

**Kitsap Public Health District
Consent Agenda
December 3, 2024**

KPHD Contract Number	Their Contract Number	Contractor and Agreement Name	Type of Agreement	Term of Agreement	Amount to District	Amount to Other Agency
2308 Amendment 2	NA	The People's Harm Reduction Alliance <i>Syringe Exchange Program</i>	Amendment	01/01/2023- 12/31/2025	\$0	\$40,000
Description: Amendment to extend the period of performance to December 31, 2025, and adds an additional \$40,000 compensation during the extended period for a total combined compensation of \$120,000.						
2395	CLH29548	WA State Dept. of Health <i>HIV Client Services Data Sharing Agreement</i>	Interlocal Agreement	07/01/2024- 06/30/2029	\$0	\$0
Description: Data sharing agreement is to support the Washington State Department of Health in its public health authority to collect data to support/facilitate health interventions. KPHD will use data to monitor client health outcomes, performance measures, and adherence to treatment regimens; coordinate services, and ensure access to care and services.						
2435	NA	Bremerton Kitsap Access Television <i>Video Production and Playback Services</i>	Interlocal Agreement	01/01/2025- 12/31/2027	\$0	\$5,200
Description: BKAT shall provide governmental access television services, including but not limited to video production and program scheduling of regularly scheduled Kitsap Public Health District Board Meetings and as a courtesy, will provide a video on demand (VOD) link for public viewing and download.						
2437	KC-551-24	Kitsap County <i>Opiate Abatement</i>	Interlocal Agreement	04/01/2024- 06/30/2026	\$515,000	\$0
Description: Kitsap Public Health District to work with partner agencies in assessing the adequacy and/or gaps in community resources as related to addiction and recovery by providing referrals and/or navigation to medical and/or social services.						
2439	NA	Summit Law Group, PLLC <i>Labor and Employment Legal Services</i>	Contract	01/01/2025- 12/31/2025	\$0	\$445/hour
Description: Summit Law Group shall provide legal counsel and representation on behalf of the District for labor and employment-related issues, as requested by the District.						

2440	NA	Kitsap Law Group <i>General Legal Services</i>	Contract	01/01/2025- 12/31/2026	\$0	\$275/hour
Description: Kitsap Law Group will provide general legal services related to the District as the District may request from time to time.						
2441	CLH32054	WA State Dept. of Health <i>Consolidated Contract</i>	Contract	01/01/2025- 12/31/2027	\$0	\$0
Description: Defines the joint and cooperative relationship and planning efforts between KPHD and DOH. The contract and all forthcoming statements of work are intended to implement applicable objectives under the Public Health Improvement Plan and facilitate the delivery of public health services to the people of Washington. <i>NOTE: Exhibit A, Statements of Work, Exhibit B, Allocations, and Exhibit C, Federal Grant Awards Index, will be forthcoming after the execution of this Contract.</i>						

Contract Amendment

The Contract Amendment 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 The People's Harm Reduction Alliance, a **501(c)3 non-profit organization**, hereinafter referred to as "Contractor."

In consideration of the mutual benefits and covenants contained herein, the parties agree that their Contract, numbered as KPHD 2308 and executed on January 1, 2023, and Amendment #2 to that agreement extended the term and the dollar amounts respectively and now shall be amended as follows:

Section I, Period of Performance: The period of performance of this agreement shall be extended through December 31, 2025.

Section IV, Compensation: The District agrees to pay Contractor additional \$40,000 during the extended period of performance as indicated in Section IV of this amendment.

**ATTACHMENT A
SCOPE OF WORK**

The scope of work for the mobile syringe exchange services contract includes:

1. **Provide exchange of syringes and other injection supplies using needs-based distribution methodology to prevent the spread of disease:** Provide participants with new sterile syringes in accordance with District procedures (see Appendix 1 in contract).
2. **Provide prevention education and referral services:** During all syringe exchange encounters, provide prevention education and referral services to inform and encourage people who use drugs to seek assistance and treatment to quit injecting illicit drugs.
3. **Provide mobile syringe exchange services in a manner that compliments existing fixed-site syringe exchange services:** Provide mobile syringe exchange services. Days and times will compliment additional exchange service times and will be based on client needs.
4. **County-wide service area:** Provide syringe exchange services across Kitsap County only, with an emphasis in rural areas and for county/city residents who may not have the means to access existing fixed-site syringe exchange services in Bremerton, Poulsbo, and Port Orchard. **Exchanges will not occur within the Poulsbo city limits.**
5. **Referral to healthcare and/or public health services/programs:** Provide referrals for HIV counseling and testing, hepatitis C screening, TB testing, STI testing and treatment, immunizations, and other primary care needs. Collaborate with the District to identify appropriate referral sources and maintain a referral system.
6. **Referral to behavioral health, mental health, and substance use disorder treatment:** Provide referrals to appropriate community organizations for substance use disorder treatment, healthcare services, behavioral and mental health services. Collaborate with the District to identify appropriate referral sources and maintain a referral system. This includes the KPHD Pregnancy and Parenting call line.
7. **Referrals to other services:** Provide referrals to other social service organizations as appropriate (e.g., housing, jobs, etc.). Provide referrals for health insurance enrollment.
8. **Harm reduction education:** Provide all mobile syringe exchange participants with hepatitis and HIV prevention education including safer sex and safer injection practices. Information should also be available on the prevention, testing, and treatment of sexually transmitted infections, tuberculosis, overdose prevention and response including the use of naloxone and notification to 911, and health problems/consequences related to illicit injection drug use.
9. **Delivery of used syringes and sharps containers at District for proper disposal:** Ensure all used syringes are deposited into a proper sharps containers and that all sharps containers are delivered to the District for disposal at a time and frequency determined in consultation with the District. Report quarterly to the District on exchanges in Kitsap County.

- 10. Participate in the District’s Opioid Response Network meetings:** Attend and participate in regularly scheduled network meetings.
- 11. Attend and participate in scheduled meetings with the District:** Attend and participate in scheduled check-in meetings with the District to coordinate and review syringe exchange services work. This includes at least one annual in-person site visit.

**ATTACHMENT B
BUDGET**

Budget Item	Eligible Cost
Personnel	
Executive Director	\$1,200
Program Manager	\$1,200
Kitsap County Mobile Outreach Coordinator	\$24,000
Accountant/Bookkeeper	\$600
Employee Healthcare & Taxes	\$5,016
Personnel Subtotal	\$32,016
Non-Personnel	
Phone/Internet	\$400
Supply Storage	\$1,500
Educational Literature	\$250
Tools/Safety Equipment/Supplies	\$1,834
Vehicle Mileage/Maintenance	\$4,000
Non-Personnel Subtotal	\$7,984
Total Budget	\$40,000

Except as expressly provided in this Contract Amendment, all other terms and conditions of the original Contract, and any subsequent amendments, addenda or modifications thereto, remain in full force and effect.

This amendment shall be effective upon execution by the parties.

KITSAP PUBLIC HEALTH DISTRICT

THE PEOPLES HARM REDUCTION ALLIANCE

Yolanda Fong, Administrator Date

Laura Wirkman, Executive Director Date

Funding Source
Program: <u>Substance Use Prevention & Response</u>
Non-Federal Contract/Grant: SHW Tipping Fee

APPENDIX 1

Syringe Exchange Services Program Procedures

In Kitsap County, syringe exchange service sites seek to provide exceptional care and the best possible experience for every client. We work together with clients to ensure they receive the respect, compassion, and services they need. The exchange is a safe place free from violence, threats, and negative language.

Procedures Overview

The purpose of this document is to provide guidelines for the implementation of syringe exchange services at sites of KPHD's community partners in syringe exchange.

Goal: To ensure access to sterile syringes and injection equipment to eliminate the transmission of bloodborne pathogens among people who inject drugs. Also, to ensure safe and proper disposal of used syringes.

Strategies:

- Utilize evidence-based strategies while developing and implementing syringe exchange services.
- Provide access to sterile syringes using the [CDC supported needs-based distribution methodology](#) and injection equipment, and safer sex supplies.
- Promote safe disposal of syringes and injection equipment, including collection and disposal of used syringes.
- Develop and deliver education and health promotion activities relevant to the goal.
- Facilitate referral for services including substance use disorder treatment, medical care, healthcare insurance navigation, and other community services.
- Offer referrals for communicable disease screening and prevention services and/or facilitate access to these services in the community.

