

KPHD Contract Number	Their Contract Number	Contractor and Agreement Name	Type of Agreement	Term of Agreement	Amount to District	Amount to Other Agency
1511	NA	Clallam, Jefferson, Kitsap and Mason Counties <i>Hood Canal Regional Septic Loan Program</i>	Interlocal Agreement	07/01/2014-06/30/2022	\$0	\$0
Description: Agreement to terminate the interlocal agreement, where the interlocal agreement terminates 30 days after the Revolving Fund Loan is fully repaid (anticipated to be on June 30, 2022).						
2246	20220706	OSPI <i>Summer Food Inspections</i>	Interlocal Agreement	06/07/2022-09/30/2022	\$5,250	\$0
Description: KPHD to perform periodic health and sanitation evaluations of food service management companies (vendors), sponsor food preparation facilities and feeding sites operating under the U.S. Department of Agriculture (USDA) Summer Food Service Program (SFSP) as required by 7 CFR Part 225 as a condition to the allocation and expenditure of USDA SFSP funding.						
2262	NA	Jefferson County Public Health <i>Youth Cannabis & Commercial Tobacco Prevention Program (YCCTPP)</i>	Interlocal Agreement	07/01/2022-06/30/2023	\$0	\$54,761
Description: The District requires the expertise of this subcontractor to develop and implement coordinated tobacco, vapor product, and marijuana intervention strategies to prevent and reduce commercial tobacco, vapor, and marijuana use by youth in Jefferson County.						
2263	NA	Kitsap County <i>Youth Cannabis & Commercial Tobacco Prevention Program (YCCTPP)</i>	Interlocal Agreement	07/01/2022-06/30/2023	\$0	\$26,129
Description: The District requires the expertise of this subcontractor to develop and implement coordinated tobacco, vapor product, and marijuana intervention strategies to prevent and reduce commercial tobacco, vapor, and marijuana use by youth in Kitsap County.						

**HOOD CANAL REGIONAL SEPTIC LOAN PROGRAM
AGREEMENT TO TERMINATE INTERLOCAL AGREEMENT BETWEEN**

Clallam County
Jefferson County
Kitsap County
Mason County
Kitsap Public Health District

This Mutual Termination Agreement (“Agreement”) is entered into between Clallam County, Jefferson County, Kitsap County, Mason County, and the Kitsap Public Health District (collectively “the Parties”).

RECITALS

WHEREAS, the Parties entered into an Interlocal Agreement for the purpose of participating in a Clean Water (septic) loan program to provide financial assistance to citizens residing within the jurisdictional boundaries of the parties to address water quality issues in Hood Canal caused by onsite sewage systems;

WHEREAS, the purpose of the Interlocal Agreement was to establish the joint and cooperative undertaking in connection with the Regional Septic Loan Program;

WHEREAS, Section 1.2 of the Interlocal Agreement states that the Interlocal Agreement has no termination date unless funding for the program is fully expended, ends, or is no longer available;

WHEREAS, Section 2.5 of the Interlocal Agreement states that the program shall be terminated only when the legislative authorities of the Parties determine that they no longer wish to participate in the Regional Septic Loan Program;

WHEREAS, the Washington State Department of Ecology has since developed a statewide Regional Septic Loan Program;

WHEREAS, the Interlocal Agreement is no longer necessary to implement the Regional Septic Loan Program after the Centennial Clean Water Program Grant and Clean Water Act Revolving Fund loan (“Revolving Fund Loan”), attached as Exhibit B to the Interlocal Agreement, is fully repaid;

WHEREAS, the Revolving Fund Loan is anticipated to be repaid in full by June 30, 2022;

WHEREAS, no agreement regarding payment of financial responsibilities, collection of loans, division of remaining funds, and ongoing implementation of the program is necessary; and

WHEREAS, the parties have now mutually agreed to terminate effective thirty (30) days after the Revolving Fund Loan is fully repaid.

AGREEMENT

NOW, THEREFORE, the parties agree that the Interlocal Agreement shall terminate thirty (30) days after the last loan repayment of the Revolving Fund Loan. Close-out of the Revolving Fund Loan means the loan has reached maturity and is fully repaid to the Washington State Department of Ecology.

The Agreement is effective upon approval and execution by the parties.

Executed this ____ day of _____, 2022

Clallam County

By: _____

Title: _____

Executed this ____ day of _____, 2022

Jefferson County

By: _____

Title: _____

Executed this ____ day of _____, 2022

Mason County

By: _____

Title: _____

Executed this ____ day of _____, 2022

Kitsap County

By: _____

Title: _____

Executed this ____ day of _____, 2022

Kitsap Public Health District

By: _____

Title: _____

**INTERLOCAL AGREEMENT
Agreement No. 20220706**

between

OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION

600 Washington St. SE, PO Box 47200
Olympia, WA 98504-7200

And

KITSAP PUBLIC HEALTH DISTRICT

345 6th St., Suite 300
Bremerton, WA 98337

Federal Identification #42-1689063
UBI# 601-139-034

THIS AGREEMENT is made and entered into by and between the Kitsap Public Health District, hereinafter referred to as "Health District," and the Office of Superintendent of Public Instruction, hereinafter referred to as "OSPI."

PURPOSE OF THIS AGREEMENT

This Agreement is necessary for the successful implementation and operation of health and sanitation evaluations of food service management companies (vendors), sponsor food preparation facilities, and feeding sites operating under the U.S. Department of Agriculture (USDA) Summer Food Service Program (SFSP) during the summer of 2022 as required by 7 CFR Part 225 as a condition to the allocation and expenditure of USDA SFSP funding.

THEREFORE, IT IS MUTUALLY AGREED THAT:

STATEMENT OF WORK

The Kitsap Public Health District 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 below:

This Agreement is necessary for the successful implementation and operation of health and sanitation evaluations of food service management companies (vendors), sponsor food preparation facilities, and feeding sites operating under the U.S. Department of Agriculture (USDA) Summer Food Service Program (SFSP) during the summer of 2022 as required by 7 CFR Part 225 as a condition to the allocation and expenditure of USDA SFSP funding.

The Kitsap Public Health District 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 below:

In accordance with the applicable local Health District rules and regulations, the Health District agrees to perform periodic health and sanitation evaluations, as determined by the Kitsap Public

Health District in said Health District's jurisdiction. This shall include thirty-five (35) health inspections.

Entities participating in the Summer Food Service Program will contact the Kitsap Public Health District if they intend to operate the program this year. OSPI will provide the Kitsap Public Health District with a list of approved sponsors no later than July 1, 2022. The Health District shall contact the sponsor(s) for feeding site and preparation locations prior to inspection. OSPI will report to the Kitsap Public Health District any health-related problems discovered on routine visits conducted by site monitors for Health District follow-up, if necessary. The Kitsap Public Health District shall submit copies of the inspection(s) to both the sponsor and OSPI along with the invoice to OSPI by September 30, 2022.

PERIOD OF PERFORMANCE

Subject to its other provisions, the period of performance of this Agreement shall commence on the date of execution, and be completed on September 30, 2022, unless terminated sooner as provided herein.

PAYMENT

Compensation for the work provided in accordance with this Agreement has been established under the terms of RCW 39.34. The parties have determined that the cost of accomplishing the work herein will not exceed a total of five thousand two hundred fifty dollars (\$5,250) unless the parties mutually agree to a higher amount. Compensation for services shall be based on the following rates:

- Thirty-five (35) health inspections at a rate of one hundred fifty dollars (\$150) per inspection/evaluation.

Funds for the payment of this Contract are provided by federal program Summer Food Service Program (SFSP), Catalog of Federal Domestic Assistance, (CFDA) #10.559.

BILLING PROCEDURE

Kitsap Public Health District shall submit invoices to the OSPI Contract Manager, Jessica Condrón, no later than September 30, 2022, for those inspections/evaluations actually performed for the SFSP. Invoices received after September 30, 2022, WILL NOT BE PAID. The invoice shall include the Agreement number and document to the Contract Manager's satisfaction a description of the work performed, and payment requested. Within approximately thirty (30) calendar days of the Contract Manager receiving and approving the invoice, payment will be mailed or electronically transferred to Kitsap Public Health District by Agency Financial Services, OSPI. Upon expiration of the Agreement, any claim for payment not already made shall be submitted within thirty (30) days after the expiration date or the end of the fiscal year, whichever is earlier.

AGREEMENT ALTERATIONS AND AMENDMENTS

This Agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

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 other party, which consent shall not be unreasonably withheld.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND INELIGIBILITY

Kitsap Public Health District certifies that neither it nor its principals are debarred, suspended, proposed for debarment, or voluntarily excluded from participation in transactions by any federal department or agency. Health District further certifies that they will ensure that potential subcontractors or subrecipients or any of their principals are not debarred, suspended, proposed for debarment, or voluntarily excluded from participation in covered transactions by any federal department or agency. Health District may do so by obtaining a certification statement from the potential subcontractor or subrecipient or by checking the "List of Parties Excluded from Federal Procurement and Non-Procurement Programs" provided on-line by the General Services Administration, and Washington State vendor debarment list.

CERTIFICATION REGARDING COVID-19 VACCINATION VERIFICATION PLAN

Kitsap Public Health District represents and warrants that Health District has a current COVID-19 Contractor Vaccination Verification Plan to ensure that Health District's personnel (including subcontractors) who perform this Agreement on-site at OSPI's premises, unless properly excepted or exempted by the Proclamation, are fully vaccinated for COVID-19 as of October 18, 2021, as set forth in the Governor's Proclamation, [Proclamation 21-14 – COVID-19 Vaccination Requirement](#) (dated August 9, 2021) as amended by [Proclamation 21-14.1 – COVID-19 Vaccination Requirement](#) (dated August 20, 2021) and by [Proclamation 21-14.2 – COVID-19 Vaccination Requirement](#) (dated September 27, 2021). Kitsap Public Health District further represents and warrants that Health District:

- a. Has reviewed and understands Kitsap Public Health District's obligations as set forth in [Proclamation 21-14 – COVID-19 Vaccination Requirement](#) (dated August 9, 2021) as amended by [Proclamation 21-14.1 – COVID-19 Vaccination Requirement](#) (dated August 20, 2021) and by [Proclamation 21-14.2 – COVID-19 Vaccination Requirement](#);
- b. Has developed a COVID-19 Vaccination Verification Plan for Kitsap Public Health District's personnel (including subcontractors) that complies with the above-referenced Proclamation;
- c. Has obtained a copy or visually observed proof of full vaccination against COVID-19 for Kitsap Public Health District personnel (including subcontractors) who are subject to the vaccination requirement in the above-referenced Proclamation;
- d. Complies with the requirements for granting disability and religious accommodations for Kitsap Public Health District personnel (including subcontractors) who are subject to the vaccination requirement in the above-referenced Proclamation;
- e. Has operational procedures in place to ensure that any contract activities that occur on-site at OSPI premises (other than only for a short period of time during a given day and

where any moments of close proximity to others on-site will be fleeting – e.g., a few minutes for deliveries) that are performed by Kitsap Public Health District personnel (including subcontractors) will be performed by personnel who are fully vaccinated or properly excepted or exempted as required by the above-referenced Proclamation;

- f. Has operational procedures in place to enable Kitsap Public Health District personnel (including subcontractors) who perform contract activities on-site and at OSPI premises to provide compliance documentation that such personnel are in compliance with the above-referenced Proclamation; and
- g. Will provide to OSPI, upon request, Kitsap Public Health District's COVID-19 Vaccination Verification Plan and related records, except as prohibited by law, and will cooperate with any investigation or inquiry pertaining to the same.

OSPI the right to inquire into compliance with the verification requirements at any time, to include requesting a copy of the verification plan, spot-checking with such personnel and reviewing Kitsap Public Health District's vaccination verification records.

CONTRACT MANAGEMENT

The following shall be the contact person for all communications and billings regarding the performance of this Agreement.

Kitsap Public Health District	OSPI
Dayna Katula Contract Manager 345 6 th St., Ste. 300 Bremerton, WA 98337 Phone: (360) 728-2301 Email: dayna.katula@kitsappublichealth.org	Jessica Condron Summer Food Service Program Lead Old Capitol Building, P.O. Box 47200 Olympia, WA 98504-7200 Phone: (360) 810-0440 Email: Jessica.Condron@k12.wa.us

CREATIVE COMMONS ATTRIBUTION LICENSE

Kitsap Public Health District understands that, except where otherwise agreed to in writing or approved by OSPI or the Contract Manager, all original works of authorship produced under this Agreement shall carry a [Creative Commons Attribution License](#), version 4.0 or later.

All Materials Kitsap Public Health District has adapted from others' existing openly licensed resources must be licensed with the least restrictive open license possible that is not in conflict with existing licenses.

For Materials that are delivered under this Agreement, but that incorporate pre-existing materials not produced under this Agreement, Health District will license the materials to allow others to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. If Health District would like to limit these pre-existing portions of the work to [non-commercial use](#), the [Creative Commons Attribution-NonCommercial-ShareAlike](#) license, version 4.0 or later, is acceptable for these specific sections.

Kitsap Public Health District warrants and represents that Health District has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to apply such a license.

