001	3767740	PK	12/10/18	174.40
Warrant 3767740 total									174.40
	332376	EVERGREEN PACIFIC PUBLISH		1511493	001	3767741	PK	12/10/18	54.52
Warrant 3767741 total									54.52
	339396	GIUNTOLI, PAUL		1511605	001	3767742	PK	12/10/18	155.87
Warrant 3767742 total									155.87
	12367	KING COUNTY FINANCE: ACCT		1511494	001	3767743	PK	12/10/18	438.00
Warrant 3767743 total									438.00
	368947	MAILFINANCE INC		1511495	001	3767744	PK	12/10/18	997.52
Warrant 3767744 total									997.52
	231611	MICROSOFT SERVICES PO BOX		1511602	001	3767745	PK	12/10/18	3,163.22
Warrant 3767745 total									3,163.22
	369036	ONE TIME PAYMENT		1511496	001	3767746	PK	12/10/18	250.00
Warrant 3767746 total									250.00
	409198	OFFICE DEPOT (POB 29248)		1511498	001	3767747	PK	12/10/18	55.94
Warrant 3767747 total									55.94
	404703	PARSONS CO		1511501	001	3767748	PK	12/10/18	331.03
Warrant 3767748 total									331.03

MRDOWKA, AMY

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Department	Vendor Number	Vendor Name	Purchase Order	Voucher Number	Pay Itm	Warrant Number	Wrt Typ	Check/ Itm Date	Warrant Amount
	403797	SHRED-IT USA 28883 NETWO		1511505	001	3767749	PK	12/10/18	122.57
Warrant 3767749 total									122.57
	407504	STANDARD REGISTER, INC		1511506	001	3767750	PK	12/10/18	960.99
Warrant 3767750 total									960.99
	423515	STAPLES ADVANTAGE (PO BOX		1511503	001	3767751	PK	12/10/18	21.16
Warrant 3767751 total									21.16
	227279	TREBRON COMPANY INC		1511513	001	3767752	PK	12/10/18	6,421.14
	227279	TREBRON COMPANY INC		1511514	001	3767752	PK	12/10/18	3,700.55
Warrant 3767752 total									10,121.69
	327504	US BANK (JUNIOR DIST		1511526	001	3767754	PK	12/10/18	2,396.33
	327504	US BANK (JUNIOR DIST		1511527	001	3767754	PK	12/10/18	259.85
	327504	US BANK (JUNIOR DIST		1511527	002	3767754	PK	12/10/18	1,997.55
	327504	US BANK (JUNIOR DIST		1511529	001	3767754	PK	12/10/18	2,017.30
	327504	US BANK (JUNIOR DIST		1511532	001	3767754	PK	12/10/18	1,109.05
	327504	US BANK (JUNIOR DIST		1511533	001	3767754	PK	12/10/18	813.73
	327504	US BANK (JUNIOR DIST		1511544	001	3767754	PK	12/10/18	368.60
	327504	US BANK (JUNIOR DIST		1511544	002	3767754	PK	12/10/18	321.38
	327504	US BANK (JUNIOR DIST		1511590	001	3767754	PK	12/10/18	98.22
	327504	US BANK (JUNIOR DIST		1511590	002	3767754	PK	12/10/18	694.56
	327504	US BANK (JUNIOR DIST		1511591	001	3767754	PK	12/10/18	1,005.16
	327504	US BANK (JUNIOR DIST		1511593	001	3767754	PK	12/10/18	112.72
	327504	US BANK (JUNIOR DIST		1511593	002	3767754	PK	12/10/18	224.81