Syringe Exchange Operations

- Ask client what supplies they request and collect demographic data from client.
 - Number of syringes distributed is needs-based per CDC methodology referenced above.
 - Clients that do not bring in syringes for exchange may be offered syringes following the CDC needs based distribution methodology. Exchange sites should engage in education and discussion about safe syringe disposal when a client comes without syringes to exchange.
 - Offer sharps containers to every client at every visit. Advise client to not fill sharps containers beyond the fill line and to only use sharps containers or puncture resistant bottles for used syringes.
- Facilitate referral, communicable disease screening, prevention, and SUD treatment services.
- Educate clients on appropriate disposal sites and methods.
- Gather supplies the client has requested.
- Instruct clients to return used syringes at the next visit.

Supply Management & Ordering Supplies

- PHRA will work with Washington State DOH to order supplies.

Disposal Procedures at KPHD

KPHD staff involved in the transport of hazardous waste must receive appropriate training in handling and disposal procedures prior to being authorized to transport waste.

Stericycle picks up bi-weekly. KPHD staff will coordinate with the mobile exchange for drop from used syringes and place 43-gallon biohazard collection containers on the loading dock so that the mobile exchange may place syringe containers directly into them to ensure they are ready for Stericycle pick up.

DATA SHARING AGREEMENT
FOR
CONFIDENTIAL INFORMATION OR LIMITED DATASET(S)
BETWEEN
STATE OF WASHINGTON
DEPARTMENT OF HEALTH
AND
KITSAP PUBLIC HEALTH DISTRICT
CLH29548

This Agreement documents the conditions under which the Washington State Department of Health (DOH) shares confidential information or limited Dataset(s) with other entities.

CONTACT INFORMATION FOR ENTITIES RECEIVING AND PROVIDING INFORMATION

	INFORMATION RECIPIENT	INFORMATION PROVIDER
Organization Name	Kitsap Public Health District	Washington State Department of Health (DOH)
Business Contact Name	Yolanda Fong	Elizabeth Crutsinger-Perry
Title	Administrator	Director
Address	345 6th Street, Suite 300 Bremerton, WA 98337	PO Box 47890 Olympia, WA 98504-7890
Telephone #	360.535.9290	(360) 236-3440
Email Address	Yolanda.fong@kitsappublichealth.org	elizabeth.crutsinger-perry@doh.wa.gov
IT Security Contact	Ed North	John Weeks
Title	Program Manager	Chief Information Security Officer
Address	345 6th Street, Suite 300 Bremerton, WA 98337	PO Box 47890 Olympia, WA 98504-7890
Telephone #	360.728.2268	360-999-3454
Email Address	it.manager@kitsappublichealth.org	Security@doh.wa.gov
Privacy Contact Name	April Fisk	Michael Paul
Title	Contracts/Public Records/MAC Program Coordinator	DOH Chief Privacy Officer
Address	345 6th Street, Suite 300 Bremerton, WA 98337	P. O. Box 47890 Olympia, WA 98504-7890
Telephone #	360.728.2232	(564) 669-9692
Email Address	April.fisk@kitsappublichealth.org	Privacy.officer@doh.wa.gov

DEFINITIONS

Authorized user means a recipient's employees, agents, assigns, representatives, independent contractors, or other persons or entities authorized by the data recipient to access, use or disclose information through this agreement.

Authorized user agreement means the confidentiality agreement a recipient requires each of its Authorized Users to sign prior to gaining access to Public Health Information.

Breach of confidentiality means unauthorized access, use or disclosure of information received under this agreement. Disclosure may be oral or written, in any form or medium.

Breach of security means an action (either intentional or unintentional) that bypasses security controls or violates security policies, practices, or procedures.

Confidential information means information that is protected from public disclosure by law. There are many state and federal laws that make different kinds of information confidential. In Washington State, the two most common are the Public Records Act RCW 42.56, and the Healthcare Information Act, RCW 70.02.

Data storage means electronic media with information recorded on it, such as CDs/DVDs, computers and similar devices.

Data transmission means the process of transferring information across a network from a sender (or source), to one or more destinations.

Direct identifier Direct identifiers in research data or records include names; postal address information (other than town or city, state and zip code); telephone numbers, fax numbers, e-mail addresses; social security numbers; medical record numbers; health plan beneficiary numbers; account numbers; certificate /license numbers; vehicle identifiers and serial numbers, including license plate numbers; device identifiers and serial numbers; web universal resource locators (URLs); internet protocol (IP) address numbers; biometric identifiers, including finger and voice prints; and full face photographic images and any comparable images.

Disclosure means to permit access to or release, transfer, or other communication of confidential information by any means including oral, written, or electronic means, to any party except the party identified or the party that provided or created the record.

Encryption means the use of algorithms to encode data making it impossible to read without a specific piece of information, which is commonly referred to as a "key". Depending on the type of information shared, encryption may be required during data transmissions, and/or data storage.

Exceed authorized access is defined by the Computer Fraud and Abuse Act (CFAA) *codified at* 18 U.S.C. §1030 to mean "to access a computer with authorization and to use such access to obtain or alter information in the computer that the accessor is not entitled so to obtain or alter."

Health care information means any information, whether oral or recorded in any form or medium, that identifies or can readily be associated with the identity of a patient and directly relates to the patient's health care...." RCW 70.02.010(7)

Health information is any information that pertains to health behaviors, human exposure to environmental contaminants, health status, and health care. Health information includes health care information as defined by RCW 70.02.010 and health related data as defined in RCW 43.70.050.

Human subjects research; human subject means a living individual about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information.

Identifiable data or records contains information that reveals or can likely associate the identity of the person or persons to whom the data or records pertain. Research data or records with direct identifiers removed, but which retain indirect identifiers, are still considered identifiable.

Indirect identifiers are indirect identifiers in research data or records that include all geographic identifiers smaller than a state , including street address, city, county, precinct, Zip code, and their equivalent postal codes, except for the initial three digits of a ZIP code; all elements of dates (except year) for dates directly related to an individual, including birth date, admission date, discharge date, date of death; and all ages over 89 and all elements of dates (including year) indicative of such age, except that such age and elements may be aggregated into a single category of age 90 or older.

Information Provider represents the Washington State Department of Health

Information Recipient represents the HRSA and/or Syndemic subrecipients, also known as the "contractor".

Normal business hours are state business hours Monday through Friday from 8:00 a.m. to 5:00 p.m. except state holidays.

Limited dataset means a data file that includes potentially identifiable information. A limited dataset does not contain direct identifiers.

Potentially identifiable information means information that includes indirect identifiers which may permit linking an individual to that person's health care information. Examples of potentially identifiable information include:

- birth dates;
- admission, treatment or diagnosis dates;

- healthcare facility codes;
- other data elements that may identify an individual. These vary depending on factors such as the geographical location and the rarity of a person's health condition, age, or other characteristic.

Remote Access: Shall mean providing secured access to a DOH application, computer, or other network resources from a remote site, which is controlled through DOH and/or the Washington State Department of Consolidated Technical Services (CTS) managed secure gateways.

Restricted confidential information means confidential information where especially strict handling requirements are dictated by statutes, rules, regulations or contractual agreements. Violations may result in enhanced legal sanctions.

State Holidays State legal holidays, as provided in RCW 1.16.050.

Virtual Private Network Service (VPN): shall mean a private data network that makes use of the public telecommunication infrastructure, maintaining privacy with a tunneling protocol and security procedures.

GENERAL TERMS AND CONDITIONS

I. USE OF INFORMATION

The Information Recipient agrees to strictly limit use of information obtained or created under this Agreement to the purposes stated in Exhibit I (and all other Exhibits subsequently attached to this Agreement). For example, unless the Agreement specifies to the contrary the Information Recipient agrees not to:

- Link information received under this Agreement with any other information.
- Use information received under this Agreement to identify or contact individuals.

The Information Recipient shall construe this clause to provide the maximum protection of the information that the law allows.

II. SAFEGUARDING INFORMATION

A. CONFIDENTIALITY

Information Recipient agrees to:

- Follow DOH small numbers guidelines as well as dataset specific small numbers requirements. (Appendix D)
- Limit access and use of the information:
 - To the minimum amount of information .
 - To the fewest people.
 - For the least amount of time required to do the work.
- Ensure that all people with access to the information understand their responsibilities regarding it.
- Ensure that every person (e.g., employee or agent) with access to the information signs and dates the “Use and Disclosure of Confidential Information Form” (Appendix A) before accessing the information.
 - Retain a copy of the signed and dated form as long as required in Data Disposition Section.