DISPUTES

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, contract terms and applicable statutes and rules and make a determination of the dispute. The determination of the Dispute Board shall be final and binding on the parties hereto.

GOVERNANCE

This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws.

In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable state and federal statutes and rules
- Attachment A – Intent to Participate
- Attachment B – Federal Grant Terms and Conditions
- Any other provisions of the Agreement, including materials incorporated by reference.

INDEPENDENT CAPACITY

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

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 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.

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 it 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.

RESPONSIBILITIES OF THE PARTIES

Each party to this Agreement hereby assumes responsibility for claims and/or damages to persons and/or property resulting from any act or omission on the part of itself, its employees, its officers, and its agents. Neither party assumes any responsibility to the other party for the consequences of any claim, act or omission of any person, agency, firm, or corporation not a party to this Agreement.

RIGHTS IN DATA

Copyright in all material created by Kitsap Public Health District and paid for by OSPI as part of this Agreement shall be the property of the State of Washington. Both OSPI and Kitsap Public Health District may use these materials, and permit others to use them, for any purpose consistent with their respective missions as agencies of the State of Washington. This material includes, but is not limited to: books, computer programs, documents, films, pamphlets, reports, sound reproductions, studies, surveys, tapes, and/or training materials. Material which Kitsap Public Health District provides and uses to perform this Agreement but which is not created for or paid for by OSPI shall be owned by Kitsap Public Health District or such other party as determined by Copyright Law and/or Kitsap Public Health District's internal policies; however, for any such materials, Kitsap Public Health District hereby grants (or, if necessary and to the extent reasonably possible, shall obtain and grant) a perpetual, unrestricted, royalty free, non-exclusive license to OSPI to use the material for OSPI internal purposes.

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.

SUBCONTRACTING

Neither Kitsap Public Health District nor any subcontractor shall enter into subcontracts for any of the work contemplated under this Contract without obtaining prior written approval of OSPI. Kitsap Public Health District is responsible to ensure that all terms, conditions, assurances and certifications set forth in this Agreement are included in any and all subcontracts. In no event shall the existence of the subcontract operate to release or reduce liability of Kitsap Public Health District to OSPI for any breach in the performance of Kitsap Public Health District duties. This clause does not include contracts of employment between Kitsap Public Health District and personnel assigned to work under this Agreement.

If, at any time during the progress of the work, OSPI determines in its sole judgment that any subcontractor is incompetent, OSPI shall notify Kitsap Public Health District, and Health District shall take immediate steps to terminate the subcontractor's involvement in the work. The rejection or approval by OSPI of any subcontractor or the termination of a subcontractor shall not relieve Kitsap Public Health District of any of its responsibilities under the Agreement, nor be the basis for additional charges to OSPI.

TERMINATION

Either party may terminate this Agreement upon thirty (30) calendar days' prior written notification 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.

TERMINATION DUE TO FUNDING LIMITATIONS OR CONTRACT RENEGOTIATION, SUSPENSION

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Agreement and prior to normal completion of this Agreement, with the notice specified below and without liability for damages:

- a. At OSPI's discretion, OSPI may give written notice of intent to renegotiate the Agreement under the revised funding conditions.
- b. At OSPI's discretion, OSPI may give written notice to Kitsap Public Health District to suspend performance when OSPI determines there is reasonable likelihood that the funding insufficiency may be resolved in a timeframe that would allow Health District's performance to be resumed.
 - 1) During the period of suspension of performance, each party will inform the other of any conditions that may reasonably affect the potential for resumption of performance.
 - 2) When OSPI determines that the funding insufficiency is resolved, it will give Kitsap Public Health District written notice to resume performance, and Health District shall resume performance.
 - 3) Upon the receipt of notice under b. (2), if Kitsap Public Health District is unable to resume performance of this Agreement or if Health District's proposed resumption date is not acceptable to OSPI and an acceptable date cannot be negotiated, OSPI may terminate the Agreement by giving written notice to Kitsap Public Health District. The parties agree that the Agreement will be terminated retroactive to the date of the notice of suspension. OSPI shall be liable only for payment in accordance with the terms of this Agreement for services rendered prior to the retroactive date of termination.
- c. OSPI may immediately terminate this Agreement by providing written notice to Kitsap Public Health District. The termination shall be effective on the date specified in the termination notice. OSPI shall be liable only for payment in accordance with the terms of this Agreement for services rendered prior to the effective date of termination. No penalty shall accrue to OSPI in the event the termination option in this section is exercised.
- d. For purposes of this section, "written notice" may include email.

TERMINATION FOR CAUSE

If for any cause, either party does not fulfill in a timely and proper manner its obligations under this Agreement, 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 fifteen (15) working days. If failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.

TERMINATION PROCEDURE

Upon termination of this Agreement, OSPI, in addition to other rights provided in this Agreement, may require Kitsap Public Health District to deliver to OSPI any property specifically produced or acquired for the performance of such part of this Agreement as has been terminated.

OSPI shall pay to Kitsap Public Health District the agreed upon price, if separately stated, for completed work and services accepted by OSPI and the amount agreed upon by Health District and OSPI for (a) completed work and services for which no separate price is stated, (b) partially completed work and services, (c) other property or services which are accepted by OSPI, and (d) the protection and preservation of the property, unless the termination is for cause, in which case OSPI shall determine the extent of the liability. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause for this Agreement. OSPI may withhold from any amounts due to Kitsap Public Health District such sum as OSPI determines to be necessary to protect OSPI against potential loss or liability.

The rights and remedies of OSPI provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law under this Agreement.

After receipt of a notice of termination, and except as otherwise directed by OSPI, Kitsap Public Health District shall:

- a. Stop work under this Agreement on the date and to the extent specified, in the notice;
- b. Place no further orders or subcontractors for materials, services or facilities except as may be necessary for completion of such portion of the work under the Agreement that is not terminated;
- c. Assign to OSPI, in the manner, at the times, and to the extent directed by OSPI, all rights, title, and interest of Kitsap Public Health District under the orders and subcontracts in which case OSPI has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;
- d. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of OSPI to the extent OSPI may require, which approval or ratification shall be final for all the purposes of this clause;
- e. Transfer title to OSPI and deliver, in the manner, at the times and to the extent as directed by OSPI, any property which, if the Agreement had been completed, would have been required to be furnished to OSPI;

- f. Complete performance of such part of the work not terminated by OSPI; and
- g. Take such action as may be necessary, or as OSPI may direct, for the protection and preservation of the property related to this Agreement which, in is in the possession of Kitsap Public Health District and in which OSPI has or may acquire an interest.

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 a writing signed by an authorized representative of the party and attached to the original Agreement.

ALL WRITINGS CONTAINED HEREIN

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

IN WITNESS WHEREOF, the parties have executed this Agreement.

Kitsap Public Health District

Superintendent of Public Instruction
State of Washington

Signature

Title

Kyla L. Moore, Contracts Administrator

Print Name

Date

Date

Who certifies that he/she is the entity identified herein, OR a person duly qualified and authorized to bind the entity so identified to the foregoing Agreement.

Approved as to FORM ONLY
by the Assistant Attorney General

Local Health Jurisdiction Intent to Contract

Organization Name: Kitsap Public Health District
Mailing Address: 345 6th st., Ste. 300 Bremerton, WA 98337
Contact Name: Dayna Katula
Telephone No.: 360-728-2301 Fax No.: _____
Email Address: dayna.katula@kitsap Federal ID No: 42-1689063
(required) publichealth.org (required)

We anticipate being able to conduct the following number of health inspections at the following rate:

Number of Inspections	Cost per Inspection	Total Cost of Inspections
77	\$ 150	\$ 11,550

- ☐ We will conduct health inspections at no charge to OSPI.
- ☐ We will not be able to conduct health inspections this summer.

Reason: _____

Please submit the Intent to Contract to OSPI Child Nutrition Services no later than **March 31, 2022**, via e-mail, or mail. Email is preferred as most OSPI employees continue to telework.

Email (Preferred Method):

jessica.condron@k12.wa.us

Mail:

OSPI, Child Nutrition Services
P.O. Box 47200
Olympia, WA 98504-7200

Attachment B Federal Grant Terms and Conditions

PROHIBITION OF TEXT MESSAGING AND EMAILING WHILE DRIVING DURING OFFICIAL FEDERAL GRANT BUSINESS

Federal grant recipients, sub recipients and their grant personnel are prohibited from text messaging while driving a government owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email when driving.

Recipients must comply with these conditions under Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," October 1, 2009.

MEMORANDUM to ED GRANTEES REGARDING THE USE OF GRANT FUNDS FOR CONFERENCES AND MEETINGS

You are receiving this memorandum to remind you that grantees must take into account the following factors when considering the use of grant funds for conferences and meetings:

- Before deciding to use grant funds to attend or host a meeting or conference, a grantee should:
 - Ensure that attending or hosting a conference or meeting is consistent with its approved application and is reasonable and necessary to achieve the goals and objectives of the grant;
 - Ensure that the primary purpose of the meeting or conference is to disseminate technical information, (e.g., provide information on specific programmatic requirements, best practices in a particular field, or theoretical, empirical, or methodological advances made in a particular field; conduct training or professional development; plan/coordinate the work being done under the grant); and
 - Consider whether there are more effective or efficient alternatives that can accomplish the desired results at a lower cost, for example, using webinars or video conferencing.
- Grantees must follow all applicable statutory and regulatory requirements in determining whether costs are reasonable and necessary, especially the Cost Principles for Federal grants set out at 2 CFR Part 200 Subpart E of the, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards." In particular, remember that:
 - Federal grant funds cannot be used to pay for alcoholic beverages; and
 - Federal grant funds cannot be used to pay for entertainment, which includes costs for amusement, diversion, and social activities.
- Grant funds may be used to pay for the costs of attending a conference. Specifically, Federal grant funds may be used to pay for conference fees and travel expenses (transportation, per diem, and lodging) of grantee employees, consultants, or experts to attend a conference or meeting if those expenses are reasonable and necessary to achieve the purposes of the grant.
 - When planning to use grant funds for attending a meeting or conference, grantees should consider how many people should attend the meeting or

conference on their behalf. The number of attendees should be reasonable and necessary to accomplish the goals and objectives of the grant.

- A grantee hosting a meeting or conference may not use grant funds to pay for food for conference attendees unless doing so is necessary to accomplish legitimate meeting or conference business.
 - A working lunch is an example of a cost for food that might be allowable under a Federal grant if attendance at the lunch is needed to ensure the full participation by conference attendees in essential discussions and speeches concerning the purpose of the conference and to achieve the goals and objectives of the project.
- A meeting or conference hosted by a grantee and charged to a Department grant must not be promoted as a U.S. Department of Education conference. This means that the seal of the U.S. Department of Education must not be used on conference materials or signage without Department approval.
 - All meeting or conference materials paid for with grant funds must include appropriate disclaimers, such as the following:
The contents of this (insert type of publication; e.g., book, report, film) were developed under a grant from the Department of Education. However, those contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.
- Grantees are strongly encouraged to contact their project officer with any questions or concerns about whether using grant funds for a meeting or conference is allowable prior to committing grant funds for such purposes.
 - A short conversation could help avoid a costly and embarrassing mistake.
- Grantees are responsible for the proper use of their grant awards and may have to repay funds to the Department if they violate the rules on the use of grant funds, including the rules for meeting and conference-related expenses.

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:** The period of performance of this Agreement shall begin July 1, 2022 and be completed no later than June 30, 2023, unless terminated sooner or extended as provided for herein.
2. **Purpose:** The District requires the expertise of this Subcontractor to develop and implement coordinated tobacco, vapor product, and marijuana intervention strategies to prevent and reduce commercial tobacco, vapor, and marijuana use by youth in Jefferson County.
3. **Qualifications/Eligibility:** Subcontractor shall have the qualifications necessary to successfully complete the objectives of this Agreement. The 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. **ATTACHMENT A** contains the Scope of Work and Budget.
5. **Compensation:** This Agreement is funded by state funds. The District agrees to pay Subcontractor a total sum of \$54,761 in state funds during the Agreement. The District shall reimburse Subcontractor for travel as applicable at the federally approved rate. Compensation will be based on invoices submitted by Subcontractor itemizing a detailed description of services performed per the agreed upon Scopes of Work and Budgets set forth respectively in **ATTACHMENTS A**.

Subcontractor shall submit a Monthly Expenditure Report and Request for Reimbursement (Form A-19) invoice voucher, hereto attached and herein incorporated as **ATTACHMENT B**, to the District for payment.
6. **Performance Requirements and Notices:** The assigned District staff shall monitor the performance of this Agreement, approve billings submitted by Subcontractor, and determine the acceptability of any reports provided by Subcontractor. District staff shall provide and facilitate assistance and guidance to Subcontractor as necessary.

The District reserves the right to conduct periodic performance and billing reviews after the execution of this Agreement in order to evaluate unspent/unclaimed funds. The District reserves for itself the authority to reallocate funding pending the outcome of such a review.