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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	227445	DAVIS-MUNN, TINA		1511485	001	85160	PT	12/11/18	422.92
Warrant 85160 total									422.92
	410696	GRIEGO, YANEISY		1511486	001	85161	PT	12/11/18	87.20
Warrant 85161 total									87.20
	412198	HAMEL PATRICK B		1511487	001	85162	PT	12/11/18	113.91
Warrant 85162 total									113.91
	409737	HUNTER, KARI L		1511488	001	85163	PT	12/11/18	415.25
Warrant 85163 total									415.25
	406011	MURRAY, KEISHA R.		1511489	001	85164	PT	12/11/18	54.91
Warrant 85164 total									54.91
	195219	OZARK UNDERGROUND LABORAT		1511499	001	85165	PT	12/11/18	2,679.00
Warrant 85165 total									2,679.00
	279396	POINT DEFIANCE AIDS PROJE		1511502	001	85166	PT	12/11/18	433.91
Warrant 85166 total									433.91
	396297	RHOADES, LACEY P		1511490	001	85167	PT	12/11/18	64.77
Warrant 85167 total									64.77
	230467	SUMMIT LAW GROUP, PLLC		1511511	001	85168	PT	12/11/18	10,800.18

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Department 95969 00969 95969 Kitsap Public Health Di	281133	ACOSTA, NANCY		1512083	001	85500	PT	12/18/18	190.23
Warrant 85500 total									190.23
	413333	ADER, SAM A		1511956	001	85501	PT	12/18/18	289.40
Warrant 85501 total									289.40
	216294	BANIGAN, LESLIE		1511957	001	85502	PT	12/18/18	132.35
Warrant 85502 total									132.35
	325550	BAZZELL, RICHARD		1511961	001	85503	PT	12/18/18	283.41
Warrant 85503 total									283.41
	404723	BIERMAN, DANA		1512144	001	85504	PT	12/18/18	55.00
Warrant 85504 total									55.00
	226171	BROWN, STEVEN		1511962	001	85505	PT	12/18/18	214.73
Warrant 85505 total									214.73
	20963	CULTURALLY SPEAKING LLC		1512014	001	85506	PT	12/18/18	297.50
Warrant 85506 total									297.50
	230974	EAKES, DEANNA		1511963	001	85507	PT	12/18/18	27.58
Warrant 85507 total									27.58
	395814	EILERS, KATHARINE		1511964	001	85508	PT	12/18/18	100.43

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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 369036	<i>BICKLER, GAIL</i> ONE TIME PAYMENT		1512719	001	3768645	PK	12/24/18	250.00
Warrant 3768645 total									250.00
	419644	BLUE DOT INVESTMENTS, LLC		1513490	001	3768646	PK	12/24/18	840.03
Warrant 3768646 total									840.03
	327621	COMCAST		1512721	001	3768647	PK	12/24/18	594.33
Warrant 3768647 total									594.33
	412631	COMCAST		1512720	001	3768648	PK	12/24/18	600.44
Warrant 3768648 total									600.44
	17992	DELL MARKETING L.P. (CHIC		1512722	001	3768649	PK	12/24/18	2,361.97
Warrant 3768649 total									2,361.97
	425123	HOELSCHER, ELLA		1513424	001	3768650	PK	12/24/18	1,095.00
Warrant 3768650 total									1,095.00
	355700	JIM WEBBER TRAINING CONSU		1512727	001	3768651	PK	12/24/18	3,040.51
Warrant 3768651 total									3,040.51
	10871	KCDA PURCHASING COOPERATI		1512731	001	3768652	PK	12/24/18	824.20
	10871	KCDA PURCHASING COOPERATI		1512731	002	3768652	PK	12/24/18	244.20
Warrant 3768652 total									1,068.40
	14532	LOOMIS - PALATINE		1513550	001	3768653	PK	12/24/18	451.93

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Department	Vendor Number	Vendor Name	Purchase Order	Voucher Number	Pay Warrant Itm Number	Wrt Typ	Check/ Itm Date	Warrant Amount
00969	95969							
Kitsap Public Health D1	252336	KIESS, JOHN F.		1512707	001 3768497	PK	12/26/18	46.79
Warrant 3768497								
total								46.79
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total								46.79