The Information Recipient acknowledges the obligations in this section survive completion, cancellation, expiration or termination of this Agreement.

B. SECURITY

The Information Recipient assures that its security practices and safeguards meet Washington State Office of the Chief Information Officer (OCIO) security standard 141.10 Securing Information Technology Assets.

For the purposes of this Agreement, compliance with the HIPAA Security Standard and all subsequent updates meets OCIO standard 141.10 "Securing Information Technology Assets."

The Information Recipient agrees to adhere to the Data Security Requirements in Appendix B. The Information Recipient further assures that it has taken steps necessary to prevent unauthorized access, use, or modification of the information in any form.

Note: The DOH Chief Information Security Officer must approve any changes to this section prior to Agreement execution. IT Security Officer will send approval/denial directly to DOH Contracts Office and DOH Business Contact.

C. BREACH NOTIFICATION

The Information Recipient shall notify the DOH Chief Information Security Officer (security@doh.wa.gov) within one (1) business days of any suspected or actual breach of security or confidentiality of information covered by the Agreement.

III. RE-DISCLOSURE OF INFORMATION

Information Recipient agrees to not disclose in any manner all or part of the information identified in this Agreement except as the law requires, this Agreement permits, or with specific prior written permission by the Secretary of the Department of Health.

If the Information Recipient must comply with state or federal public record disclosure laws, and receives a records request where all or part of the information subject to this Agreement is responsive to the request: the Information Recipient will notify the DOH Privacy Officer of the request ten (10) business days prior to disclosing to the requestor. The notice must:

- Be in writing;
- Include a copy of the request or some other writing that shows the:
 - Date the Information Recipient received the request; and
 - The DOH records that the Information Recipient believes are responsive to the request and the identity of the requestor, if known.

IV. ATTRIBUTION REGARDING INFORMATION

Information Recipient agrees to cite “Washington State Department of Health” or other citation as specified, as the source of the information subject of this Agreement in all text, tables and references in reports, presentations and scientific papers.

Information Recipient agrees to cite its organizational name as the source of interpretations, calculations or manipulations of the information subject of this Agreement.

V. OTHER PROVISIONS

With the exception of agreements with British Columbia for sharing health information, all data must be stored within the United States.

VI. 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

VII. CAUSE FOR IMMEDIATE TERMINATION

The Information Recipient acknowledges that unauthorized use or disclosure of the data/information or any other violation of sections II or III, and appendices A or B, may result in the immediate termination of this Agreement.

VIII. CONFLICT OF INTEREST

The DOH may, by written notice to the Information Recipient:

Terminate the right of the Information Recipient to proceed under this Agreement if it is found, after due notice and examination by the Contracting Office that gratuities in the form of entertainment, gifts or otherwise were offered or given by the Information Recipient, or an agency or representative of the Information Recipient, to any officer or employee of the DOH, with a view towards securing this Agreement or securing favorable treatment with respect to the awarding or amending or the making of any determination with respect to this Agreement.

In the event this Agreement is terminated as provided in (a) above, the DOH shall be entitled to pursue the same remedies against the Information Recipient as it could pursue in the event of a breach of the Agreement by the Information Recipient. The rights and remedies of the DOH provided for in this section are in addition to any other rights and remedies provided by law. Any

determination made by the Contracting Office under this clause shall be an issue and may be reviewed as provided in the "disputes" clause of this Agreement.

IX. DISPUTES

Except as otherwise provided in this Agreement, when a genuine dispute arises between the DOH and the Information Recipient and it cannot be resolved, either party may submit a request for a dispute resolution to the Contracts and Procurement Unit. The parties agree that this resolution process shall precede any action in a judicial and quasi-judicial tribunal. A party's request for a dispute resolution must:

- Be in writing and state the disputed issues, and
- State the relative positions of the parties, and
- State the information recipient's name, address, and his/her department agreement number, and
- Be mailed to the DOH contracts and procurement unit, P. O. Box 47905, Olympia, WA 98504-7905 within thirty (30) calendar days after the party could reasonably be expected to have knowledge of the issue which he/she now disputes.

This dispute resolution process constitutes the sole administrative remedy available under this Agreement.

X. EXPOSURE TO DOH BUSINESS INFORMATION NOT OTHERWISE PROTECTED BY LAW AND UNRELATED TO CONTRACT WORK

During the course of this contract, the information recipient may inadvertently become aware of information unrelated to this agreement. Information recipient will treat such information respectfully, recognizing DOH relies on public trust to conduct its work. This information may be hand written, typed, electronic, or verbal, and come from a variety of sources.

XI. 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 Washington state and federal statutes and rules;
- Any other provisions of the Agreement, including materials incorporated by reference.

XII. HOLD HARMLESS

Each party to this Agreement shall be solely responsible for the acts and omissions of its own officers, employees, and agents in the performance of this Agreement. Neither party to this Agreement will be responsible for the acts and omissions of entities or individuals not party to this Agreement. DOH and the Information Recipient shall cooperate in the defense of tort lawsuits, when possible.

XIII. LIMITATION OF AUTHORITY

Only the Authorized Signatory for DOH shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of this Agreement on behalf of the DOH. No alteration, modification, or waiver of any clause or condition of this Agreement is effective or binding unless made in writing and signed by the Authorized Signatory for DOH.

XIV. RIGHT OF INSPECTION

The Information Recipient shall provide the DOH and other authorized entities the right of access to its facilities at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this Agreement on behalf of the DOH.

XV. SEVERABILITY

If any term or condition of this Agreement is held invalid, such invalidity shall not affect the validity of the other terms or conditions of this Agreement, provided, however, that the remaining terms and conditions can still fairly be given effect.

XVI. SURVIVORSHIP

The terms and conditions contained in this Agreement which by their sense and context, are intended to survive the completion, cancellation, termination, or expiration of the Agreement shall survive.

XVII. TERMINATION

Either party may terminate this Agreement upon 30 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.

XVIII. WAIVER OF DEFAULT

This Agreement, or any term or condition, may be modified only by a written amendment signed by the Information Provider and the Information Recipient. Either party may propose an amendment.

Failure or delay on the part of either party to exercise any right, power, privilege or remedy provided under this Agreement shall not constitute a waiver. No provision of this Agreement may be waived by either party except in writing signed by the Information Provider or the Information Recipient.

XIX. ALL WRITINGS CONTAINED HEREIN

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

XX. PERIOD OF PERFORMANCE

This **Agreement** shall be effective from July 1, 2024 through June 30, 2029. If the contract is amended to extend past this original end date, this Agreement will reflect the end date in the amended contract.

SPECIAL TERMS AND CONDITIONS

XXI. List special terms and conditions imposed for this specific Agreement.

The Information Recipient must complete and sign the "Remote Access Agreement" (Appendix E) prior to gaining access to the Electronic Client Management System (ECMS).

Information Recipients are permitted to enter and access data in the Electronic Client Management System (ECMS) during the time outlined in their contracts and with the consent of the client.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date of last signature below.

INFORMATION PROVIDER

State of Washington Department of Health

Signature

Print Name

Date

INFORMATION RECIPIENT

Kitsap Public Health District

Signature

Print Name

Date

EXHIBIT I

1. PURPOSE AND JUSTIFICATION FOR SHARING THE DATA

Provide a detailed description of the purpose and justification for sharing the data, including specifics on how the data will be used.

As encouraged by the U.S. Department of Health and Human Services - Health Resources and Services Administration HIV/AIDS Bureau (HRSA), establishing data-sharing agreements with other RWHAP recipients, RWHAP subrecipients, and federal programs reduces the burden in eligibility and eligibility confirmation procedures. Information Recipients, also referred to as contracted partners/service providers, are contractually required to obtain client consent to release/share the client's protected health information (PHI), referred to as a Release of Information.

The Release of Information (ROI) establishes the client's consent and authorization to release the client's specific protected health information to entities designated in the ROI. The ROI must be signed by the client and maintained by the Information Recipient. Protected health information (PHI) is protected under Federal and State laws and cannot be disclosed without the client's written consent unless otherwise permitted or required by law. Clients retain the right to revoke their consent, and thus their ROI, at any time by submitting a written request, except where actions have already been taken based on the previously given consent.