Subcontractor shall send programmatic communications, such as reports, via the communication method established by the District. Formal notices pursuant to this Agreement shall be sent to the staff responsible for project coordination as follows:

If to the District:

Kitsap Public Health District

Attn: Yolanda Fong

345 6th Street, Suite 300

Bremerton, WA 98337

(360) 728-2275

Yolanda.Fong@kitsappublichealth.org

If to the Subcontractor:

Jefferson County Public Health

Attn: Denise Banker

615 Sheridan Street

Port Townsend, WA 98368

(360) 385-9400

dbanker@co.jefferson.wa.us

7. **Special Billing Requirements:** Billings to the District shall be submitted no more frequently than every 30 days, and shall be quarterly at a minimum. Billings for services on a monthly fraction of the budget will not be accepted or approved. Billings shall be sent to:

Kitsap Public Health District

Melissa Laird

345 6th Street, Suite 300

Bremerton, WA 98337

(360) 728-2283

Authorized and allowable program expenditures will be reimbursed upon receipt and approval of the monthly A-19 must be provided to the District by the 20th of each month in order to receive reimbursement for the previous month. If the District does not receive the A-19 by the 20th of the month with the required deliverables, the District may withhold approval and payment at its discretion.

The District will pay Subcontractor all allowable costs incurred as evidenced by proper invoice of Subcontractor submitted to the District on a timely basis, insofar as those allowable and allocable costs do not exceed the amount appropriated or otherwise available for such purposes as stated herein or in subsequent amendments.

Backup documentation will be provided to the District with invoice. Backup documentation can include, but is not limited to: receipts, invoices, billing records, work orders, positive time and attendance records (timesheets), travel vouchers and accounting expense reports.

Failure to provide the required information may result in nonpayment of invoices or termination of this Agreement.

This is a subcontractor contract. All expenditures incurred, and reimbursements made for performance under this Agreement will be based on actual allowable costs. Costs can include direct labor, direct material, and other direct costs specific to the performance of activities or achievement of deliverables under this Agreement. Unexpended funds in each fiscal year may not be carried forward into the new budget period unless otherwise approved by the District.

Email submission of invoices, electronic reports, and deliverables is encouraged. However, original hardcopy of the A-19 is required and shall be mailed to the District.

Upon expiration of the Agreement, any claim for payment not already made shall be submitted to the District within 20 days after the expiration date.

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. **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.
10. **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 the Subcontractor in performance of this Agreement, except for injuries and damages caused by the sole negligence of the District. However, that in the case of negligence of both the District and the Subcontractor, any damages allowed shall be levied in proportion to the percentage of negligence attributable to each party. 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.
11. **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 the 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 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

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. 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 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.

12. **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 45 CFR Parts 160 and 164 and 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) 728-2232. 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.

The District reserves the right to monitor, audit, or investigate the use of personal information collected, used, or acquired by Subcontractor through this Agreement. The monitoring, auditing, or investigating may include but is not limited to “salting” by the District. Salting is the act of placing a record containing unique but false information in a database that can be used later to identify inappropriate disclosure of data contained in the database.

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

13. **Records Retention and Inspection:** 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 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.

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.

14. **Written Policies and Procedures/Documents on File:** Written policies and procedures, consistent with federal and state regulations, as applicable, will be kept on file in the office of the Subcontractor and available for review at the request of District staff. Such policies and procedures will include, but not be limited to, as appropriate:

- A. Job Descriptions
- B. Confidentiality Policy
- C. Community Needs Assessment
- D. 5-Year Regional Strategic Plan (includes biennial work plan)

Special Instructions:

- a. Subcontractor must conduct criminal background checks for those staff, volunteer, contractor, or subcontractor working directly with youth (ages 0-17).

- b. Subcontractor must prohibit any staff, volunteer, contractor, or subcontractor with a felony conviction related to their duties from supervising and interacting with minors while performing the duties of this Agreement. This requirement is consistent with existing RCW 9.96A.020.

In addition, Subcontractor will keep on file and make available for review by District staff documents consistent with federal and state regulations that will include but are not limited to the latest agency audit and Subcontractor agreements. Subcontractor will include these requirements in all approved subcontracts.

- 15. **Required Reports:** Subcontractor will submit required reports using required forms according to procedures issued by the District.

Subcontractor will be obligated to submit required reports after the close of the contract period, during the transfer of obligations to another contractor, or upon termination of the contract for any reason.

Subcontractor will include all requirements listed above in all approved subcontracts.

Due dates outside the Budget Period are for reporting only. Subcontractor may not bill for work done outside the Budget Period.

- 16. **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.

- 17. **Compliance with State and Federal Confidentiality Laws:** Subcontractor shall not use protected health information created or shared under this Agreement in any manner that would constitute a violation of RCW 70.02, RCW 42.56, the Health Information Portability and Accountability Act, commonly known as HIPAA, or any regulations enacted pursuant to its provisions. An excerpt of certifications and assurances is herein attached as **ATTACHMENT C**.

- 18. **Suspension of Performance and Resumption of Performance:** In the event contract funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Agreement and prior to normal completion, the District may give notice to Subcontractor to suspend performance as an alternative to termination. The District may elect to give written notice to Subcontractor to suspend performance when the District determines that there is a reasonable likelihood that the funding insufficiency may be resolved in a timeframe that would allow performance to be resumed prior to the end date of this Agreement. Notice may occur by facsimile or email to Subcontractor's representative. Subcontractor shall suspend performance on the date stated in the written notice to suspend. During the period of suspension of performance, each party may inform the other party of any conditions that may reasonably affect the potential for resumption of performance.

When the District determines that the funding insufficiency is resolved, the District may give Subcontractor written notice to resume performance and a proposed date to resume performance. Upon receipt of written notice to resume performance, Subcontractor will give written notice to the District as to whether it can resume performance, and if so, the date upon which it agrees to resume performance. If Subcontractor gives notice to the District that it cannot resume performance, the parties agree that the Agreement will be terminated retroactive to the original date of termination. If the date Subcontractor gives notice it can resume performance is not acceptable to the District, the parties agree to discuss an alternative acceptable date. If an alternative date is not acceptable to the District, the parties agree that the Agreement will be terminated retroactive to the original date of termination.

19. **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.
20. **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 his Agreement unless stated to be such in writing, signed by an authorized representative of the party and attached to the original Agreement.
21. **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.
22. **Amendments and Changes in Work:** This Agreement may be modified only by a written amendment executed by authorized representatives of both parties.

In the event of any errors or omissions by Subcontractor in the performance for any work required under this 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.

23. **Termination:** This Agreement may be terminated by either party upon giving at least 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.
24. **Termination for Cause:** If for any cause, either party does not fulfill in a timely and proper manner its obligations under this Agreement, 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 the failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved part to the other.

25. **Termination for Funding:** If funding for the Agreement or matter is withdrawn, reduced or limited in any way after the Agreement is signed or becomes effective, the Parties may summarily terminate the Agreement notwithstanding any other termination provision in the Agreement. Termination under this provision will be effective upon the date specified in the written notice of termination. No costs incurred after the effective date of the termination will be paid.
26. **Choice of Law:** This Agreement is entered into pursuant to and under the authority granted by the laws of the State of Washington and applicable federal laws, both as to its interpretation and performance. The provisions of this Agreement shall be construed to conform to those laws. Any action at law, suit in equity, or judicial proceeding arising out of this Agreement shall be instituted and maintained only in any of the courts of competent jurisdiction in Kitsap County, Washington.
27. **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.
28. **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.
29. **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, Waiver, Records Inspection and Retention, and Severability.
30. **Subcontracting:** Subcontractor shall not enter into subcontracts for any of the work contemplated under this Agreement without prior written approval of the District. In no event shall the existence of the subcontract operate to release or reduce the liability of Subcontractor to the Department for any breach in the performance of Subcontractor's duties. This clause does not include contracts of employment between Subcontractor and personnel assigned to work under this Agreement.

Subcontractor is responsible for ensuring that all terms, conditions, assurances and certifications set forth in this Agreement are carried forward to any subcontracts. 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 District or as provided by law.

If at any time during the progress of the work, the District determines in its sole judgment that any contractor is incompetent, the District shall notify Subcontractor, and Subcontractor shall take immediate steps to terminate its Subcontractor's involvement in the work. The rejection or approval by the District of any Subcontractor or the termination of a Subcontractor shall not relieve Subcontractor of any of its responsibilities under the Agreement, nor be the basis for additional charges to the District.

Funding Source
Program: CH Contract/Grant: DOH Con Con CLH31014 (KPHD 2203)

ATTACHMENT A – SCOPE OF WORK AND BUDGET
Jefferson County Public Health
July 1, 2022 – June 30, 2023

As a subcontractor of KPHD under the Washington Department of Health funded *Youth Cannabis & Commercial Tobacco Prevention Program (YCCTPP)*, Jefferson County Public Health agrees to the following activities funded in full or part by the associated budget.

<i>Activity</i>	
Planning & Coordination of Regional Network	<p>Coordinate and maintain the Olympic Prevention Partnership steering committee and network.</p> <ul style="list-style-type: none"> • Invite new community partners to join the Olympic Prevention Partnership Steering Committee. • Attend nine monthly steering committee meetings (Sept 2022 – June 2023) • Each subcontractor will be responsible for planning one of the above meetings. Refer to the workplan for schedule.
Implementation	<p><i>2022-2023 Strategies for Youth Cannabis & Commercial Tobacco Prevention:</i></p> <ul style="list-style-type: none"> • Social Norms: Media & Health Communications • Youth Empowerment & Engagement • Decision-maker Engagement • Policy, System, Environmental Changes <p>Specific Jefferson County activities are described in the 2022-2023 YCCTPP workplan. Please refer to the workplan for guidance on which activities fall under each funding source. Workplans are subject to change. Any changes will be approved by both parties.</p>
Monitoring and Reporting	<p>Monitor progress for each activity as appropriate; submit monthly narrative and data reports as requested by KPHD on the 5th of every month.</p>
Midterm Evaluation	<p>By February 1, 2023, report progress to CTPP Regional Coordinator. If needed, adjust activities to ensure spend down. Conduct a mid-year workplan re-evaluation.</p>
Calls/Meetings	<p>Participate in monthly conference call with KPHD and attend webinars as scheduled; respond to correspondences related to CTPP from the Department of Health; respond to activity assessments/surveys administered by KPHD as appropriate per scope of work.</p>
Invoicing	<p>Submit monthly invoices by the 20th of the month following the month in which costs were incurred, except for the Final Expenditure Report and Request for Reimbursement in each federal fiscal year (due July 1, 2023). Invoices must include supporting documentation such as timecards for staff time and copies of invoices paid for goods and services.</p>

Budget July 1, 2022 – June 30, 2023


<i>Cannabis</i>	<i>Cost</i>	<i>Description</i>
Staff Salary	\$23,580	15 hours per week
Benefits	\$4,820	
Indirect	\$8,301	
Goods & Services	\$2,500	Materials necessary and approved for programing
Mileage	\$1,522	Any travel to and from implementation sites
Travel/Training	\$1,521	Any training approved and applicable
Total Jefferson	\$42,244	

<i>Tobacco</i>	<i>Cost</i>	<i>Description</i>
Staff Salary	\$7,860	5 hours per week
Benefits	\$1,770	
Indirect	\$2,815	
Goods & Services	\$0	Materials as necessary to implement program
Mileage	\$72	Any travel to and from implementation sites
Travel/Training	\$0	Any training approved and applicable
Total Jefferson	\$12,517	

Funding Source

Chart of Accounts Program Name or Title	CFDA#	BARS Code	7/1/22 – 6/30/23
SFY23 Dedicated Cannabis Account	NA	334.04.93	\$42,244
SFY23 Youth Tobacco Vapor Products	NA	334.04.93	\$12,517
Total to Jefferson			\$54,761

Subcontractor DUNS Number: 184826790
Subcontractor Indirect Rate: 29.23% of salary
Research and Development: No

FORM A 19-1A (Rev. 1/91)				STATE OF WASHINGTON INVOICE VOUCHER		Attachment B										Page A-11							
																		AGENCY NO.		LOCATION CODE		P.R. OR AUTH NO.	
AGENCY NAME																		<p>INSTRUCTION TO VENDOR OR CLAIMANT: Submit this form to claim payment for materials, merchandise or services. Show complete detail for each item.</p> <p>VENDOR'S CERTIFICATE. I hereby certify under penalty of perjury that the items and totals listed herein are proper charges for materials, merchandise or services furnished to the State of Washington, and that all goods furnished and/or services rendered have been provided without discrimination on the grounds of race, creed, color, national origin, sex, or age.</p> <p>BY _____</p> <p>_____ (DATE)</p>					
Kitsap Public Health District Attn: Melissa Laird 345 6th St, Suite 300 Bremerton, WA 98337-1866																							
VENDOR OR CLAIMANT (Warrant is to be payable to)																							
FEDERAL I.D. NO. OR SOCIAL SECURITY NO.														RECEIVED BY				DATE RECEIVED					
DATE		DESCRIPTION								QUANTITY		UNIT	UNIT PRICE		AMOUNT		FOR AGENCY USE						
		Services provided in performance of contract																					
		Billing period: to																					
		Total Tobacco Expenses																					
		YMPEP Expenses																					
		TOTAL DUE:													\$ -								
PREPARED BY				TELEPHONE NUMBER				DATE		AGENCY APPROVAL								DATE					
DOC. DATE		PMT DUE DATE		CURRENT DOC. NO.				REF. DOC. NO.		VENDOR NUMBER		VENDOR MESSAGE USE TAX				UBI NUMBER							
REF	TRANS	M		MASTER INDEX			SUB		WKCLAS	COUNT	CITY				AMOUNT	INVOICE NUMBER							
DOC		O	FUND	APPN	PROGRAM	SUB	SUB	ORG		BDGT													
SUF	CODE	D		INDEX	INDEX	OBJ		INDEX	ALLOC	UNIT	MOS	PRJT	SUB	PRO.									
													PROJ	PHAS									
ACCOUNTING APPROVAL FOR PAYMENT										DATE				WARRANT TOTAL		WARRANT NO.							