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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	216294	BANIGAN, LESLIE		1513421	001	85894	PT	12/26/18	140.00
Warrant 85894 total									140.00
	227445	DAVIS-MUNN, TINA		1512699	001	85895	PT	12/26/18	9.27
Warrant 85895 total									9.27
	21555	ENVIRONMENTAL SYSTEMS RES		1513387	001	85896	PT	12/26/18	5,177.50
Warrant 85896 total									5,177.50
	10476	FEDEX (PO BOX 371461 PITT		1512723	001	85897	PT	12/26/18	57.55
Warrant 85897 total									57.55
	422623	FINE, GEORGE F.		1512700	001	85898	PT	12/26/18	83.66
Warrant 85898 total									83.66
	356354	GUIDRY, JESSICA		1512702	001	85899	PT	12/26/18	95.38
Warrant 85899 total									95.38
	227674	HOLDCROFT, JODIE		1512706	001	85900	PT	12/26/18	113.91
Warrant 85900 total									113.91
	409737	HUNTER, KARI L		1513092	001	85901	PT	12/26/18	4.25
Warrant 85901 total									4.25
	387985	JOHNSON, RENEE K		1513391	001	85902	PT	12/26/18	75.76

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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	BAINBRIDGE ISLAND FARMERS		1513642	001	3768917	PK	12/28/18	6.00
Warrant 3768917 total									6.00
	419644	BLUE DOT INVESTMENTS, LLC		1513643	001	3768918	PK	12/28/18	840.24
Warrant 3768918 total									840.24
	327621	COMCAST		1514366	001	3768919	PK	12/28/18	153.38
Warrant 3768919 total									153.38
	17992	DELL MARKETING L.P. (CHIC		1513644	001	3768920	PK	12/28/18	2,952.96
Warrant 3768920 total									2,952.96
	423172	EMERALD CITY GRAPHICS AN		1514367	001	3768921	PK	12/28/18	415.29
Warrant 3768921 total									415.29
	339396	GIUNTOLI, PAUL		1514275	001	3768922	PK	12/28/18	160.78
Warrant 3768922 total									160.78
	418879	HEALTHCARE NEWS		1513645	001	3768923	PK	12/28/18	375.00
Warrant 3768923 total									375.00
	426159	JOYCE, DOUGLAS L		1514401	001	3768924	PK	12/28/18	852.00
Warrant 3768924 total									852.00
	12367	KING COUNTY FINANCE; ACCT		1514368	001	3768925	PK	12/28/18	166.00
Warrant 3768925 total									166.00

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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	384173	CANON FINANCIAL SERVICES,		1514365	001	86034	PT	12/31/18	1,041.15
Warrant 86034 total									1,041.15
	410696	GRIEGO, YANEISY		1514276	001	86035	PT	12/31/18	74.67
Warrant 86035 total									74.67
	416794	JEFFERSON COUNTY FARMERS		1513646	001	86036	PT	12/31/18	771.52
Warrant 86036 total									771.52
	387985	JOHNSON, RENEE K		1514277	001	86037	PT	12/31/18	289.35
Warrant 86037 total									289.35
	285101	LYTLE, ROSS		1514278	001	86038	PT	12/31/18	77.39
Warrant 86038 total									77.39
	421248	MOORE, MEGAN R		1514279	001	86039	PT	12/31/18	178.28
Warrant 86039 total									178.28
	406011	MURRAY, KEISHA R.		1514280	001	86040	PT	12/31/18	25.00
Warrant 86040 total									25.00
	416795	PORT ANGELES FARMERS MARK		1513647	001	86041	PT	12/31/18	320.66
Warrant 86041 total									320.66
	10979	QUAYLE, TIM		1513641	001	86042	PT	12/31/18	82.30

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Account Ledger Inquiry

Account. 95969.2315 From Date/Period 12/12/18
 Thru Date/Period 12/12/18
ACCRUED EMPLOYEE BENEFITS Ledger Type. . . AA
 Skip to Doc/Type Subledger. *

Y-T-D Period End **1,409.13-**
 Cumul Period End **109,246.89-**

Additional Selections Exist

<u>Q</u>	<u>DT</u>	<u>Document</u>	<u>Date</u>	<u>Explanation/Alpha</u>	<u>Debit</u>	<u>Credit</u>	<u>P</u>
U1		352012	12/12/18	DAILY CASH TRANSMI	18,706.10		P
U1		352012	12/12/18	DAILY CASH TRANSMI	95,063.13		P
					-----	-----	
					113,769.23		
Ledger Total					113,769.23		
Unposted Total							

Opt: 1/2=Orig Entry 5=Details F17=Top F18=Totals F21=Prt Ledg F24=More

Account Ledger Inquiry

Account. 95969.2317 From Date/Period 12/01/18
 Thru Date/Period 12/31/18
ACCRUED TAXES Ledger Type. . . AA
 Skip to Doc/Type . 352581 Subledger. . . . *
 Y-T-D Period End .
 Cumul Period End .