A client chart (profile record) is created in the Electronic Client Management System (ECMS) data system after the Release of Information (ROI) is obtained by the Information Recipient (contracted partner/service provider). The Information Recipient is contractually required to maintain and document an active ROI in the data system to enroll and maintain service eligibility for state and local funded HIV/HIV-related programs.

The Information Recipient must comply with all federal laws regarding the protection of health information. Clients have the right to have personal information safeguarded. Partners are obligated to protect this right.

The **Purpose** of this agreement is to support the Washington State Department of Health (**Information Provider**) in its public health authority to collect data from HRSA and/or Syndemic subrecipients/contractors and support/facilitate health interventions. Data is collected (entered) by the **Information Recipient (HRSA and/or Syndemic funded entity)** into Washington State DOH's Electronic Client Management System (ECMS). This integrated data system is used to collect and monitor information for the purpose of:

- Improving health outcomes

- Improving service coordination across contracted partners
- Complying with program requirements
- Improving quality and efficiency of services
- Identifying service gaps and tracking client wellness and outcomes
- Facilitating program evaluation of program effectiveness
- Reducing challenges grant recipients, subrecipients, and project sponsors face in data integration
- Decreasing duplication of data entry
- Decreasing barriers to accessing and retaining care
- Improving information for resource planning and allocation

Data will be used by the **Information Provider (WA State DOH)** to:

- Monitor and evaluate health outcomes, program compliance, and performance metrics
- Meet federal and state grant requirements, in both compliance and reporting
- Inform decisions on resource planning and allocation

Data will be used by the **Information Recipient** to serve clients according to its contract with DOH. Information Recipient will use data to:

- Monitor health outcomes, performance measures, and adherence to treatment regimens.
- Coordinate services across grant recipients, subrecipients, and project sponsors
- Ensure access to care and services
- For HIV Client Services, comply with the [Ryan White grant reporting requirements outlined by HRSA](#) and meet the requirements outlined in the statutes and rule included the [Authority to Share](#) section of this document.

Notwithstanding any other provision, the scope of this agreement shall:

- Be limited to information stored in the Electronic Client Management System (ECMS).
- Be limited to the access to the Electronic Client Management System (ECMS), and shall not affect any other program, process, or activity of Washington State Department of Health

The data in the Electronic Client Management System (ECMS) must be used to comply with the purpose of this Agreement and provide the maximum protection of the information that the law allows.

Is the purpose of this agreement for human subjects research that requires Washington State Institutional Review Board (WSIRB) approval?

Yes No

If yes, has a WSIRB review and approval been received? If yes, please provide copy of approval. If No, attach exception letter.

Yes No

2. PERIOD OF PERFORMANCE

This **Exhibit** shall have the same period of performance as the **Agreement** unless otherwise noted below:

Exhibit shall be effective from _____ through _____.

3. DESCRIPTION OF DATA

Information Provider will make available the following information under this Agreement:

Database Name(s): *provide the name(s) of databases here.*

Washington State Department of Health's Electronic Client Management System (ECMS), currently called Provide® Enterprise

Data Elements being provided: *provide all data elements to be shared here. Attachments are not recommended.*

Information Recipients must have informed consent established with client(s) to enter data on behalf of the client into the Electronic Client Management System (ECMS).

The Information Recipient agrees to enter the data elements described in detail in the Information Recipients' contract held with WA DOH and/or with their grant recipient(s) and/or project/partner sponsor(s).

Demographic Data	<input type="checkbox"/> First and Last Name <input type="checkbox"/> Year of birth <input type="checkbox"/> Ethnicity <input type="checkbox"/> Hispanic subgroup <input type="checkbox"/> Race <input type="checkbox"/> Asian subgroup <input type="checkbox"/> Native Hawaiian or Pacific Islander (NHPI) subgroup <input type="checkbox"/> Gender <input type="checkbox"/> Sex at birth <input type="checkbox"/> Health coverage <input type="checkbox"/> Housing status <input type="checkbox"/> Housing status collection date <input type="checkbox"/> Federal poverty level percent
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	<ul style="list-style-type: none"> <input type="checkbox"/> HIV/AIDS status <input type="checkbox"/> Risk factors <input type="checkbox"/> Vital status HIV diagnosis year <input type="checkbox"/> New client <input type="checkbox"/> Received services previous year <input type="checkbox"/> Residential & Mailing address
<p>Clinical Data</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Data First outpatient/ambulatory health service visit date <input type="checkbox"/> Outpatient ambulatory health service visits and dates <input type="checkbox"/> CD4 counts and dates <input type="checkbox"/> Viral load counts and dates <input type="checkbox"/> Prescribed ART <input type="checkbox"/> Date of first positive HIV test/ HIV/AIDS diagnosis date <input type="checkbox"/> Date of OAHS visit after first positive HIV test <input type="checkbox"/> Date of Medical Appointment <input type="checkbox"/> Health coverage status <input type="checkbox"/> Medications <input type="checkbox"/> Premiums
<p>Enrollment data</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Client demographic elements <input type="checkbox"/> Client clinical data elements <input type="checkbox"/> Proof of residency <input type="checkbox"/> Proof of income <input type="checkbox"/> Proof of identity <input type="checkbox"/> Health Coverage <input type="checkbox"/> Release of information (ROI) <input type="checkbox"/> Last Eligibility Confirmation Date <input type="checkbox"/> Enrollment status <input type="checkbox"/> Disenrollment Reason <input type="checkbox"/> HIV/AIDS Status <input type="checkbox"/> Insurance assistance enrollment (start date & status) <input type="checkbox"/> Insurance assistance type <input type="checkbox"/> Medication assistance enrollment (start date & status) <input type="checkbox"/> Medication assistance types

	<ul style="list-style-type: none"> <input type="checkbox"/> Medication transaction records <input type="checkbox"/> Premium assistance transaction records <input type="checkbox"/> HOPWA Program Enrollment <input type="checkbox"/> HOPWA Housing Assistance <input type="checkbox"/> HOPWA – TBRA/FBH Housing Units <input type="checkbox"/> HOPWA – TBRA/FBH Rent Responsibility
<p>Ryan White Services and/or Syndemic Services data</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Progress Logs and Services Provided <ul style="list-style-type: none"> <input type="radio"/> Create Date <input type="radio"/> Create By <input type="radio"/> Status <input type="radio"/> Service Category <input type="radio"/> Service Type <input type="radio"/> Brief Description <input type="radio"/> Full Description <input type="checkbox"/> Medical Appointments <input type="checkbox"/> CD4 and/or Viral Load test dates and results
<p>Care Plan data</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Comprehensive Assessment - Relevant areas of concern, including but not limited to the following domains: Medical, Other Core Services, Support Services, Sexual Health, Quality of Life, and Domestic Violence <ul style="list-style-type: none"> <input type="radio"/> Create Date <input type="radio"/> Complete Date <input type="checkbox"/> Individual Service Plans (ISP) <input type="checkbox"/> Individual Service Plan Goals <input type="checkbox"/> Acuity Assessment <input type="checkbox"/> Ryan White Housing Plan <input type="checkbox"/> HOPWA Assessment <input type="checkbox"/> PAHR intake, screening, and follow-up assessments

Syndemic Integrative Testing	<input type="checkbox"/> Demographic data (see above) <input type="checkbox"/> HIV test dates and results <input type="checkbox"/> STI/STD test dates and results <input type="checkbox"/> Referrals <input type="checkbox"/> Linkage to Care <input type="checkbox"/> Risk Factors <input type="checkbox"/> Testing Provider name and site <input type="checkbox"/> PrEP usage <input type="checkbox"/> Screened for social/behavioral/risk reduction and enrollment services
Syndemic Anonymous Services & Anonymous Integrative Testing	<input type="checkbox"/> Condom distribution, Reach & Light touch efforts. <input type="checkbox"/> HIV test dates and results <input type="checkbox"/> STI/STD test dates and results <input type="checkbox"/> Referrals <input type="checkbox"/> Linkage to Care

<input type="checkbox"/> Data Classification	
The information described in this section is:	<input checked="" type="checkbox"/> Restricted Confidential Information (Category 4) <input type="checkbox"/> Confidential Information (Category 3) <input type="checkbox"/> Potentially identifiable information (Category 3) <input type="checkbox"/> Internal [public information requiring authorized access] (Category 2) <input type="checkbox"/> Public Information (Category 1)

Any reference to data/information in this Agreement shall be the data/information as described in this Exhibit.