ATTACHMENT C

HIPAA BUSINESS ASSOCIATE AGREEMENT

This Agreement (“Agreement”) is entered into by and between the Kitsap Public Health District (“Covered Entity”) and Jefferson County Public Health (“Business Associate”).

Section I: Purpose

Performance of the Underlying Agreement may require Business Associate to use or disclose protected health information that is subject to provisions of the Health Insurance Portability and Accountability Act of 1996, set forth in 45 C.F.R. Parts 160 and 164 (commonly known as the “HIPAA Rules”).

The purpose of this Agreement is to set forth the obligations of the Parties with regard to the way in which protected health information is created, used, disclosed, maintained, provided or received on behalf of Covered entity by the Business Associate.

Section II. Definitions

The following terms used in this Agreement shall have the same meaning as those terms in the HIPAA Rules: Breach, Data Aggregation, Designated Record Set, Disclosure, Health Care Operations, Individual, Minimum Necessary, Notice of Privacy Practices, Protected Health Information, Required by Law, Secretary, Security Incident, Subcontractor, Unsecured Health Information, and Use.

Specific Definitions:

1. Business Associate. “Business Associate” shall generally have the same meaning as the term “business associate” at 45 CFR 160.103, and in reference to this Agreement shall mean Clallam County Health & Human Services.
2. Covered Entity. “Covered Entity” shall generally have the same meaning as the term “covered entity” in 45 CFR 160.103, and in reference to the party in this Agreement shall mean the Kitsap Public Health District.
3. HIPAA Rules. “HIPAA Rules” shall mean the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and 164.

Section III. Obligations and Activities of Business Associate

Business Associate agrees to:

1. Not use or disclose protected health information other than as permitted or required by the Agreement or as required by law.

2. Use appropriate safeguards, and comply with Subpart C of 45 CFR, Part 164 with respect to protected electronic health information and to prevent use or disclosure of protected health information other than as provided for by this Agreement.
3. Report to Covered Entity any use or disclosure of protected health information not provided for by this Agreement of which it becomes aware, including breaches of unsecured protected health information as required by 45 CFR 164.410, and any security incident of which it becomes aware.

Business Associate agrees to promptly notify covered entity following the discovery of a Breach of unsecured PHI. A Breach is considered “discovered” as of the first day on which the Breach is known, or reasonably should have been known, to Business Associate or any employee, officer or agent of Business Associate, other than the individual committing the Breach. Any notice of a Security Incident or Breach of Unsecured PHI shall include the identification of each Individual whose PHI has been, or is reasonably believed by Business Associate to have been, accessed, acquired, or disclosed during such Security Incident or Breach as well as any other relevant information regarding the Security Incident or Breach.

4. In accordance with 45 CFR 164.502(e)(1)(ii) and 164.308(b)(2), if applicable, ensure that any subcontractors that create, receive, maintain, or transmit protected health information on behalf of the Business Associate agree to the same restrictions, conditions, and requirements that apply to the Business Associate with respect to such information.
5. Business Associate agrees to mitigate, to the extent possible, any harmful resulting from use or disclosure of PHI by Business Associate or its agents or subcontractors, in violation of the requirements of this Agreement.
6. Maintain and make available protected health information in a designated record set to the Covered Entity as necessary to satisfy Covered Entity’s obligations under 45 CFR 164.524.

If an Individual makes a request for access to the protected health information directly to Business Associate, business associate shall notify covered entity within three (3) business days of such request and shall cooperate with the Covered Entity to send the response to the Individual.

7. Make any amendment(s) to protected health information in a designated record set as directed or agreed to by the Covered Entity pursuant to 45 CFR 164.526, or take other measures as necessary to satisfy Covered Entity’s obligations under 45 CFR 164.526.

If an Individual makes a request for amendment to the protected health information directly to Business Associate, Business Associate shall notify Covered Entity within three (3) business days of such request and shall cooperate with the Covered Entity to send the response to the Individual.

8. Maintain and make available the information required to provide to provide an accounting of disclosures to the Covered Entity as necessary to satisfy Covered Entity's obligations under 45 CFR 164.528.

If an Individual makes a request for accounting of disclosures directly to Business Associate, Business Associate shall notify Covered Entity within three (3) business days of such request and shall cooperate with the Covered Entity to send the response to the Individual.

9. To the extent the Business Associate is to carry out one or more of Covered Entity's obligations(s) under Subpart E of 45 CFR Part 164, comply with the requirements of Subpart E that apply to the Covered Entity in the performance of such obligation(s); and
10. Make its internal practices, books, and records available to the Secretary for purposes of determining compliance with the HIPAA Rules.

Section IV. Permitted Uses and Disclosures by Business Associate

1. Business Associate may only use or disclose protected health information as necessary to perform the services as outlined in the underlying agreement.
2. Business Associate is not authorized to use protected health information to de-identify the information in accordance with 45 CFR 164.514(a)-(c).
3. Business Associate may use or disclose protected health information as required by law.
4. Business Associate agrees to make uses and disclosures and requests for protected health information consistent with Covered Entity's minimum necessary policies and procedures.

Business Associate may not use or disclose protected health information in a manner that would violate Subpart E of 45 CFR Part 164 if done by Covered Entity except for the specific used and disclosures set forth below:

- a) Business Associate may disclose protected health information for the proper management and administration of Business Associate or to carry out the legal responsibilities of the Business Associate, provided the disclosures are required by law, or Business Associate obtains reasonable assurances from the person to whom the information is disclosed that the information will remain confidential and used or further disclosed only as required by law or for the purposes for which it was disclosed to the person, and the person notifies Business Associate of any instances of which it is aware in which the confidentiality of the information has been breached.
- b) Business Associate may provide data aggregation services relating to the health care operations of the Covered Entity.

Section V. Termination

1. Term. The Agreement shall terminate on June 30, 2023 or on the date Covered Entity terminates for cause, whichever is sooner.
2. Termination for Cause. Business Associate authorizes termination of the Agreement if Covered Entity determines Business Associate has violated a material term of the Agreement and has not cured the breach or ended the violation within the time specified by Covered Entity.
3. Obligations of Business Associate Upon Termination. Upon termination of this Agreement for any reason Business Associate shall return or destroy all protected health information received from Covered Entity, or created or received by Business Associate on behalf of Covered entity. This provision shall apply to protected health information that is in the possession of subcontractors or agents of Business Associate. Business Associate shall retain no copies of the protected health information.

In the event that Business Associate determines that returning or destroying the protected health information is infeasible, Business Associate shall provide to Covered Entity notification of the conditions that make return or destruction infeasible. Upon mutual agreement of the Parties that return or destruction of protected health information is infeasible, Business Associate shall extend the protections of this Agreement to such protected health information and limit further uses and disclosures of such protected health information to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such protected health information.

4. The obligations of Business Associate under this section shall survive the termination of this Agreement.

Section VI. Miscellaneous

1. A reference in this agreement to a section in the HIPAA Rules means the section as in effect or amended.
2. The Parties agree to take such action as is necessary to amend this Agreement from time to time as is necessary for compliance with the HIPAA Rules and any other applicable law.
3. Any ambiguity in this Agreement shall be resolved to permit compliance with the HIPAA Rules.

PROFESSIONAL SERVICES AGREEMENT
Between
KITSAP PUBLIC HEALTH DISTRICT
And
KITSAP COUNTY

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 Kitsap County, hereinafter referred to as “Subcontractor.” The parties mutually agree as follows:

1. **Period of Performance:** The period of performance of this Agreement shall begin July 1, 2022 and be completed no later than June 30, 2023, unless terminated sooner or extended as provided for herein.
2. **Purpose:** The District requires the expertise of this Subcontractor to develop and implement coordinated tobacco, vapor product, and marijuana intervention strategies to prevent and reduce commercial tobacco, vapor, and marijuana use by youth in Kitsap County.
3. **Qualifications/Eligibility:** Subcontractor shall have the qualifications necessary to successfully complete the objectives of this Agreement. The 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. **ATTACHMENT A** contains the Scope of Work and Budget.
5. **Compensation:** This Agreement is funded by state funds. The District agrees to pay Subcontractor a total sum of \$26,129 in state funds during the Agreement. The District shall reimburse Subcontractor for travel as applicable at the federally approved rate. Compensation will be based on invoices submitted by Subcontractor itemizing a detailed description of services performed per the agreed upon Scopes of Work and Budgets set forth respectively in **ATTACHMENTS A**.

Subcontractor shall submit a Monthly Expenditure Report and Request for Reimbursement (Form A-19) invoice voucher, hereto attached and herein incorporated as **ATTACHMENT B**, to the District for payment.

6. **Performance Requirements and Notices:** The assigned District staff shall monitor the performance of this Agreement, approve billings submitted by Subcontractor, and determine the acceptability of any reports provided by Subcontractor. District staff shall provide and facilitate assistance and guidance to Subcontractor as necessary.

The District reserves the right to conduct periodic performance and billing reviews after the execution of this Agreement in order to evaluate unspent/unclaimed funds. The District reserves for itself the authority to reallocate funding pending the outcome of such a review.

Subcontractor shall send programmatic communications, such as reports, via the communication method established by the District. Formal notices pursuant to this Agreement shall be sent to the staff responsible for project coordination as follows:

If to the District:

Kitsap Public Health District
Attn: Yolanda Fong
345 6th Street, Suite 300
Bremerton, WA 98337
(360) 728-2275
Yolanda.Fong@kitsappublichealth.org

If to the Subcontractor:

Kitsap County
Attn: Laura Hyde
614 Division St. MS-23
Port Orchard, WA 98366
(360) 337-4879
lh Hyde@co.kitsap.wa.us

7. **Special Billing Requirements:** Billings to the District shall be submitted no more frequently than every 30 days and shall be quarterly at a minimum. Billings for services on a monthly fraction of the budget will not be accepted or approved. Billings shall be sent to:

Kitsap Public Health District
Melissa Laird
345 6th Street, Suite 300
Bremerton, WA 98337
(360) 728-2283

Authorized and allowable program expenditures will be reimbursed upon receipt and approval of the monthly A-19 must be provided to the District by the 20th of each month in order to receive reimbursement for the previous month. If the District does not receive the A-19 by the 20th of the month with the required deliverables, the District may withhold approval and payment at its discretion.

The District will pay Subcontractor all allowable costs incurred as evidenced by proper invoice of Subcontractor submitted to the District on a timely basis, insofar as those allowable and allocable costs do not exceed the amount appropriated or otherwise available for such purposes as stated herein or in subsequent amendments.

Backup documentation will be provided to the District with invoice. Backup documentation can include, but is not limited to: receipts, invoices, billing records, work orders, positive time and attendance records (timesheets), travel vouchers and accounting expense reports. Failure to provide the required information may result in nonpayment of invoices or termination of this Agreement.

This is a subcontractor contract. All expenditures incurred, and reimbursements made for performance under this Agreement will be based on actual allowable costs. Costs can include direct labor, direct material, and other direct costs specific to the performance of activities or achievement of deliverables under this Agreement. Unexpended funds in each fiscal year may not be carried forward into the new budget period unless otherwise approved by the District.

Email submission of invoices, electronic reports, and deliverables is encouraged. However, original hardcopy of the A-19 is required and shall be mailed to the District.

Upon expiration of the Agreement, any claim for payment not already made shall be submitted to the District within 20 days after the expiration date.

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. **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.
10. **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 the Subcontractor in performance of this Agreement, except for injuries and damages caused by the sole negligence of the District. However, that in the case of negligence of both the District and the Subcontractor, any damages allowed shall be levied in proportion to the percentage of negligence attributable to each party. 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.
11. **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 the 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 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

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. 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 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.

12. **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 45 CFR Parts 160 and 164 and 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) 728-2232. 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.

The District reserves the right to monitor, audit, or investigate the use of personal information collected, used, or acquired by Subcontractor through this Agreement. The monitoring, auditing, or investigating may include but is not limited to “salting” by the District. Salting is the act of placing a record containing unique but false information in a database that can be used later to identify inappropriate disclosure of data contained in the database.

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

13. **Records Retention and Inspection:** 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 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.

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.

14. **Written Policies and Procedures/Documents on File:** Written policies and procedures, consistent with federal and state regulations, as applicable, will be kept on file in the office of the Subcontractor and available for review at the request of District staff. Such policies and procedures will include, but not be limited to, as appropriate:

- Job Descriptions
- Confidentiality Policy
- Community Needs Assessment
- 5-Year Regional Strategic Plan (includes biennial work plan)

Special Instructions:

- a. Subcontractor must conduct criminal background checks for those staff, volunteer, contractor, or subcontractor working directly with youth (ages 0-17).