Additional Selections Exist

<u>Q</u>	<u>DT</u>	<u>Document</u>	<u>Date</u>	<u>Explanation/Alpha</u>	<u>Debit</u>	<u>Credit</u>	<u>P</u>
U1		352581	12/31/18	DAILY CASH TRANSMI	138,691.87		P
					138,691.87		
Ledger Total					138,691.87		
Unposted Total							

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total									177.65
Warrant 3768770 total	426139	WCIF METLIFE CRITICAL		1514095	001	3768770	PK	12/31/18	131.25
									131.25
Warrant 3768771 total	426138	WCIF METLIFE HOSPITAL		1514094	001	3768771	PK	12/31/18	95.29
									95.29
Warrant 3768772 total	5606	WCIF STANDARD ACCIDENT		1513991	001	3768772	PK	12/31/18	311.35
									311.35
Warrant 3768773 total	5601	WCIF STANDARD BASIC LIFE		1513983	001	3768773	PK	12/31/18	722.00
									722.00
Warrant 3768774 total	341372	WCIF STANDARD LIFE INSURA		1514065	001	3768774	PK	12/31/18	1,844.45
									1,844.45
Warrant 3768775 total	360635	WCIF STANDARD STD		1514069	001	3768775	PK	12/31/18	514.90
									514.90
Warrant 3768776 total	5605	WCIF STANDARD VTL		1513988	001	3768776	PK	12/31/18	1,578.49
									1,578.49
Warrant 3768777 total	368370	WHIT-DELTA DENTAL OF WASH		1514070	001	3768777	PK	12/31/18	6,267.44
									6,267.44
	368371	WHIT-WILLIAMETTE		1514071	001	3768778	PK	12/31/18	1,797.90

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Deductions and taxes are confidential and have been redacted.