4. STATUTORY AUTHORITY TO SHARE INFORMATION

DOH statutory authority to obtain and disclose the confidential information or limited Dataset(s) identified in this Exhibit to the Information Recipient:

Collection:

RCW 70.02.050 – Disclosure without patient’s authorization

Add any program specific RCWs that allows the data to be shared here:

- RCW 70.02 Medical Records—Health Care Information Access and Disclosure
- RCW 70.02.030 Patient authorization of disclosure—Health care information—Requirement to provide free copy to patient appealing denial of social security benefits.

RCW 70.24.400 Funding for office on AIDS—Center for AIDS education—Department's duties for awarding grants.

WAC 246-08-390 (7) Acquisition, security, retention, disclosure and destruction of health information.

Information Recipient’s statutory authority to receive the confidential information or limited Dataset(s) identified in this Exhibit—

- RCW 70.02.290 Use/destructions of health care information by certain state and local agencies

WAC 246-08-390(7) Acquisition, security, retention, disclosure and destruction of health information.

RCW 70.24.400 Funding for office on AIDS—Center for AIDS education—Department's duties for awarding grants.

5. ACCESS TO INFORMATION

METHOD OF ACCESS/TRANSFER

- DOH Web Application (indicate application name):
- Washington State Managed File Transfer Service (mft.wa.gov)
- Encrypted CD/DVD or other storage device
- Health Information Exchange (HIE)**
- Other: Electronic Client Management System (ECMS) and/or DOH Managed File Transfer (MFT)

****NOTE:** DOH Chief Information Security Officer must approve prior to Agreement execution. DOH Chief Information Security Officer will send approval/denial directly to DOH Contracts Office and DOH Business Contact.

FREQUENCY OF ACCESS/TRANSFER

- One time: DOH shall deliver information by _____ (insert date)
- Repetitive: frequency or dates _____ (insert dates if applicable)
- As available within the period of performance stated in Section 2.

6. REIMBURSEMENT TO DOH

Payment for services to create and provide the information is based on the actual expenses DOH incurs, including charges for research assistance when applicable.

Billing Procedure

- Information Recipient agrees to pay DOH by check or account transfer within 30 calendar days of receiving the DOH invoice.
- Upon expiration of the Agreement, any payment not already made shall be submitted within 30 days after the expiration date or the end of the fiscal year, which is earlier.

Charges for the services to create and provide the information are:

- \$ _____
- No charge.

7. DATA DISPOSITION

Unless otherwise directed in writing by the DOH Business Contact, at the end of this Agreement, or at the discretion and direction of DOH, the Information Recipient shall:

- Immediately destroy all copies of any data provided under this Agreement after it has been used for the purposes specified in the Agreement . Acceptable methods of destruction are described in Appendix B. Upon completion, the Information Recipient shall submit the attached Certification of Data Disposition (Appendix C) to the DOH Business Contact.

- Immediately return all copies of any data provided under this Agreement to the DOH Business Contact after the data has been used for the purposes specified in the Agreement, along with the attached Certification of Data Disposition (Appendix C)
- Retain the data for the purposes stated herein for a period of time not to exceed _____ (e.g., one year, etc.), after which Information Recipient shall destroy the data (as described below) and submit the attached Certification of Data Disposition (Appendix C) to the DOH Business Contact.
- Other (Describe):

8. RIGHTS IN INFORMATION

Information Recipient agrees to provide, if requested, copies of any research papers or reports prepared as a result of access to DOH information under this Agreement for DOH review prior to publishing or distributing.

In no event shall the Information Provider be liable for any damages, including, without limitation, damages resulting from lost information or lost profits or revenue, the costs of recovering such Information, the costs of substitute information, claims by third parties or for other similar costs, or any special, incidental, or consequential damages, arising out of the use of the information. The accuracy or reliability of the Information is not guaranteed or warranted in any way and the Information Provider's disclaim liability of any kind whatsoever, including, without limitation, liability for quality, performance, merchantability and fitness for a particular purpose arising out of the use, or inability to use the information.

- If checked, please submit the following:
- Copies of _____ (insert list of items) _____
to the attention of: ___(insert name of DOH employee) ___
at _____(insert address to which material is sent)_____ .

9. ALL WRITINGS CONTAINED HEREIN

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

IN WITNESS WHEREOF, the parties have executed this Exhibit as of the date of last signature below.

INFORMATION PROVIDER

State of Washington Department of Health

Signature

Print Name

Date

INFORMATION RECIPIENT

Kitsap Public Health District

Signature

Print Name

Date

APPENDIX A

USE AND DISCLOSURE OF CONFIDENTIAL INFORMATION

People with access to confidential information are responsible for understanding and following the laws, policies, procedures, and practices governing it. Below are key elements:

A. CONFIDENTIAL INFORMATION

Confidential information is information federal and state law protects from public disclosure. Examples of confidential information are social security numbers, and healthcare information that is identifiable to a specific person under RCW 70.02. The general public disclosure law identifying exemptions is RCW 42.56.

B. ACCESS AND USE OF CONFIDENTIAL INFORMATION

1. Access to confidential information must be limited to people whose work specifically requires that access to the information.
2. Use of confidential information is limited to purposes specified elsewhere in this Agreement.

C. DISCLOSURE OF CONFIDENTIAL INFORMATION

1. An Information Recipient may disclose an individual's confidential information received or created under this Agreement to that individual or that individual's personal representative consistent with law.
2. An Information Recipient may disclose an individual's confidential information, received or created under this Agreement only as permitted under the **Re-Disclosure of Information** section of the Agreement, and as state and federal laws allow.

D. CONSEQUENCES OF UNAUTHORIZED USE OR DISCLOSURE

An Information Recipient's unauthorized use or disclosure of confidential information is the basis for the Information Provider immediately terminating the Agreement. The Information Recipient may also be subject to administrative, civil and criminal penalties identified in law.

E. ADDITIONAL DATA USE RESTRICTIONS: (if necessary)

Signature: _____

Date: _____

APPENDIX B

DATA SECURITY REQUIREMENTS

Protection of Data

The storage of Category 3 and 4 information outside of the State Governmental Network requires organizations to ensure that encryption is selected and applied using industry standard algorithms validated by the NIST Cryptographic Algorithm Validation Program. Encryption must be applied in such a way that it renders data unusable to anyone but authorized personnel, and the confidential process, encryption key or other means to decipher the information is protected from unauthorized access. All manipulations or transmissions of data within the organizations network must be done securely.

The Information Recipient agrees to store information received under this Agreement (the data) within the United States on one or more of the following media, and to protect it as described below:

A. Passwords

1. Passwords must always be encrypted. When stored outside of the authentication mechanism, passwords must be in a secured environment that is separate from the data and protected in the same manner as the data. For example passwords stored on mobile devices or portable storage devices must be protected as described under section F. Data storage on mobile devices or portable storage media.
2. Complex Passwords are:
 - At least 8 characters in length.
 - Contain at least three of the following character classes: uppercase letters, lowercase letters, numerals, special characters.
 - Do not contain the user's name, user ID or any form of their full name.
 - Do not consist of a single complete dictionary word but can include a passphrase.
 - Do not consist of personal information (e.g., birthdates, pets' names, addresses, etc.).
 - Are unique and not reused across multiple systems and accounts.
 - Changed at least every 120 days.

B. Hard Disk Drives / Solid State Drives – Data stored on workstation drives:

1. The data must be encrypted as described under section F. Data storage on mobile devices or portable storage media. Encryption is not required when Potentially Identifiable Information is stored temporarily on local workstation Hard Disk Drives/Solid State Drives. Temporary storage is thirty (30) days or less.

2. Access to the data is restricted to authorized users by requiring logon to the local workstation using a unique user ID and Complex Password, or other authentication mechanisms which provide equal or greater security, such as biometrics or smart cards. Accounts must lock after 5 unsuccessful access attempts and remain locked for at least 15 minutes, or require administrator reset.

C. Network server and storage area networks (SAN)

1. Access to the data is restricted to authorized users through the use of access control lists which will grant access only after the authorized user has authenticated to the network.
2. Authentication must occur using a unique user ID and Complex Password, or other authentication mechanisms which provide equal or greater security, such as biometrics or smart cards. Accounts must lock after 5 unsuccessful access attempts, and remain locked for at least 15 minutes, or require administrator reset.
3. The data are located in a secured computer area, which is accessible only by authorized personnel with access controlled through use of a key, card key, or comparable mechanism.
4. If the servers or storage area networks are not located in a secured computer area **or** if the data is classified as Confidential or Restricted it must be encrypted as described under F. Data storage on mobile devices or portable storage media.