- b. Subcontractor must prohibit any staff, volunteer, contractor, or subcontractor with a felony conviction related to their duties from supervising and interacting with minors while performing the duties of this Agreement. This requirement is consistent with existing RCW 9.96A.020.

In addition, Subcontractor will keep on file and make available for review by District staff documents consistent with federal and state regulations that will include but are not limited to the latest agency audit and Subcontractor agreements. Subcontractor will include these requirements in all approved subcontracts.

15. **Required Reports:** Subcontractor will submit required reports using required forms according to procedures issued by the District.

Subcontractor will be obligated to submit required reports after the close of the contract period, during the transfer of obligations to another contractor, or upon termination of the contract for any reason.

Subcontractor will include all requirements listed above in all approved subcontracts.

Due dates outside the Budget Period are for reporting only. Subcontractor may not bill for work done outside the Budget Period.

16. **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.

17. **Compliance with State and Federal Confidentiality Laws:** Subcontractor shall not use protected health information created or shared under this Agreement in any manner that would constitute a violation of RCW 70.02, RCW 42.56, the Health Information Portability and Accountability Act, commonly known as HIPAA, or any regulations enacted pursuant to its provisions. An excerpt of certifications and assurances is herein attached as **ATTACHMENT C**.

18. **Suspension of Performance and Resumption of Performance:** In the event contract funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Agreement and prior to normal completion, the District may give notice to Subcontractor to suspend performance as an alternative to termination. The District may elect to give written notice to Subcontractor to suspend performance when the District determines that there is a reasonable likelihood that the funding insufficiency may be resolved in a timeframe that would allow performance to be resumed prior to the end date of this Agreement. Notice may occur by facsimile or email to Subcontractor's representative. Subcontractor shall suspend performance on the date stated in the written notice to suspend. During the period of suspension of performance, each party may inform the other of any conditions that may reasonably affect the potential for resumption of performance.

When the District determines that the funding insufficiency is resolved, the District may give Subcontractor written notice to resume performance and a proposed date to resume performance. Upon receipt of written notice to resume performance, Subcontractor will give written notice to the District as to whether it can resume performance, and if so, the date upon which it agrees to resume performance. If Subcontractor gives notice to the District that it cannot resume performance, the parties agree that the Agreement will be terminated retroactive to the original date of termination. If the date Subcontractor gives notice it can resume performance is not acceptable to the District, the parties agree to discuss an alternative acceptable date. If an alternative date is not acceptable to the District, the parties agree that the Agreement will be terminated retroactive to the original date of termination.

19. **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.
20. **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 his Agreement unless stated to be such in writing, signed by an authorized representative of the party and attached to the original Agreement.
21. **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.
22. **Amendments and Changes in Work:** This Agreement may be modified only by a written amendment executed by authorized representatives of both parties.

In the event of any errors or omissions by Subcontractor in the performance for any work required under this 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.

23. **Termination:** This Agreement may be terminated by either party upon giving at least 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.
24. **Termination for Cause:** If for any cause, either party does not fulfill in a timely and proper manner its obligations under this Agreement, 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 the failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.

25. **Termination for Funding:** If funding for the Agreement or matter is withdrawn, reduced or limited in any way after the Agreement is signed or becomes effective, the Parties may summarily terminate the Agreement notwithstanding any other termination provision in the Agreement. Termination under this provision will be effective upon the date specified in the written notice of termination. No costs incurred after the effective date of the termination will be paid.
26. **Choice of Law:** This Agreement is entered into pursuant to and under the authority granted by the laws of the State of Washington and applicable federal laws, both as to its interpretation and performance. The provisions of this Agreement shall be construed to conform to those laws. Any action at law, suit in equity, or judicial proceeding arising out of this Agreement shall be instituted and maintained only in any of the courts of competent jurisdiction in Kitsap County, Washington.
27. **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.
28. **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.
29. **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, Waiver, Records Inspection and Retention, and Severability.
30. **Subcontracting:** Subcontractor shall not enter into subcontracts for any of the work contemplated under this Agreement without prior written approval of the District. In no event shall the existence of the subcontract operate to release or reduce the liability of Subcontractor to the Department for any breach in the performance of Subcontractor's duties. This clause does not include contracts of employment between Subcontractor and personnel assigned to work under this Agreement.

Subcontractor is responsible for ensuring that all terms, conditions, assurances and certifications set forth in this Agreement are carried forward to any subcontracts. 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 District or as provided by law.

If at any time during the progress of the work, the District determines in its sole judgment that any contractor is incompetent, the District shall notify Subcontractor, and Subcontractor shall take immediate steps to terminate its Subcontractor's involvement in the work. The rejection or approval by the District of any Subcontractor or the termination of a Subcontractor shall not relieve Subcontractor of any of its responsibilities under the Agreement, nor be the basis for additional charges to the District.

31. **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.

KITSAP PUBLIC HEALTH DISTRICT

KITSAP COUNTY

By: _____
Keith Grellner, Administrator

By: Board of County Commissioners
Kitsap County, Washington

Date: _____

Robert Gelder, Chair

Edward E. Wolfe, Commissioner

Charlotte Garrido, Commissioner

Date: _____

ATTEST:

Dana Daniels, Clerk of the Board

Funding Source
Program: CH Contract/Grant: DOH Con Con CLH31014 (KPHD 2203)

ATTACHMENT A – SCOPE OF WORK AND BUDGET
Kitsap County Human Services
July 1, 2022 – June 30, 2023

As a subcontractor of KPHD under the Washington Department of Health funded *Youth Cannabis & Commercial Tobacco Prevention Program (YCCTPP)*, Kitsap County Human Services agrees to the following activities funded in full or part by the associated budget.

Activity	
Planning & Coordination of Regional Network	<p>Coordinate and maintain the Olympic Prevention Partnership steering committee and network.</p> <ul style="list-style-type: none"> • Invite new community partners to join the Olympic Prevention Partnership Steering Committee. • Attend nine monthly steering committee meetings (Sept 2022 – June 2023) • Each subcontractor will be responsible for planning one of the above meetings. Refer to the workplan for schedule.
Implementation	<p><i>2022-2023 Strategies for Youth Cannabis & Commercial Tobacco Prevention:</i></p> <ul style="list-style-type: none"> • Social Norms: Media & Health Communications • Youth Empowerment & Engagement • Decision-maker Engagement • Policy, System, Environmental Changes <p>Specific Kitsap County activities are described in the 2022-2023 YCCTPP workplan. Please refer to the workplan for guidance on which activities fall under each funding source. Workplans are subject to change. Any changes will be approved by both parties.</p>
Monitoring and Reporting	<p>Monitor progress for each activity as appropriate; submit monthly narrative and data reports as requested by KPHD on the 5th of every month.</p>
Midterm Evaluation	<p>By February 1, 2023, report progress to CTPP Regional Coordinator. If needed, adjust activities to ensure spend down. Conduct a mid-year workplan re-evaluation.</p>
Calls/Meetings	<p>Participate in monthly conference call with KPHD and attend webinars as scheduled; respond to correspondences related to CTPP from the Department of Health; respond to activity assessments/surveys administered by KPHD as appropriate per scope of work.</p>
Invoicing	<p>Submit monthly invoices by the 20th of the month following the month in which costs were incurred, except for the Final Expenditure Report and Request for Reimbursement in each federal fiscal year (due July 1, 2023). Invoices must include supporting documentation such as timecards for staff time and copies of invoices paid for goods and services.</p>

Budget July 1, 2022 – June 30, 2023


<i>Cannabis</i>	<i>Cost</i>	<i>Description</i>
Staff Salary	\$10,493	
Benefits	\$4,297	
Indirect	\$1,666	10% Total
Goods & Services	\$200	
Mileage		
Travel/Training		
Total Kitsap	\$16,656	

<i>Tobacco</i>	<i>Cost</i>	<i>Description</i>
Staff Salary	\$7,776	
Benefits	\$750	
Indirect	\$947	10% Total
Goods & Services		
Mileage		
Travel/Training		
Total Kitsap	\$9,473	

Funding Source

Chart of Accounts Program Name or Title	CFDA#	BARS Code	7/1/22 – 6/30/23
SFY23 Dedicated Cannabis Account	NA	334.04.93	\$16,656
SFY23 Youth Tobacco Vapor Products	NA	334.04.93	\$9,473
Total to Kitsap			\$26,129

Subcontractor DUNS Number: 184826790
Subcontractor Indirect Rate: 10%
Research and Development: No

FORM A 19-1A (Rev. 1/91)				STATE OF WASHINGTON INVOICE VOUCHER		Attachment B Page A-11																							
<div style="text-align: center; margin-bottom: 20px;">AGENCY NAME</div> <div style="text-align: center;">Kitsap Public Health District Attn: Melissa Laird 345 6th St, Suite 300 Bremerton, WA 98337-1866</div>														<table border="1" style="width:100%; border-collapse: collapse;"><tr><td style="width:33%;">AGENCY NO.</td><td style="width:33%;">LOCATION CODE</td><td style="width:33%;">P.R. OR AUTH NO.</td></tr><tr><td style="height: 30px;"></td><td></td><td></td></tr></table> <p style="margin-top: 20px;">INSTRUCTION TO VENDOR OR CLAIMANT: Submit this form to claim payment for materials, merchandise or services. Show complete detail for each item.</p> <p style="margin-top: 20px;">VENDOR'S CERTIFICATE. I hereby certify under penalty of perjury that the items and totals listed herein are proper charges for materials, merchandise or services furnished to the State of Washington, and that all goods furnished and/or services rendered have been provided without discrimination on the grounds of race, creed, color, national origin, sex, or age.</p> <div style="margin-top: 20px;">BY _____</div> <div style="text-align: right; margin-top: 20px;">(DATE) _____</div>						AGENCY NO.	LOCATION CODE	P.R. OR AUTH NO.							
AGENCY NO.	LOCATION CODE	P.R. OR AUTH NO.																											
VENDOR OR CLAIMANT (Warrant is to be payable to)																													
FEDERAL I.D. NO. OR SOCIAL SECURITY NO.										RECEIVED BY					DATE RECEIVED														
DATE		DESCRIPTION								QUANTITY		UNIT		UNIT PRICE		AMOUNT		FOR AGENCY USE											
		Services provided in performance of contract																											
		Billing period: to																											
		Total Tobacco Expenses																											
		YMPEP Expenses																											
		TOTAL DUE:														\$ -													
PREPARED BY					TELEPHONE NUMBER					DATE					AGENCY APPROVAL					DATE									
DOC. DATE			PMT DUE DATE			CURRENT DOC. NO.				REF. DOC. NO.		VENDOR NUMBER			VENDOR MESSAGE USE TAX				UBI NUMBER										
REF	DOC	SUF	TRANS	CODE	M	O	FUND	MASTER INDEX		SUB	SUB	ORG	WKCLAS	COUNT	CITY	SUB	PROJ	AMOUNT	INVOICE NUMBER										
								APPN	PROGRAM											SUB	SUB	INDEX	INDEX	OBJ	INDEX	ALLOC	BDGT	UNIT	MOS
ACCOUNTING APPROVAL FOR PAYMENT										DATE										WARRANT TOTAL					WARRANT NO.				

ATTACHMENT C HIPAA BUSINESS ASSOCIATE AGREEMENT

This Agreement (“Agreement”) is entered into by and between the Kitsap Public Health District (“Covered Entity”) and Kitsap County (“Business Associate”).

Section I: Purpose

Performance of the Underlying Agreement may require Business Associate to use or disclose protected health information that is subject to provisions of the Health Insurance Portability and Accountability Act of 1996, set forth in 45 C.F.R. Parts 160 and 164 (commonly known as the “HIPAA Rules”).

The purpose of this Agreement is to set forth the obligations of the Parties with regard to the way in which protected health information is created, used, disclosed, maintained, provided or received on behalf of Covered entity by the Business Associate.

Section II. Definitions

The following terms used in this Agreement shall have the same meaning as those terms in the HIPAA Rules: Breach, Data Aggregation, Designated Record Set, Disclosure, Health Care Operations, Individual, Minimum Necessary, Notice of Privacy Practices, Protected Health Information, Required by Law, Secretary, Security Incident, Subcontractor, Unsecured Health Information, and Use.

Specific Definitions:

1. Business Associate. “Business Associate” shall generally have the same meaning as the term “business associate” at 45 CFR 160.103, and in reference to this Agreement shall mean Clallam County Health & Human Services.
2. Covered Entity. “Covered Entity” shall generally have the same meaning as the term “covered entity” in 45 CFR 160.103, and in reference to the party in this Agreement shall mean the Kitsap Public Health District.
3. HIPAA Rules. “HIPAA Rules” shall mean the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and 164.

Section III. Obligations and Activities of Business Associate

Business Associate agrees to:

1. Not use or disclose protected health information other than as permitted or required by the Agreement or as required by law.