EMPLOYEE	Hours	Wages	Vendor#	Gross Pay	Deductions	Taxes	Net Pay	Check Control	I Err C	Msg
Number	Name									
4563	ABNEY, BEVERLY M.	173.35	4,599.00	1,463.89	4,599.00		3,077.06	9305869	N	
278956	ACOSTA, NANCY M.	173.31	7,144.00	1,732.04	7,144.00		4,261.20	9305870	N	
413193	ADER, SAM A.	173.30	3,894.00	1,309.06	3,894.00		2,546.84	9305871	N	
407901	ADHIKARI, ANISH	173.32	6,158.00	1,226.69	6,158.00		4,229.46	9305872	N	
419470	ANDERSON, AMY C.	176.07	5,163.86	1,434.64	5,163.86		3,417.16	9305873	N	
215189	BANIGAN, LESLIE B.	165.32	6,085.52	1,217.39	6,085.52		4,309.30	9305874	N	
328436	BAZZELL, RICHARD L.	173.32	6,380.00	2,060.39	6,380.00		4,321.80	9305876	N	
419805	BELL, GUS J.	173.35	6,780.00	1,734.57	6,780.00		4,821.39	9305877	N	
407902	BERGER, ANGELINE C.	173.32	3,813.00	1,265.04	3,813.00		2,951.57	9305878	N	
404611	BIERMAN, DANA J.	173.33	5,557.00	1,287.13	5,557.00		4,169.03	9305879	N	
398569	BONSELL, KRISTINA S	173.32	4,508.00	1,387.84	4,508.00		3,392.74	9305880	N	
2058	BOYSEN-KNAPP, KAREN	173.35	5,835.00	1,185.25	5,835.00		4,232.83	9305881	N	
245475	BROWER, JANET L.	173.32	7,692.00	1,796.34	7,692.00		3,360.99	9305882	N	
271677	BROWN, STEVEN J.	173.32	6,380.00	1,255.17	6,380.00		4,126.23	9305883	N	
411387	CHANG, MARGO W.	173.33	2,964.00	954.45	2,964.00		2,326.38	9305884	N	
400655	CIULLA, LAURA M.	173.31	6,643.00	1,661.76	6,643.00		4,551.28	9305885	N	
246639	DALTON, MELANIE A.	173.35	7,128.00	1,788.36	7,128.00		5,419.36	9305886	N	
226538	DAVIS-MUNN, TINA M.	208.00	7,777.12	997.06	7,777.12		6,519.96	9305887	N	
359180	DENSON, DAYDRA D.	138.67	4,834.00	821.68	4,834.00		3,197.15	9305888	N	
223648	EAKES, DEANNA L.	173.36	4,426.00	1,010.48	4,426.00		2,820.49	9305889	N	
395244	EILERS, KATHARINE	173.32	9,174.00	2,418.86	9,174.00		6,594.62	9305890	N	
4565	EVANS, ERIC V.	173.32	7,692.00	2,742.59	7,692.00		3,985.14	9305891	N	
340919	EVANS, KELLY A.	173.34	5,365.00	1,497.79	5,365.00		3,789.59	9305892	N	
288900	FANNING, LAUREN	94.00	2,820.00	12.58	2,820.00		2,597.30	9305893	N	
421693	FINE, GEORGE F.	159.68	3,201.65	1,224.78	3,201.65		2,469.82	9305894	N	
321284	FISK, APRIL K.	173.32	5,633.00	2,478.42	5,633.00		3,351.88	9305895	N	
356883	FONG, YOLANDA N.	173.32	8,321.00	2,348.96	8,321.00		5,992.76	9305896	N	
423169	FUNK, LAUREN N.	60.00	1,353.00	123.35	1,353.00		1,182.29	9305897	N	
337331	GIUNTOLI, PAUL A.	173.32	6,380.00	1,628.01	6,380.00		4,073.88	9305898	N	
401905	GONZALEZ, ANNA K.	173.33	5,330.00	2,445.55	5,330.00		3,994.63	9305899	N	
1264	GRELLNER, KEITH J.	173.33	11,256.00	2,018.31	11,256.00		8,459.90	9305900	N	
421427	GRESS, NICOLE R.	173.37	3,112.00	1,767.44	3,112.00		2,331.72	9305901	N	
410072	GRIEGO, YANEISY	173.32	3,430.00	1,249.53	3,430.00		2,662.47	9305902	N	
355732	GUIDRY, JESSICA F.	173.32	7,692.00	2,742.59	7,692.00		5,485.71	9305903	N	
356336	GUZMAN, DAMARYS L.	173.36	4,074.00	1,764.53	4,074.00		2,833.48	9305904	N	
412171	HAMEL, PATRICK B.	173.31	5,480.00	2,071.25	5,480.00		3,656.10	9305905	N	
3013	HANSSSEN-KELLER, JOH	155.99	5,940.00	1,158.19	5,940.00		4,294.65	9305906	N	
4579	HOLDCROFT, GRANT A.	173.32	6,976.00	1,704.48	6,976.00		4,430.90	9305907	N	
270783	HOLDCROFT, JODIE S	173.32	6,380.00	1,628.01	6,380.00		4,050.00	9305908	N	
1041	HOLT, JUDITH A.	173.32	7,692.00	1,512.37	7,692.00		4,385.67	9305909	N	
2726	HOLT, KAREN L.	173.32	7,692.00	2,361.05	7,692.00		5,109.51	9305910	N	
306605	HUGHES, RACHEL J.	173.29	3,783.00	1,294.82	3,783.00		2,795.58	9305911	N	
409213	HUNTER, KARI L.	173.33	5,914.00	1,332.94	5,914.00		4,148.14	9305912	N	
295036	JAMESON, BETTY S.	173.30	3,603.00	1,271.72	3,603.00		2,724.26	9305913	N	
400651	JOHANSON, KRISTA M.	173.30	3,603.00	1,704.10	3,603.00		2,766.22	9305914	N	
421429	JOHNSON, RENEE K.	173.27	5,219.00	1,204.23	5,219.00		3,828.43	9305915	N	
358933	JONES, KIMBERLY D.	173.32	6,380.00	1,255.17	6,380.00		4,405.65	9305916	N	
393427	KATULA, DAYNA B.	173.31	5,740.00	2,104.61	5,740.00		3,483.10	9305917	N	
418812	KELLUM, LYNDSEY B.	103.99	3,334.00	920.59	3,334.00		2,467.63	9305918	N	