D. Optical discs (CDs or DVDs)

1. Optical discs containing the data must be encrypted as described under F. Data storage on mobile devices or portable storage media.
2. When not in use for the purpose of this Agreement, such discs must be locked in a drawer, cabinet or other physically secured container to which only authorized users have the key, combination or mechanism required to access the contents of the container.

E. Access over the Internet or the State Governmental Network (SGN).

1. When the data is transmitted between DOH and the Information Recipient, access is controlled by the DOH, who will issue authentication credentials.
2. Information Recipient will notify DOH immediately whenever:
 - a) An authorized person in possession of such credentials is terminated or otherwise leaves the employ of the Information Recipient;
 - b) Whenever a person's duties change such that the person no longer requires access to perform work for this Contract.

3. The data must not be transferred or accessed over the Internet by the Information Recipient in any other manner unless specifically authorized within the terms of the Agreement.
 - a) If so authorized the data must be encrypted during transmissions using a key length of at least 128 bits. Industry standard mechanisms and algorithms, such as those validated by the National Institute of Standards and Technology (NIST) are required.
 - b) Authentication must occur using a unique user ID and Complex Password (of at least 10 characters). When the data is classified as Confidential or Restricted, authentication requires secure encryption protocols and multi-factor authentication mechanisms, such as hardware or software tokens, smart cards, digital certificates or biometrics.
 - c) Accounts must lock after 5 unsuccessful access attempts, and remain locked for at least 15 minutes, or require administrator reset.

F. Data storage on mobile devices or portable storage media

1. Examples of mobile devices are: smart phones, tablets, laptops, notebook or netbook computers, and personal media players.
2. Examples of portable storage media are: flash memory devices (e.g. USB flash drives), and portable hard disks.
3. The data must not be stored by the Information Recipient on mobile devices or portable storage media unless specifically authorized within the terms of this Agreement. If so authorized:
 - a) The devices/media must be encrypted with a key length of at least 128 bits, using industry standard mechanisms validated by the National Institute of Standards and Technologies (NIST).
 - Encryption keys must be stored in a secured environment that is separate from the data and protected in the same manner as the data.
 - b) Access to the devices/media is controlled with a user ID and a Complex Password (of at least 6 characters), or a stronger authentication method such as biometrics.
 - c) The devices/media must be set to automatically wipe or be rendered unusable after no more than 10 failed access attempts.
 - d) The devices/media must be locked whenever they are left unattended and set to lock automatically after an inactivity activity period of 3 minutes or less.
 - e) The data must not be stored in the Cloud. This includes backups.
 - f) The devices/ media must be physically protected by:

- Storing them in a secured and locked environment when not in use;
 - Using check-in/check-out procedures when they are shared; and
 - Taking frequent inventories.
4. When passwords and/or encryption keys are stored on mobile devices or portable storage media they must be encrypted and protected as described in this section.

G. Backup Media

The data may be backed up as part of Information Recipient's normal backup process provided that the process includes secure storage and transport, and the data is encrypted as described under *F. Data storage on mobile devices or portable storage media*.

H. Paper documents

Paper records that contain data classified as Confidential or Restricted must be protected by storing the records in a secure area which is only accessible to authorized personnel. When not in use, such records is stored in a locked container, such as a file cabinet, locking drawer, or safe, to which only authorized persons have access.

I. Data Segregation

1. The data must be segregated or otherwise distinguishable from all other data. This is to ensure that when no longer needed by the Information Recipient, all of the data can be identified for return or destruction. It also aids in determining whether the data has or may have been compromised in the event of a security breach.
2. When it is not feasible or practical to segregate the data from other data, then ***all*** commingled data is protected as described in this Exhibit.

J. Notification of Compromise or Potential Compromise

The compromise or potential compromise of the data is reported to DOH as required in Section II.C.

APPENDIX C

CERTIFICATION OF DATA DISPOSITION

Date of Disposition _____

- All copies of any Datasets related to agreement DOH#CLH29548 have been deleted from all data storage systems. These data storage systems continue to be used for the storage of confidential data and are physically and logically secured to prevent any future access to stored information. Before transfer or surplus, all data will be eradicated from these data storage systems to effectively prevent any future access to previously stored information.
- All copies of any Datasets related to agreement DOH# CLH29548 have been eradicated from all data storage systems to effectively prevent any future access to the previously stored information.
- All materials and computer media containing any data related to agreement DOH # CLH29548 have been physically destroyed to prevent any future use of the materials and media.
- All paper copies of the information related to agreement DOH # CLH29548 have been destroyed on-site by cross cut shredding.
- All copies of any Datasets related to agreement DOH # CLH29548 that have not been disposed of in a manner described above, have been returned to DOH.
- Other

The data recipient hereby certifies, by signature below, that the data disposition requirements as provided in agreement DOH # CLH29548, Section J, Disposition of Information, have been fulfilled as indicated above.

Signature of data recipient

Date

APPENDIX D

DOH SMALL NUMBERS GUIDELINES

K. Data Disposition

If data destruction is required by the Agreement, the data must be destroyed using one or more of the following methods:

Data stored on:

Is destroyed by:

Hard Disk Drives / Solid State Drives

Using a “wipe” utility which will overwrite the data at least three (3) times using either random or single character data, or

Degaussing sufficiently to ensure that the data cannot be reconstructed, or

Physically destroying the disk , or

Delete the data and physically and logically secure data storage systems that continue to be used for the storage of Confidential or Restricted information to prevent any future access to stored information. One or more of the preceding methods is performed before transfer or surplus of the systems or media containing the data.

Paper documents with Confidential or Restricted information

On-site shredding, pulping, or incineration, or

Recycling through a contracted firm provided the Contract with the recycler is certified for the secure destruction of confidential information.

Optical discs (e.g. CDs or DVDs)

Incineration, shredding, or completely defacing the readable surface with a course abrasive.

Magnetic tape

Degaussing, incinerating or crosscut shredding.

Removable media (e.g. floppies, USB flash drives, portable hard disks, Zip or similar disks)

Using a “wipe” utility which will overwrite the data at least three (3) times using either random or single character data.

Physically destroying the disk.

Degaussing magnetic media sufficiently to ensure that the data cannot be reconstructed.

- Aggregate data so that the need for suppression is minimal. Suppress all non-zero counts which are less than ten.
- Suppress rates or proportions derived from those suppressed counts.
- Assure that suppressed cells cannot be recalculated through subtraction, by using secondary suppression as necessary. Survey data from surveys in which 80% or more of the eligible population is surveyed should be treated as non-survey data.
- When a survey includes less than 80% of the eligible population, and the respondents are unequally weighted, so that cell sample sizes cannot be directly calculated from the weighted survey estimates, then there is no suppression requirement for the weighted survey estimates.
- When a survey includes less than 80% of the eligible population, but the respondents are equally weighted, then survey estimates based on fewer than 10 respondents should be “top-coded” (estimates of less than 5% or greater than 95% should be presented as 0-5% or 95-100%).

ADDITIONAL DATASET SPECIFIC SMALL NUMBERS REQUIREMENTS

- Dataset specific small numbers requirements (delete if not needed).

APPENDIX E

Remote Access Agreement

Name and Address of Information Recipient:

Information Recipient signature authority

Name: Kitsap Public Health District

Address: 345 6th Street Suite 300 Bremerton, WA 98337

Scope of Remote Access Agreement:

This REMOTE ACCESS Agreement (Agreement) is entered into by and between Kitsap Public Health District (Information Recipient), and Washington State Department of Health (DOH), and is effective as of date of execution of the above Data Sharing Agreement. This agreement outlines the terms and conditions under which the Information Provider will provide Remote Access Service to Information Recipient.

The REMOTE ACCESS service will provide a secure means for Information Recipient to access Washington State Department of Health's the Electronic Client Management System (ECMS).

This agreement defines REMOTE ACCESS requirements for the Information Recipient to access DOH's Electronic Client Management System (ECMS) as defined under this Agreement.

1. Terms

The terms of this Agreement shall be in effect upon the date of execution by both parties and shall remain in full force until the end of the above Data Sharing Agreement, or terminated by either party, or until the Information Recipient's remote access is terminated.

Information Recipient acknowledges and understands the provision of REMOTE ACCESS is dependent on third-party providers. Information Provider shall not be held liable for actions or inactions of such third-party providers.