2. Use appropriate safeguards, and comply with Subpart C of 45 CFR, Part 164 with respect to protected electronic health information and to prevent use or disclosure of protected health information other than as provided for by this Agreement.
3. Report to Covered Entity any use or disclosure of protected health information not provided for by this Agreement of which it becomes aware, including breaches of unsecured protected health information as required by 45 CFR 164.410, and any security incident of which it becomes aware.

Business Associate agrees to promptly notify covered entity following the discovery of a Breach of unsecured PHI. A Breach is considered “discovered” as of the first day on which the Breach is known, or reasonably should have been known, to Business Associate or any employee, officer or agent of Business Associate, other than the individual committing the Breach. Any notice of a Security Incident or Breach of Unsecured PHI shall include the identification of each Individual whose PHI has been, or is reasonably believed by Business Associate to have been, accessed, acquired, or disclosed during such Security Incident or Breach as well as any other relevant information regarding the Security Incident or Breach.

4. In accordance with 45 CFR 164.502(e)(1)(ii) and 164.308(b)(2), if applicable, ensure that any subcontractors that create, receive, maintain, or transmit protected health information on behalf of the Business Associate agree to the same restrictions, conditions, and requirements that apply to the Business Associate with respect to such information.
5. Business Associate agrees to mitigate, to the extent possible, any harmful resulting from use or disclosure of PHI by Business Associate or its agents or subcontractors, in violation of the requirements of this Agreement.
6. Maintain and make available protected health information in a designated record set to the Covered Entity as necessary to satisfy Covered Entity’s obligations under 45 CFR 164.524.

If an Individual makes a request for access to the protected health information directly to Business Associate, business associate shall notify covered entity within three (3) business days of such request and shall cooperate with the Covered Entity to send the response to the Individual.

7. Make any amendment(s) to protected health information in a designated record set as directed or agreed to by the Covered Entity pursuant to 45 CFR 164.526, or take other measures as necessary to satisfy Covered Entity’s obligations under 45 CFR 164.526.

If an Individual makes a request for amendment to the protected health information directly to Business Associate, Business Associate shall notify Covered Entity within three (3) business days of such request and shall cooperate with the Covered Entity to send the response to the Individual.

8. Maintain and make available the information required to provide to provide an accounting of disclosures to the Covered Entity as necessary to satisfy Covered Entity's obligations under 45 CFR 164.528.

If an Individual makes a request for accounting of disclosures directly to Business Associate, Business Associate shall notify Covered Entity within three (3) business days of such request and shall cooperate with the Covered Entity to send the response to the Individual.

9. To the extent the Business Associate is to carry out one or more of Covered Entity's obligations(s) under Subpart E of 45 CFR Part 164, comply with the requirements of Subpart E that apply to the Covered Entity in the performance of such obligation(s); and
10. Make its internal practices, books, and records available to the Secretary for purposes of determining compliance with the HIPAA Rules.

Section IV. Permitted Uses and Disclosures by Business Associate

1. Business Associate may only use or disclose protected health information as necessary to perform the services as outlined in the underlying agreement.
2. Business Associate is not authorized to use protected health information to de-identify the information in accordance with 45 CFR 164.514(a)-(c).
3. Business Associate may use or disclose protected health information as required by law.
4. Business Associate agrees to make uses and disclosures and requests for protected health information consistent with Covered Entity's minimum necessary policies and procedures.

Business Associate may not use or disclose protected health information in a manner that would violate Subpart E of 45 CFR Part 164 if done by Covered Entity except for the specific used and disclosures set forth below:

- a) Business Associate may disclose protected health information for the proper management and administration of Business Associate or to carry out the legal responsibilities of the Business Associate, provided the disclosures are required by law, or Business Associate obtains reasonable assurances from the person to whom the information is disclosed that the information will remain confidential and used or further disclosed only as required by law or for the purposes for which it was disclosed to the person, and the person notifies Business Associate of any instances of which it is aware in which the confidentiality of the information has been breached.
- b) Business Associate may provide data aggregation services relating to the health care operations of the Covered Entity.

Section V. Termination

1. Term. The Agreement shall terminate on June 30, 2023 or on the date Covered Entity terminates for cause, whichever is sooner.
2. Termination for Cause. Business Associate authorizes termination of the Agreement if Covered Entity determines Business Associate has violated a material term of the Agreement and has not cured the breach or ended the violation within the time specified by Covered Entity.
3. Obligations of Business Associate Upon Termination. Upon termination of this Agreement for any reason Business Associate shall return or destroy all protected health information received from Covered Entity, or created or received by Business Associate on behalf of Covered entity. This provision shall apply to protected health information that is in the possession of subcontractors or agents of Business Associate. Business Associate shall retain no copies of the protected health information.

In the event that Business Associate determines that returning or destroying the protected health information is infeasible, Business Associate shall provide to Covered Entity notification of the conditions that make return or destruction infeasible. Upon mutual agreement of the Parties that return or destruction of protected health information is infeasible, Business Associate shall extend the protections of this Agreement to such protected health information and limit further uses and disclosures of such protected health information to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such protected health information.

4. The obligations of Business Associate under this section shall survive the termination of this Agreement.

Section VI. Miscellaneous

1. A reference in this agreement to a section in the HIPAA Rules means the section as in effect or amended.
2. The Parties agree to take such action as is necessary to amend this Agreement from time to time as is necessary for compliance with the HIPAA Rules and any other applicable law.
3. Any ambiguity in this Agreement shall be resolved to permit compliance with the HIPAA Rules.

New or Renewed Contracts for the Period of 04/01/2022 through 04/30/2022

KPHD Contract ID	KPHD Program	Contract Type	Contract Length	KPHB Approved	Contract Amount	Signed Date	Start Date	End Date	Client Contract ID
Inactive (1 contracts)									
North Kitsap Fire and Rescue									
ID: 2240	Community Health, Jessica Guidry	Amendment	Closed			04/04/22	01/21/21	07/21/21	
Description: This Agreement provides a means for Subcontractor, who is (a) providing paramedic services to support the District's mass vaccination clinics and/or (b) partnering with their jurisdictional partners to conduct mass COVID-19 vaccination clinics within Kitsap County, to receive federal reimbursement for allowable expenses.									
Amendment 1: Adds required Federal funding language to section 6.									
Active (7 contracts)									
Clean Harbors									
ID: 2256	Clinical Services, Elizabeth Davis	Contract for Services	Open Ended			04/29/22			CH2304295
Description: Contractor to provide collection and proper disposal of : Non-RCRA Expired Medication/Vaccines No DEA									
First Five Fundamentals									
ID: 2248	Parent/Child Health, Nancy Acosta	Contract for Services	Closed		\$3,000.00	04/01/22	01/01/22	06/30/22	
Description: KPHD to support the capacity and infrastructure of Washington Communities for Children, build public awareness of and support for high quality early learning opportunities, and achieve a range of other goals (each of which are outlined in the DCYF Contract).									
Jefferson County Public Health									
ID: 2247	Health Promotion, Dana Bierman	Amendment	Closed		\$27,381.00	04/04/22	07/01/21	06/30/22	N-21-027
Description: The District requires the expertise of this Subrecipient 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 County. The source of these funds are pass-through moneys from the state.									
Amendment 2: shifts the allocation amounts for YTVF.									
Kitsap County									
ID: 2219	Community Health, Dana Bierman	Amendment	Closed	02/01/22	\$13,065.00	04/11/22	07/01/21	06/30/22	KC-484-21
Description: The District requires the expertise of this Subrecipient 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 County. The source of these funds are pass-through moneys from the state.									
Amendment 1 extends term through 06/30/2022									
ID: 2233	Information Technology, Ed North	Interlocal/Interagency	Closed	03/01/22	\$20,000.00	04/13/22	11/01/21	10/31/22	KC-122-92
Description: Kitsap County I/S will provide customized Geographic Information Systems (GIS) Services to Kitsap Public Health District.									
The Agreement may be extended for additional consecutive terms at the mutual agreement of the parties, not to exceed a total of five (5) years.									
Peninsula Community Health Services									

New or Renewed Contracts for the Period of 04/01/2022 through 04/30/2022

KPHD Contract ID	KPHD Program	Contract Type	Contract Length	KPHB Approved	Contract Amount	Signed Date	Start Date	End Date	Client Contract ID
ID: 2230	Community Health, Jessica Guidry	Amendment	Closed	04/05/22		04/05/22	01/21/21	12/21/21	
Description: This Agreement provides a means for Subcontractor, who is conducting mass vaccination clinics to support Kitsap Public Health District's COVID-19 Mass Vaccination Plan, to receive federal reimbursement for allowable expenses.									
Amendment 2: to extend the term through 3/31/22									
.....									
The Peoples Harm Reduction Alliance									
ID: 2232	Community Health, Yolanda Fong	Amendment	Closed	04/05/22	\$75,000.00	04/06/22	12/01/20	12/31/21	
Description: The District requires the expertise of this Contractor to provide county-wide mobile syringe exchange services as a component of the District's Kitsap Syringe Exchange Services Network.									
Amendment 1: extends contract by one year to 12/31/2021 and adds additiona \$75,000 for a total sum not to exceed \$150,000.									
.....									

Kitsap Public Health Board Meeting**Date: June 07, 2022****CONSENT AGENDA ITEM: Warrant and Electronic Fund Transfer (EFT) Registers****Approvals:**

	Signature	Date
Administrator	<i>Keith Grallner</i>	5/31/2022
Finance Manager	<i>Melissa Laird</i>	5/31/2022

Recommended Motion: Approval**Items:**

Type	Warrant/EFT Date	Total Amount
Accounts Payable	04/01-04/30/2022	\$ 1,697,308.70
Accounts Payable Total		\$ 1,697,308.70
Payroll Benefits	4/28/2022	180,024.42
Payroll	4/29/2022	560,715.19
Payroll PERS Payment	4/14/2022	134,092.65
Payroll Taxes	4/29/2022	213,559.81
Payroll Total		\$ 1,088,392.07
	Grand Total	\$ 2,785,700.77

Kitsap Public Health Board Action:

- ☐ Approve
☐ Deny
☐ Table / Continue

	Signature	Date
Kitsap Public Health Board Chair		

Source	Date	Supplier	Memo	Amount
Ad Hoc Bank Transaction	4/4/2022	Bank of America	Withdrawal - Credit Card - PH - R00206605 - 2022-04-04	57.75
Ad Hoc Bank Transaction	4/4/2022	Bank of America	Withdrawal - Credit Card - PH - R00206617 - 2022-04-04	6,259.56
Ad Hoc Bank Transaction	4/5/2022	Bank of America	Withdrawal - Credit Card - PH - R00206660 - 2022-04-05	920.80
Adjusting/Interfund Journals	4/21/2022	State of Washington	Reclass Use Tax payments to correct account	(292.65)
Adjusting/Interfund Journals	4/21/2022	State of Washington	Reclass Use Tax payments to correct account	(295.37)
Adjusting/Interfund Journals	4/29/2022	Kitsap County	April 2022 Recording Fees	203.50
Cash Transmittal Journal	4/19/2022	Kitsap County	Correction - PH - R00206991 - 2022-04-19	5.00
Expense Report	4/1/2022	Christopher Winters	Mileage 0303-032322	256.93
Expense Report	4/1/2022	Layken Winchester	Mileage 0119-030422	142.56
Expense Report	4/1/2022	Laura Westervelt	Mileage 0301-031522	69.56
Expense Report	4/1/2022	Hannah Vinyard	Mileage 0309-032822	176.32
Expense Report	4/1/2022	Barbara Steusloff	Mileage 0217-032422	32.41
Expense Report	4/1/2022	Nolan Simmons	Mileage 0314-031722	87.22
Expense Report	4/1/2022	Alexandra Moore	Mileage 0228-032822	315.90
Expense Report	4/1/2022	Kimberly Jones	Mileage 0304-032922	70.79
Expense Report	4/1/2022	Jakob Hughes	Mileage 301-032422	205.74
Expense Report	4/1/2022	Angeline Berger	Travel 0308-03102022	14.33
Expense Report	4/1/2022	Angeline Berger	Travel 0308-03102022	82.80
Expense Report	4/1/2022	Rudy Baum	Mileage 0228-031622, Steel toe boots	273.02
Expense Report	4/1/2022	Rudy Baum	Mileage 0228-031622, Steel toe boots	161.85
Expense Report	4/1/2022	Barbara Steusloff	Mileage 0324-03312022	40.01
Expense Report	4/1/2022	Laura Westervelt	Mileage 0316-033022	140.99
Expense Report	4/1/2022	Nolan Simmons	Mileage 0322-032922	144.73
Expense Report	4/1/2022	Crystal Nuno	Mileage 0301-03312022	603.14
Expense Report	4/1/2022	Victoria Lehto	Mileage 0303-033122, Supplies	322.80
Expense Report	4/1/2022	Victoria Lehto	Mileage 0303-033122, Supplies	19.06
Expense Report	4/1/2022	Brandon Kindschy	Mileage 0304-03092022	97.11
Expense Report	4/1/2022	Paul Giuntoli	Mileage 0317-03312022	77.22
Expense Report	4/1/2022	Brian Burchett	Mileage 0301-03302022	307.24
Expense Report	4/1/2022	Rudy Baum	Mileage 0328-03302022	149.41
Expense Report	4/1/2022	Amy Anderson	Mileage 0301-032822	252.43
Expense Report	4/1/2022	Tatiana Tubberville	MILEAGE 0301-03292022	37.50
Expense Report	4/1/2022	Susan Van Ort	MILEAGE 0303-032922	301.28
Expense Report	4/5/2022	Nolan Simmons	MILEAGE 0330-04052022	73.24
Expense Report	4/1/2022	Kaela Moontree	MILEAGE 0329-033022	97.46
Expense Report	4/1/2022	Talia Humphrey	MILEAGE 0301-033122	115.01
Expense Report	4/1/2022	Jodie Holdcroft	MILEAGE 0307-03312022	278.46
Expense Report	4/1/2022	Paul Giuntoli	MILEAGE 0401-040722	34.52
Expense Report	4/1/2022	George Fine	MILEAGE 0225-03302022	66.46
Expense Report	4/1/2022	Kayla Crow	MILEAGE 0311-03282022	189.25
Expense Report	4/1/2022	Anne Burns	MILEAGE 032422, SUPPLIES	11.12
Expense Report	4/1/2022	Anne Burns	MILEAGE 032422, SUPPLIES	47.39
Expense Report	4/1/2022	Richard Bazzell	Mileage 0304-032922	295.43
Expense Report	4/25/2022	Alena Schroeder	Mileage/Parking 0404-040622	25.65
Expense Report	4/22/2022	Talia Humphrey	PARKING MILEAGE 0404-040622	25.65
Expense Report	4/22/2022	Tobbi Stewart	MILEAGE 0301-03302022	138.06
Expense Report	4/22/2022	Kelsey Stedman	MILEAGE 0404-04062022	10.65
Expense Report	4/22/2022	Kelsey Stedman	MILEAGE 0404-04062022	22.70
Expense Report	4/22/2022	Kevin Nguyen	MILEAGE 04062022	11.70
Expense Report	4/22/2022	Nathan Morrow	MILEAGE 0406-04132022	10.65
Expense Report	4/22/2022	Nathan Morrow	MILEAGE 0406-04132022	239.03
Expense Report	4/22/2022	Kimberly Jones	MILEAGE 0405-041322	39.20
Expense Report	4/22/2022	Anne Burns	MILEAGE 0328-041422	44.46
Expense Report	4/22/2022	Anne Burns	MILEAGE 0328-041422	6.53
Expense Report	4/22/2022	Anne Burns	MILEAGE 0328-041422	58.21
Expense Report	4/1/2022	Leslie Banigan	MILEAGE 0308-032822	175.97
Expense Report	4/8/2022	Rudy Baum	MILEAGE 040822	21.88
Expense Report	4/29/2022	Yaneisy Griego	PAY ADJUSTMENT	650.00
Expense Report	4/29/2022	Layken Winchester	Mileage 0304-032522	46.51
Expense Report	4/29/2022	Jan Wendt	Mileage 0112-032322	157.95
Expense Report	4/29/2022	Tatiana Tubberville	Mileage 039-031122	18.02
Expense Report	4/29/2022	Nolan Simmons	Mileage 0406-042022	195.16
Expense Report	4/29/2022	Melissa O'Brien	Mileage 0314-041222	128.70
Expense Report	4/29/2022	Siri Kushner	Travel 0411-041222	260.25
Expense Report	4/29/2022	Ross Lytle	Mileage 0317-041522	60.26
Expense Report	4/29/2022	Dayna Katula	Mileage 042722	16.38
Expense Report	4/29/2022	Gabrielle Hadly	Travel 0403-040722	439.02
Expense Report	4/29/2022	Keith Grellner	Travel 0410-041222	221.72
Expense Report	4/29/2022	Keith Grellner	Travel 0410-041222	166.36
Expense Report	4/29/2022	Paul Giuntoli	Mileage 0411-041722	80.15
Expense Report	4/29/2022	George Fine	Mileage 0330-042022	29.75
Expense Report	4/29/2022	Barbara Steusloff	Mileage 0407-041822	74.06
Expense Report	4/29/2022	Lindsey Camarena	Mileage 0303-042022	77.92
Expense Report	4/29/2022	Anne Burns	Supplies	18.15
Expense Report	4/29/2022	Zachary Ahlin	Mileage 0325-042222, Work Boots	481.28
Expense Report	4/29/2022	Zachary Ahlin	Mileage 0325-042222, Work Boots	175.00
Miscellaneous Payment	4/14/2022	Fay Weed	Pic Voucher - Rebate	350.00
Miscellaneous Payment	4/14/2022	Sharon Dommermuth	Pic Voucher- Rebate	350.00
Miscellaneous Payment	4/14/2022	Kenneth Vos	PIC Voucher Rebate	350.00

Source	Date	Supplier	Memo	Amount
Miscellaneous Payment	4/1/2022	Chris Bentley	PIC Voucher	(350.00)
Miscellaneous Payment	4/21/2022	Chris Bentley	PIC Voucher	350.00
Miscellaneous Payment	4/21/2022	TODD COSGROVE	PIC VOUCHER-REBATE	350.00
Miscellaneous Payment	4/28/2022	MICHELLE PANDINO	PIC VOUCHER- REBATE	250.00
Supplier Invoice	4/1/2022	Bremerton Government Center Association	Invoice # 042022HD	32,201.54
Supplier Invoice	4/1/2022	Washington Poison Center	Invoice S89	69.45
Supplier Invoice	4/1/2022	Washington Poison Center	Invoice S89	69.45
Supplier Invoice	4/1/2022	Washington Poison Center	Invoice S89	69.44
Supplier Invoice	4/1/2022	Clallam County	Jan-Feb2022	3,966.38
Supplier Invoice	4/1/2022	United Business Machines Of Wa	Invoice # 470020	941.35
Supplier Invoice	4/1/2022	Office Depot	Invoice # 235477705001	1,338.93
Supplier Invoice	4/1/2022	Airgas USA LLC	Invoice # 9123853884	555.57
Supplier Invoice	4/4/2022	Washington Finance Officers Association	Inv# IEX22-042022-0267, 266	70.00
Supplier Invoice	4/4/2022	Bainbridge Island Fire Department	Sept-Nov 2021	25,051.28
Supplier Invoice	4/2/2022	Microsoft Corporation	INVOICE# E0600I5PHW	39.32
Supplier Invoice	4/2/2022	Microsoft Corporation	INVOICE# E0600I5PHW	19.65
Supplier Invoice	4/2/2022	Microsoft Corporation	INVOICE# E0600I5PHW	32.70
Supplier Invoice	4/2/2022	Microsoft Corporation	INVOICE# E0600I5PHW	4,042.56
Supplier Invoice	4/1/2022	Assoc of Washington Cities	Order# 94193-AWC Member	500.00
Supplier Invoice	4/1/2022	Comcast	Invoice# 143611097	496.81
Supplier Invoice	4/1/2022	Acranet Cbs Branch	Invoice # 19978	105.18
Supplier Invoice	4/1/2022	Comcast	8498360021685177-1644737	439.52
Supplier Invoice	4/1/2022	Comcast	8498360021685177-1644737	229.76
Supplier Invoice	4/1/2022	Spectra Laboratories - Kitsap, LLC	Invoice# C22-01592	2,492.80
Supplier Invoice	4/1/2022	Wash State Dept Of Retirement	OASI Invoice # 1500380 2021 Tax Year	46.42
Supplier Invoice	4/1/2022	US Bank National Association	4246044555688591	2,626.39
Supplier Invoice	4/1/2022	US Bank National Association	4246044555688591	6,760.24
Supplier Invoice	4/1/2022	US Bank National Association	Invoice # 4246-0445-5568-8591	0.34
Supplier Invoice	4/1/2022	US Bank National Association	Invoice # 4246-0445-5568-8591	1,185.43
Supplier Invoice	4/1/2022	US Bank National Association	Invoice # 4246-0445-5568-8591	674.90
Supplier Invoice	4/1/2022	US Bank National Association	Account # 4246-0445-5568-8591	31.25
Supplier Invoice	4/1/2022	US Bank National Association	Account # 4246-0445-5568-8591	511.08
Supplier Invoice	4/1/2022	US Bank National Association	Account # 4246-0445-5568-8591	53.49
Supplier Invoice	4/1/2022	US Bank National Association	Account # 4246-0445-5568-8591	67.93
Supplier Invoice	4/1/2022	US Bank National Association	Account # 4246-0445-5568-8591	576.94
Supplier Invoice	4/1/2022	Ozark Underground Laboratory		250.00
Supplier Invoice	4/15/2022	WA State Assoc of Local Public Health Officials	Invoice# MAC-SA2-12	2,103.98
Supplier Invoice	4/15/2022	WA State Dept of Revenue	1QTR 2022-UBI# 601-139-034	574.81
Supplier Invoice	4/8/2022	FedEx	Invoice # 7-717-38834	30.83
Supplier Invoice	4/8/2022	Telelanguage Inc	INVOICE # TL137862	242.55
Supplier Invoice	4/8/2022	Telelanguage Inc	INVOICE # TL137862	74.25
Supplier Invoice	4/6/2022	Wex Bank	Invoice # 60107572	360.24
Supplier Invoice	4/6/2022	Telelanguage Inc	INVOICE T7257	348.96
Supplier Invoice	4/6/2022	Telelanguage Inc	INVOICE T7257	596.88
Supplier Invoice	4/5/2022	Citiesdigital	Invoice# 54183	1,638.00
Supplier Invoice	4/5/2022	Citiesdigital	Invoice# 54183	328.51
Supplier Invoice	4/2/2022	Staples	3504559668	13.85
Supplier Invoice	4/2/2022	Staples	3504559668	811.57
Supplier Invoice	4/2/2022	Staples	3504559668	3.81
Supplier Invoice	4/1/2022	Kitsap County	APRIL 2022	15,833.00
Supplier Invoice	4/1/2022	Kitsap County	APRIL 2022	9,630.00
Supplier Invoice	4/1/2022	City of Bremerton	BKAT000666	443.08
Supplier Invoice	4/1/2022	Assoc of Washington Cities	INVOICE # 96327-HOLT	495.00
Supplier Invoice	4/1/2022	Jefferson County	0201-022822	3,594.48
Supplier Invoice	4/1/2022	Stericycle Inc	Invoice # 3005966752	1,072.77
Supplier Invoice	4/1/2022	Loomis	Invoice 12990164	582.00
Supplier Invoice	4/1/2022	Iron Mountain	Invoice # 20253415	209.60
Supplier Invoice	4/1/2022	Spectra Laboratories - Kitsap, LLC	0301-03312022	7,270.20
Supplier Invoice	4/1/2022	Wa State Dept Of Enterprise Services	Invoice 731113290	139.52
Supplier Invoice	4/20/2022	United Business Machines Of Wa	INVOICE # 471562	7,401.58
Supplier Invoice	4/13/2022	Siena Holdings Llc	MAY 2022	786.00
Supplier Invoice	4/13/2022	Record Properties LLC	MAY 2022	790.00
Supplier Invoice	4/13/2022	Masters, Spencer R.	MAY 2022	722.00
Supplier Invoice	4/13/2022	Kania, Sharon Faye	MAY 2022	475.00
Supplier Invoice	4/12/2022	Staples	INVOICE # 3505124785	26.01
Supplier Invoice	4/12/2022	Mckesson Medical Surgical	INVOICE # 1927628	83.59
Supplier Invoice	4/12/2022	Canon Financial Services, Inc.	INVOICE # 28406881	1,043.07
Supplier Invoice	4/11/2022	Taylor Communications Inc	INVOICE # 5017718	1,059.59
Supplier Invoice	4/11/2022	Lingo	BILL# 32423170	18.53
Supplier Invoice	4/10/2022	Verizon Wireless	INVOICE# 9903954182	7,379.09
Supplier Invoice	4/9/2022	Comcast	A # 8498-36-002-0701975	115.65
Supplier Invoice	4/9/2022	Comcast	A # 8498-36-002-0701975	115.64
Supplier Invoice	4/1/2022	Grainger	INVOICE # 925900368	359.79
Supplier Invoice	4/1/2022	Grainger	INVOICE # 925900368	86.68
Supplier Invoice	4/29/2022	Surviving Change	Covid 19 Project	1,150.00
Supplier Invoice	4/29/2022	Kitsap County	Jul 01, 2121-Dec 21,2021	1,500,788.88
Supplier Invoice	4/29/2022	Blue Sky Printing	Invoice# 8259	185.42
Supplier Invoice	4/22/2022	Steven Linsk	Invoice May 2022	1,665.00
Supplier Invoice	4/22/2022	Spectra Laboratories - Kitsap, LLC	Invoice # C22-01945, C22-01946	1,120.00

Source	Date	Supplier	Memo	Amount
Supplier Invoice	4/22/2022	FedEx	Invoice # 7-733-8698	11.26
Supplier Invoice	4/21/2022	Kitsap County	Jan-Apr 2022	11,915.80
Supplier Invoice	4/21/2022	Jefferson County	March '22	3,527.79
Supplier Invoice	4/4/2022	Dell Marketing L.P.	Invoice # 10574120692	6,157.08
Supplier Invoice	4/1/2022	Collins Computing Inc	Invoice # 064054	185.00
				<u>1,697,308.70</u>