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Deductions and taxes are confidential and have been redacted.

EMPLOYEE											Check	I Err
Number	Name	Hours	Wages	Vendor#	Gross Pay	Deductions	Taxes	Net Pay	Control	C	Msg	
245476	KENCH, DONALD C.	173.31	3,754.00	2,440.84	3,754.00			2,358.21	9305919	N		
250913	KIESS, JOHN F.	173.32	9,174.00	2,545.19	9,174.00			6,677.08	9305920	N		
421430	KINDSCHY, BRANDON J	173.31	4,733.00	2,308.27	4,733.00			3,394.50	9305921	N		
16125	KNOOP, MELINA V.	173.32	6,380.00	1,628.01	6,380.00			4,270.53	9305922	N		
243184	KRUSE, CHARLES H.	173.35	6,466.00	2,197.76	6,466.00			4,786.15	9305923	N		
327580	KUSHNER, SIRI E.	173.32	7,692.00	2,742.59	7,692.00			5,887.96	9305924	N		
416539	LAIRD, MELISSA Y.	173.32	7,692.00	1,796.34	7,692.00			5,404.91	9305925	N		
316830	LINDEN, LISA B.	173.36	4,750.00	1,977.60	4,750.00			2,818.94	9305926	N		
285038	LYTLE, ROSS D.	173.32	6,380.00	1,996.01	6,380.00			4,168.65	9305927	N		
388104	MAZUR, KARINA MARIA	173.35	5,920.00	1,569.00	5,920.00			4,148.04	9305928	N		
421431	MCDOWELL, STACI M.	173.32	3,709.00	1,619.69	3,709.00			2,968.24	9305929	N		
414387	MCKENZIE, MAYA A.	173.35	4,866.00	1,433.77	4,866.00			3,298.39	9305930	N		
387088	MCKINNON, BRYAN	173.33	5,219.00	1,243.77	5,219.00			4,093.75	9305931	N		
270056	MILLS, JACQUELYN F.	157.78	3,796.19		3,796.19			2,961.83	9305932	N		
279971	MOEN, ANNE M.	173.31	4,733.00	1,849.08	4,733.00			3,285.28	9305933	N		
406607	MOONTREE, KAELA L.	29.75	892.50	3.98	892.50			798.18	9305934	N		
421227	MOORE, MEGAN R.	173.31	5,040.00	2,014.80	5,040.00			3,715.91	9305935	N		
324204	MORGAN, W. NEWTON	173.32	6,380.00	2,060.39	6,380.00			4,542.81	9305936	N		
312378	MORRIS, DAWN M.	138.68	3,718.00	830.80	3,718.00			2,717.45	9305937	N		
406005	MURRAY, KEISHA R.	173.32	4,418.00	1,037.08	4,418.00			3,401.11	9305938	N		
295033	NGUYEN, LOAN T.	138.69	3,337.00	781.92	3,337.00			2,596.17	9305939	N		
208456	NICOLAISEN, NIELS K	173.82	6,407.61	2,190.27	6,407.61			4,568.01	9305940	N		
3128	NOBLE, GREGORIA A.	173.31	4,733.00	1,126.73	4,733.00			3,094.67	9305941	N		
22459	NORTH, EDWIN	173.32	8,321.00	2,823.29	8,321.00			3,161.70	9305942	N		
405301	NUNO, CRYSTAL M.	173.31	5,480.00	1,139.70	5,480.00			3,267.60	9305943	N		
243679	OUTHWAITE, MINDI L.	121.64	4,577.29	1,136.22	4,577.29			3,155.71	9305945	N		
419118	PANDINO, LINDA E.	173.36	4,171.00	1,344.60	4,171.00			3,138.17	9305946	N		