2. Information Recipient Requirements

A. Security Patch Updates and Anti-virus Software:

Information Recipient agrees to maintain security patch updates at current levels and to implement and maintain comprehensive anti-virus/malware protection (including upgrades and patches) consistent with industry standards and [Washington State IT Security Standards](#), on all devices used by Information Recipient under this Agreement.

B. Information Recipient agrees to refrain from the following:

- a. Use of the REMOTE ACCESS service for any unlawful purpose
- b. Transmission of any content that is obscene pornographic, libelous, invasive of privacy rights, or advocates violence, bigotry, or bias based on race, color, religion, ancestry, national origin, gender orientation, or physical or mental disability.
- c. Accessing any data and/or networks to which Information Recipient does not have prior authorization to access
- d. Altering, tampering, or otherwise modifying the REMOTE ACCESS service, or the software or hardware used to provide the REMOTE ACCESS.
- e. Providing access to the REMOTE ACCESS service for others not affiliated with Information Recipient.
- f. Use of the REMOTE ACCESS for means other than performing a purpose reasonably related to contract referenced in this agreement.
- g. Impersonating any person or entity, including, but not limited to, an Agency or Washington State official, falsely state or otherwise misrepresent your affiliation with an Agency or the State of Washington.
- h. Modifying, publishing, transmitting, transferring or selling, reproducing, creating derivative works from, distributing, performing, linking, displaying or in any way exploiting any content from any Information Provider database
- i. Use or attempted use of the REMOTE ACCESS service after termination of this Agreement Uploading, posting, E-mailing, otherwise transmitting, or posting links to any material that contains software viruses, worms, Trojan horses, time bombs, trap doors or any other computer code, files or programs or repetitive requests for information designed to interrupt, destroy or limit the functionality of any Agency computer software or hardware, telecommunications equipment,

or Agency data or to diminish the quality of, interfere with the performance of, or impair the functionality of the REMOTE ACCESS service.

- j. Use of the REMOTE ACCESS to connect a LAN or other network to Agency's network
- k. Use of any mechanism to enable the number of Authorized Information Recipient concurrently accessing the service to exceed the number of concurrent logons provided for in the Agreement.
- l. Use of any mechanism to enable the Information Recipient to exceed authorized access beyond the scope of this remote access security Agreement or the terms of the Information Recipient's contract with the Information Provider
- m. Tapering, corrupting, altering, or modifying in any respect, the information or any data, instructions, commands or programs stored/contained in or on the site
- n. Acting in any way to provide an electronic hub or switch allowing third parties to access to the REMOTE ACCESS service via Internet or any other method

3. Security Authentication Appliance

If REMOTE ACCESS will be provided through a Virtual Private Network (VPN), Information Recipient may be required to install VPN client software and/or obtain a SecureID token issued by DOH. Information Recipient must return all DOH-supplied software and/or hardware upon termination of REMOTE ACCESS services.

Treatment of Confidential Information

Information Recipient acknowledges that some of the information, which may come into its possession or knowledge in connection with Information Recipient's use of the REMOTE ACCESS service, is classified as Restricted Confidential Information. Information Recipient agrees to hold all such Confidential Information in strictest confidence and will not release or make any use of such Confidential Information for any purpose other than as permitted by in the terms of the above Data Sharing Agreement.

Information Recipient agrees to implement physical, electronic, and administrative safeguards that are consistent with the requirements in the above Information Sharing Agreement and Appendixes.

Except as permitted by the above Information Sharing Agreement, Information Recipient agrees not to collect, store, sell or distribute any Confidential Information collected or derived from its use of the REMOTE ACCESS service.

Violation of this section by Information Recipient may result in immediate termination of this Agreement, monetary damages, and/or civil and criminal penalties.

Indemnification

Information Recipient agrees to promptly defend and indemnify, and to hold harmless from, against and in respect of, and pay or reimburse for, any and all claims, demands, liabilities,

losses, damages, costs and expenses, including reasonable attorneys' fees, of the State of Washington, its employees, and other Information Recipients, arising from, relating to or in connection with an actual breach by Information Recipient of Information Recipient's obligations under this Agreement. Information Recipient further agrees to cooperate fully with the Information Provider and legal counsel in resolving any claim or dispute

Blocking of Remote Access

Information Recipient acknowledges that Information Provider or its third-party providers shall have the right to block Information Recipient's access to the REMOTE ACCESS service, in whole or in part, at any time, for any reason.

Declaration of Remote Access Service Information Recipient

Information Recipient verifies the following Information Recipient will fully represent its responsibilities as listed in this remote access security agreement and all related service contracts.

Information Recipient will notify DOH of any change in the employment status of authorized employees. This includes termination of employment, transfer to another group, or leave of absence. Additionally, Information Recipient will notify the DOH within 1 day of suspected or actual unauthorized use of the REMOTE ACCESS service.

Execution

This document constitutes the entire Agreement and supersedes all prior communication, understandings, and agreements relating to the subject matter of this Agreement, whether oral or written. Alterations to this Agreement are valid only if made in writing and signed by authorized representatives of both parties.

IN WITNESS WHEREOF, the undersigned has caused this Agreement to be executed as of the Date written below.

Information Recipient signature authority

Name: _____


Signature: _____

Title: _____

Date: _____

APPENDIX F

Example of WA State Early Intervention Program's 'Release of Information/Assignment of Benefits' documentation required for program enrollment.

	EARLY INTERVENTION PROGRAM (EIP) CONFIDENTIAL APPLICATION PO Box 47841, Olympia, WA, 98504 Toll Free Phone – 1-877-376-9316 Fax – 360-664-2216
SIGNATURE PAGE: AGREEMENT, RELEASE OF INFORMATION AND ASSIGNMENT OF BENEFITS	
<p>The following agencies coordinate and verify eligibility for all applicable services, as well as treatment and care coordination with other programs related to EIP. They all adhere to the same confidentiality requirements listed below:</p> <ul style="list-style-type: none">• Pharmacy Benefits Manager/Ramsell Corporation • Insurance Benefits Manager/Evergreen Health Insurance Program (EHIP)• WA State Department of Employment Security (Income Verification Services) • WA State Department of Social and Health Services (Medicaid Verification)• WA State Health Care Authority (Apple Health) • All EIP contracted Providers • System Software Vendor <p><i>By signing this document, I agree that I have read this application, certify that the information in this application is true and accurate to the best of my know ledge, and understand the following:</i></p> <p>I have the right to:</p> <ol style="list-style-type: none">1. Be treated with respect, consideration and honesty.2. Receive services without discrimination on the basis of race, color, sex/gender, ethnicity, national origin, religion, age, class, or sexual orientation, as well as physical or mental ability.3. Have my records be treated as confidential.4. File an appeal about eligibility and coverage decisions. <p>I have the responsibility to:</p> <ol style="list-style-type: none">1. Treat Department of Health staff and contracted service partners with respect, consideration and honesty.2. Give correct, current, and complete information.3. Respond to the Programs request(s) for information.4. Reimburse the Program for any and all premium or benefit reimbursement payments that are paid to me in error during my enrollment.5. Reimburse the Program if premiums are paid on my behalf for excess advance premium tax credit received as part of an Income Tax refund, if applicable.6. File income tax forms, if applicable.7. Update my income in the WA Healthplanfinder and with EIP if I have a Qualified Health Plan through WA Health Benefits Exchange.8. Notify the Program, or have my Case Manager notify the Program, of any changes that affect my eligibility within 20 days. These changes include, but are not limited to: income, address, family size and health insurance coverage.9. Apply for other services for which I may be eligible before I receive services from EIP.10. Submit information regarding my continued eligibility for participation in the Program(s), including proof of income, proof of residency, availability of health insurance coverage, and an updated and signed version of this form with my recertification application every (6 months) as per Federal Guidelines. <p>I understand that:</p> <ol style="list-style-type: none">1. The information requested on this application is for the purpose of determining my eligibility for state and federally funded services.2. The funding is limited and may expire at any time without extended or alternate funds being available.3. The Program will use other state and federal data systems as well as other information to verify the information I give them.4. Upon approval, my eligibility will expire after six months. Before the conclusion of those six months, I will be required to reapply and provide updated eligibility information to continue receiving services.5. I may have to pay a fee, called a cost share, to receive Program services.6. If I am considered eligible for services, my information may be utilized by our contractual partners to provide Program services.7. Eligibility approval does not mean I will receive or be enrolled in all available services. I understand each service may require additional information, and that I must provide this information for verification before enrollment into said services.8. If I am approved for premium assistance:<ol style="list-style-type: none">a. I will need to select EHIP as my Sponsorship Representative for a Qualified Health Plan in the WA Healthplanfinder, if applicable. By selecting EHIP as my sponsor, I authorize EHIP to communicate and share information with the WA Healthplanfinder.b. I must notify the Program & EHIP of any changes to my insurance coverage such as:<ol style="list-style-type: none">i. Receiving insurance from my job, Medicaid, Medicare, partner, spouse or other source(s).ii. Receiving a premium statement, premium coupon or coupon book.iii. Receiving a late premium notice, letter or phone call.iv. Receiving a premium change notice or letter.c. I give the Program & EHIP authorization to communicate and share information about my Qualified Health Plan (QHP), Healthcare for Workers with Disabilities (HWD), Medicare Part D (PDP) or Employer Sponsored Insurance (ESI) through myself, my parent(s), my partner, my spouse's employer.d. I authorize and direct my health insurer to directly reimburse the Program for any unused premium payments should my insurance policy terminate or be cancelled for any reason, including but not limited to future ineligibility, voluntary termination, involuntary cancelation, termination by operation of law, or death.e. If I want to revoke this authorization and terminate the agreement, I must do so in writing to both insurance benefits manager and the health plan administrator. <p>Release of Information: I give my permission for the program to share information from this application and from subsequent documentation obtained by the program with contracted partners, case managers, and the family/friends I listed in the Authorized Representative section of this application. I give this permission for one year and 60 days from the date I sign this authorization.</p> <p>Assignment of Benefits: I hereby assign to the State of Washington Department of Health any right to drug or medical benefits to which I may be entitled under any other plan of assistance or insurance from any other liable third party. I consent to the assignment of these benefits to Washington State Department of Health and I understand that the Washington State Department of Health is entitled to repayment for incorrectly provided benefits or benefits to which a third party is liable.</p>	
Applicant or Legal Guardian Signature Do Not Leave Blank	Today's Date (mm/dd/yyyy) Do Not Leave Blank