KITSAP PUBLIC HEALTH DISTRICT

345 6th Street, Suite 300

Bremerton, WA 98337

Date: 4/21/2022
 To: Beverly Abney / Accounts Payable
 From: Denise Turner / Payroll
 Re: PAYROLL BENEFITS WARRANT REQUEST - APRIL 2022 (GL DATE 04/28/22)

Code	Amount	Vendor #	Vendor/Plan Name	Address
5249	\$ 2,516.97	5628	AFLAC	1932 Wynnton Rd
5249.02	\$ 4,889.89	189181	Employment Security Dept. (PFML)	PO Box 34467
5249	\$ 303.33	383135	Health Equity (HSA)	15 West Scenic Pt Dr
5249	\$ 8,810.52	331850	HRA VEBA Trust	PO Box 807
5249	\$ 6,445.00	257740	NACO/Nationwide (Def Comp)	PO Box 183154-3154
5249	\$ 511.00	394347	Peak1 Admin (Parking)	608 Northwest Blvd #200
5249	\$ 3,548.01	6811	Prof & Tech Engineers Local 17 (Union)	2900 Eastlake Ave E #300
5249	\$ -	6811	Prof & Tech Engineers Local 17 (Union/PAC)	2900 Eastlake Ave E #300
5249	\$ 275.00	418816	VOYA (Def Comp)	PO Box 3015
5249.04	\$ 4,893.27	6779	WA ST Dept. of Labor & Industries	PO Box 34022
5249	\$ 15,388.74	25268	WA ST Dept. of Retirement (Def Comp)	PO Box 9018
5249	\$ 115,924.98	376565	WA Health Care Authority (Medical)	PO Box 84265
5249	\$ 5,888.18	5603	WCIF/WA Counties Ins Fund (Life)	PO Box 6
5249	\$ 10,629.53	368370	WHIT/Western Health Ins Trust (Dental)	PO Box 6
	\$ 180,024.42		GRAND TOTAL	

Kitsap Public Health District - Monthly (Regular) (Pay Group Detail)
04/01/2022 - 04/30/2022 (Monthly) (Period)

Employee	Hours	Gross Pay	Employer Paid Taxes	Employer Paid Benefits	Non-Cash Taxable Benefits	Net Pay
Abazi (427227) Ornella	173.33	5,575.00				4,162.66
Abney (4563) Beverly	173.33	5,355.00				3,616.64
Acosta (278956) Nancy	173.33	9,221.00				5,106.71
Ader (413193) Sam	173.33	5,404.00				3,660.94
Ahlin (434420) Zachary	173.33	4,669.00				3,496.26
Anderson (419470) Amy	173.33	6,661.00				4,325.61
Archer (434384) James	116.83	2,700.28				2,176.18
Arias (433900) Jordan	173.33	5,451.00				3,973.48
Armstrong (434291) Jami	173.33	5,555.00				4,004.38
Atisme-Bevins (433909) Kandice	173.33	7,226.00				5,084.67
Banigan (215189) Leslie	173.33	7,284.00				5,237.25
Baum (434397) Rudy	157.33	4,671.96				3,551.66
Bazzell (328436) Richard	173.33	7,284.00				5,102.60
Bell (419805) Gus	92.00	4,075.46				2,894.46
Berger (407902) Angeline	173.33	5,191.00				3,690.08
Bierman (404611) Dana	156.00	7,528.00				5,668.61
Bolstad (434072) Holly	173.33	6,781.00				4,934.43
Borja (426250) Windie	173.33	5,571.00				4,135.65
Boysen-Knapp (2058) Karen	156.00	5,995.00				3,931.83
Bronder (434436) Christine	120.00	3,232.80				2,537.90
Brown (271677) Steven	173.33	9,221.00				5,297.02
Burch (434274) Erin	173.33	6,389.00				4,734.51
Burchett (409212) Brian	173.33	4,902.00				3,629.06
Burns (434416) Anne	162.33	6,596.07				4,620.29
Byrd (434085) Stephanie	173.33	3,984.00				3,236.86
Camarena (434136) Lindsey	173.33	7,617.00				5,662.93
Chang (411387) Margo	173.33	4,452.00				3,192.84
Ciulla (400655) Laura	86.67	3,779.00				1,991.53
Collins (434101) Lori	173.33	6,379.00				4,677.78
Crow (433648) Kayla	173.33	4,447.00				3,339.83
Davis (433997) Elizabeth	173.33	7,966.00				5,554.31
Dowless (340919) Kelly	173.33	7,306.00				5,287.21
Duren (430735) Ashley	173.33	5,290.00				3,842.78
Eakes (223648) Deanna	173.33	5,412.00				3,705.15
Evans (4565) Eric	173.33	11,274.00				3,233.61
Fine (421693) George	86.67	2,187.00				1,699.57
Fisk (321284) April	173.33	8,055.00				4,951.43
Fong (356883) Yolanda	173.33	11,208.00				7,610.02
Ford (434296) Callie	173.33	3,625.00				2,774.20
Forte (434150) Harrison	173.33	5,147.00				3,521.61
Giuntoli (337331) Paul	173.33	7,284.00				4,443.84
Gonzalez (401905) Anna	138.66	6,393.00				4,503.24
Grellner (1264) Keith	173.33	13,351.00				9,361.13
Gress (421427) Nicole	173.33	4,604.00				3,501.86
Griego (410072) Yaneisy	156.00	4,409.00				2,857.98
Grumbly (434316) Meghan	157.33	4,052.00				3,288.06
Guerrero (434054) Jill	104.00	3,452.00				2,787.20
Guidry (355732) Jessica	173.33	9,521.00				6,769.73
Guzman (356336) Damarys	173.33	4,954.00				3,519.21
Hadly (434294) Gabrielle	173.33	8,782.00				6,042.39
Henley (434028) Sarah	173.33	6,010.00				4,520.84
Holdcroft (270783) Jodie	173.33	7,284.00				4,214.87

Employee	Hours	Gross Pay	Employer Paid Taxes	Employer Paid Benefits	Non-Cash Taxable Benefits	Net Pay
Holdcroft (4579) Grant	173.33	9,221.00				5,501.67
Holt (2726) Karen	173.33	9,682.00				6,274.89
Howard Lindquist (434057) Anne	138.66	4,340.00				3,468.71
Hughes (434256) Jakob	173.33	4,902.00				3,670.54
Humphrey (434383) Talia	173.33	4,687.00				3,633.64
Hunter (409213) Kari	173.33	8,782.00				5,699.89
Inouye (434255) Wendy	173.33	8,055.00				5,532.93
Jameson (295036) Betty	173.33	4,406.00				3,363.04
Jenkins (434053) Andrea	158.35	3,667.04				2,815.34
Johanson (400651) Krista	173.33	4,857.00				3,662.09
Jones (358933) Kimberly	173.33	9,221.00				6,235.47
Katula (393427) Dayna	173.33	7,966.00				4,705.98
Kench (245476) Donald	173.33	4,285.00				2,700.18
Kiess (250913) John	173.33	11,208.00				8,172.94
Kindschy (421430) Brandon	173.33	5,958.00				4,259.89
Kinnear (434099) Sarah	173.33	5,480.00				4,060.49
Knoop (16125) Melina	173.33	7,884.00				5,371.96
Kruse (243184) Charles	173.33	7,385.00				4,837.17
Kushner (327580) Siri	173.33	10,674.00				6,802.51
Laird (416539) Melissa	173.33	10,166.00				6,408.07
Lehto (434317) Victoria	157.33	4,237.96				3,277.80
Lytle (285038) Ross	173.33	7,284.00				4,891.80
Madden (434318) Shannon	173.33	3,996.00				3,067.38
Mazur (388104) Karina	173.33	7,808.00				5,224.27
Mckinnon (387088) Bryan	67.13	2,307.26				2,105.73
McMillan (434052) Michelle	173.33	5,191.00				3,760.55
Moen (279971) Anne	173.33	6,344.00				4,379.76
Moontree (406607) Kaela	173.33	5,425.00				3,893.84
Moore (421227) Megan	156.00	5,995.00				4,155.08
Moore (433995) Michael	173.33	5,269.00				4,046.20
Moore (434254) Alexandra	173.33	4,669.00				3,545.73
Morris (312378) Dawn	173.33	6,554.00				4,601.28
Morrow (433895) Nathan	173.33	16,464.00				9,951.72
Nguyen (295033) Loan	173.33	4,857.00				3,518.12
Nguyen (434026) Kevin	104.00	2,678.00				1,822.09
Nicolaisen (208456) Niels	236.38	9,932.69				8,187.88
Noble (3128) Gregoria	173.33	6,004.00				3,979.68
North (22459) Edwin	173.33	10,166.00				384.66
Nuno (405301) Crystal	173.33	6,897.00				3,727.15
O'Brien (433907) Melissa	173.33	4,447.00				3,451.31
Onarheim (426938) Carin	173.33	4,921.00				3,582.56
Pandino (419118) Linda	173.33	4,857.00				3,673.21
Pearson (434051) Maricela	173.33	3,926.00				2,940.94
Perales (434396) Sydney	173.33	4,464.00				3,449.14
Perry (306605) Rachel	173.33	4,406.00				3,236.31
Phelps (434295) Tameka	173.33	5,795.00				4,333.53
Plemmons (433994) Suzanne	64.75	3,451.18				2,548.48
Power (434293) Allison	173.33	6,958.00				4,944.22
Preston (434195) Anne-Lisa	173.33	6,010.00				4,475.51
Quist-Therson (419860) Nii	173.33	8,142.00				5,907.07
Rassa (433650) Deborah	3.50	122.05				101.24
Rhea (324654) Susan	173.33	4,806.00				3,645.20
Ridge (267073) Betti	173.33	7,946.00				5,209.16
Rodgers (434050) Amanda	72.68	1,675.27				1,489.76
Rork (404613) Ian	173.33	5,958.00				4,406.88

Employee	Hours	Gross Pay	Employer Paid Taxes	Employer Paid Benefits	Non-Cash Taxable Benefits	Net Pay
Schroeder (434395) Alena	173.33	4,464.00				3,411.20
Shuhler (425553) Yana	173.33	3,996.00				2,887.04
Simmons (434365) Nolan	173.33	4,669.00				3,595.93
Smith (361388) Terri	173.33	8,142.00				5,688.96
Sooter (427776) Thaddeus	173.33	8,055.00				5,761.39
Stedman (347366) Kelsey	173.33	9,221.00				6,102.16
Steusloff (429204) Barbara	173.33	4,669.00				3,543.75
Stewart (423168) Tobbi	173.33	5,958.00				4,357.11
Tapia (434025) Annye	88.00	2,684.00				640.18
Tiemeyer (433908) Alexandra	173.33	7,193.00				5,008.49
Tjemsland (433192) Amanda	173.33	6,627.00				4,638.32
Tonti (434149) Mindy	147.33	3,613.22				2,917.85
Tubberville (434319) Tatiana	173.33	4,447.00				3,398.71
Turner (1682) Denise	173.33	5,355.00				3,226.16
Van Ort (392243) Susan	173.33	7,284.00				5,090.35
Vinyard (434364) Hannah	155.33	3,985.12				3,059.39
Wagner (426251) Mary	121.34	2,797.00				2,021.29
Warren (434273) Lisa	173.33	7,043.00				5,743.67
Wellborn (14545) Brian	178.00	4,517.98				2,994.88
Wendt (397255) Jan	173.33	7,395.00				5,514.20
Westervelt (434382) Laura	173.33	5,674.00				4,125.70
Whitford (434292) Tiffany	173.33	3,996.00				2,941.44
Wickhamshire (434070) Mark	86.67	1,984.00				1,594.55
Winchester (431493) Layken	173.33	4,902.00				3,402.16
Winters (426939) Christopher	173.33	5,425.00				4,024.80
Wyatt (434415) Janet	172.33	7,352.34				4,892.60
Yanda (301566) Kerrie	216.63	9,975.81				7,375.38
	21,867.22	814,977.49	-	-	-	560,715.19



Kitsap County Treasurer's Office

Cash Transmittal

Withdrawal Receipt #R00206884

Approved: 4/14/2022

GL Date: 4/14/2022

Total Amount: \$134,092.65

Request Details

Request ID	206846
Type	Withdrawal
Owner	Beverly Abney
Organization	Kitsap Public Health District
Approved By	Debbie Waterbury
Comments	

ACH/EFT Transaction

Purpose	Date	Reference	Payee	Description	Amount	Memo
ACH/EFT	04/14/2022	95969	Wa State Dept of Retirement Systems	March 2022 PERS	\$134,092.65	PERS Payment

Line Items

Line	Amount	Memo	Program	Account
1	\$134,092.65	PERS	95969 - Kitsap Public Health District	2315:Employee Benefits Payable

Name	Deduction	Code	Lookup	Group	Plan	Amount
		W_FW Total				91,195.61
					Federal Total	91,195.61
		W_MED Total				11,596.71
		W_MEDER Total				11,596.71
					Medicare Total	23,193.42
		W_OAS Total				49,585.39
		W_OASER Total				49,585.39
					SS Total	99,170.78
					Grand Total	213,559.81