388198	PHILLIPS, LYNN J.	130.01	4,224.00	1,573.22	4,224.00			2,752.30	9305947	N		
229901	PHIPPS, BETH M.	173.31	7,444.00	1,391.69	7,444.00			4,746.88	9305948	N		
394466	PREWITT, SUSANA C.	173.31	3,707.00	912.23	3,707.00			2,840.72	9305949	N		
1214	QUAYLE, TIMOTHY P.	173.35	6,707.00	2,228.68	6,707.00			4,600.90	9305950	N		
419860	QUIST-THERSON, NII	173.32	6,789.00	2,626.74	6,789.00			4,970.73	9305951	N		
418444	RAMUNNO, PHILIP M.	173.30	5,109.00	1,464.94	5,109.00			3,863.58	9305952	N		
324654	RHEA, SUSAN R.	173.29	3,783.00	1,294.82	3,783.00			2,493.74	9305953	N		
396295	RHOADES, LACEY P.	173.30	5,109.00	1,092.10	5,109.00			2,819.99	9305954	N		
267073	RIDGE, BETTI L.	173.32	6,210.00	1,606.20	6,210.00			4,339.88	9305955	N		
404613	RORK, IAN M.	173.31	4,293.00	1,360.25	4,293.00			3,235.84	9305956	N		
425553	SHUHLER, YANA	173.33	2,964.00	1,238.98	2,964.00			2,250.89	9305957	N		
1224	SMITH-ROSE, SHELLEY	155.98	5,252.00	1,405.48	5,252.00			3,555.97	9305958	N		
361388	SMITH, TERRI L.	173.35	7,128.00	1,723.98	7,128.00			4,993.86	9305959	N		
347366	STEDMAN, KELSEY E.	176.08	6,507.26	1,271.50	6,507.26			4,274.39	9305960	N		
423168	STEWART, TOBBI S.	173.31	4,733.00	1,416.70	4,733.00			3,521.59	9305961	N		
410415	STUNTZ, JAYME M.	173.34	6,053.00	2,532.31	6,053.00			4,144.39	9305962	N		
1682	TURNER, DENISE M.	173.35	4,599.00	1,115.54	4,599.00			2,863.56	9305963	N		
401072	TURNER, SUSAN E.	173.34	14,734.00	3,264.54	14,734.00			8,935.08	9305964	N		
392243	WALTHER, SUSAN B.	173.31	5,754.00	1,980.08	5,754.00			3,874.72	9305965	N		
412419	WARD, BARBARA J.	67.33	1,844.84	245.70	1,844.84			1,468.82	9305966	N		
14545	WELLBORN, BRIAN D.	130.01	2,816.00	1,138.88	2,816.00			1,691.46	9305967	N		
397255	WENDT, JAN E.	173.35	6,480.00	2,199.55	6,480.00			4,816.54	9305968	N		

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

Deductions and taxes are confidential and have been redacted.

EMPLOYEE	Hours	Wages	Vendor#	Gross Pay	Deductions	Taxes	Net Pay	Check Control	I Err C	Msg
2189 WERDALL, LORI E.	103.99	2,503.00	833.13	2,503.00			182.81	9305969	N	
413194 WILSON, ANNILICIA R	173.37	3,112.00	1,208.73	3,112.00			2,356.95	9305970	N	
301566 YANDA, KERRIE L.	173.34	6,991.00	2,178.33	6,991.00			4,664.40	9305971	N	
2908 ZIMNY, JAMES A.	173.32	8,737.00	1,896.79	8,737.00			6,340.52	9305972	N	
Total.	16824.78	562,653.84	158,620.72	562,653.84	79,026.45	97,943.68	385,683.71			
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