Client Name: _____ EIP Client ID: _____

BREMERTON KITSAP ACCESS TELEVISION SERVICE CONTRACT

This Bremerton Kitsap Access Television Service Contract (“Agreement”) is made and executed by and between the City of Bremerton (“Bremerton”), which operates Bremerton Kitsap Access Television (“BKAT”), and Kitsap Public Health District hereinafter referred to individually as “KPHD”. Bremerton and KPHD hereby agree as follows:

Section 1. Scope of Services. Bremerton, through BKAT, shall provide governmental access television services, including but not limited to video production and program scheduling related to the KPHD commitments as outlined in this Agreement. BKAT will post the KPHD board meeting agendas on the BKAT reader board. BKAT shall provide consultation during productions in-progress, pre-production and post-production services, and properly trained staff. BKAT’s specified numbers of service commitments covered by this Agreement are set forth in the following “BKAT Service Commitments to Kitsap Public Health District” table:

BKAT Service Commitments to Kitsap Public Health District			
<u>Description</u>	<u>Location</u>	<u>Schedule</u>	<u>Number per Year</u>
Kitsap Public Health District Board Meetings	Norm Dicks Government Center	First Tuesday of the month	11
Extra Board Meeting, Public Hearing, and/or Special Meeting	Norm Dicks Government Center	As requested	1
		Total	12

BKAT Services shall include all meeting hours and portal to portal charges. KPHD shall retain control over program content and designate one person to authorize and schedule programs produced under this Agreement.

BKAT shall provide production and playback of regularly scheduled board meetings and as a courtesy, will provide a video on demand (VOD) link for public viewing and download. BKAT will maintain VOD archive for one (1) year after the original meeting date, after which point BKAT may remove the digital video file(s) and associated metadata from VOD archive and take any action it deems appropriate with the file(s). BKAT may keep the file(s) for longer than one (1) year at its own discretion but shall not be obligated to do so by terms of this Agreement. KPHD shall be responsible for downloading weekly and storing their own primary VOD copies of meetings if desired for record-keeping and compliance with the state Public Records Act (Chapter 42.56 RCW).

BKAT will work with KPHD to establish regular, consistent playback times for programs produced under this Agreement. Once scheduled, program times shall not be moved, altered, or deleted without the consent of KPHD.

Production requests by KPHD beyond the scope of this Agreement will be taken on a per production basis. Fees for these services are separate from this Agreement and shall be determined by the applicable rate structure as published by BKAT. Production schedules and timelines for services beyond the scope of this Agreement shall be determined by the Parties at the time of request.

Section 2. Payment Obligations. In consideration of the services provided pursuant to this Agreement, KPHD shall pay Bremerton an annual service fee of **\$5200.00**. Beginning on January 1, 2026, and each year thereafter, the amount will be adjusted by the prior year June Seattle-Tacoma-Bremerton Consumer Price Index-Urban rate. In no instance shall the recalculated fee drop below \$5200.00. Bremerton shall provide KPHD with written notice of the adjusted service fee amount prior to such increased payment being due. Services rendered beyond the scope of this Agreement, as set forth in Section 1, shall be billed in addition to the annual amount at the rates established and published by BKAT.

KPHD shall pay the fee due to Bremerton under this Agreement as follows:

On a monthly basis, and no later than the last claims batch of each month, KPHD shall pay Bremerton 1/12 of the current annual amount as specified herein. If Bremerton provides additional services to KPHD beyond those listed in the Scope of Services in Section 1, a separate invoice will be provided and payment due thereon within 30 days of receipt of such invoice.

Section 3. Term. This Agreement shall be for a period of three (3) years commencing January 1, 2025, and terminating December 31, 2027.

Section 4. Termination. Either party to this Agreement may terminate the Agreement without cause upon giving ninety (90) days written notice to the other party. This Agreement may be immediately terminated for cause by either party if the other party substantially fails to perform through no fault of the terminating party, and the non-performing party does not commence correction of the failure of performance within thirty (30) days of the terminating party's sending notice to the non-performing party. In the event of termination, KPHD shall pay for all services performed by BKAT to the effective date of termination.

Section 5. Severability. Should any part of the Agreement be found invalid, the balance of the Agreement shall remain in full force and effect.

Section 6. Indemnify and Hold Harmless. The Parties shall each indemnify, defend, and hold the other harmless from and against any and all claims, suits, actions, causes of action, losses, damage, or liabilities arising or resulting from any alleged negligent or intentional acts or omissions arising out of the performance or non-performance of their respective responsibilities as set out in this Agreement. In the event of litigation to enforce any of the terms or provisions of the Agreement herein, each party shall pay its own costs and attorney's fees.

Section 7. Notices. All notices and other communications to be given by either party may be given in writing to the appropriate party as follows:

Public Access Manager
BKAT
(Bremerton Kitsap Access Television)
7266 Tibardis Rd NW
Bremerton, WA 98311

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

Section 8. Compliance with Laws. The Parties shall comply with all applicable federal, state, and local laws in performing their obligations under this Agreement.

Section 9. Choice of Law and Venue. This Agreement shall be interpreted according to the laws of the State of Washington. Any judicial action to resolve disputes arising out of this Agreement shall be brought in the Kitsap County Superior Court.

Section 10. Assignment. Any assignment of any portion of this Agreement shall not be made without the written consent of both Parties.

Section 11. Waiver. Failure to enforce any provision of this Agreement shall not be deemed a waiver of that provision. Waiver of any right of power arising out of this Agreement shall not be deemed waiver of any other right or power.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the later of the signature dates included below.

CITY OF BREMERTON

KITSAP PUBLIC HEALTH DISTRICT

Greg Wheeler, Mayor

Yolanda Fong, Administrator

APPROVED AS TO FORM

Date

Kylie J. Finnell, City Attorney

CONTRACT FOR HUMAN SERVICES

This contract for Salish Behavioral health Administrative Services Organization (SBHASO), acting as the Olympic Regional Opiate Abatement Council, is entered into by Kitsap County, a municipal corporation, having its principal offices at 614 Division Street, Port Orchard, Washington, 98366 (the County); and Kitsap Public Health Department having its principal office at 345 6th St. Ste. 300, Bremerton, Washington, 98337 (the Contractor).

SECTION 1. EFFECTIVE DATE OF CONTRACT

The Contract will become effective on April 1, 2024 and terminate on June 30, 2026. In no event will the Contract become effective unless and until it is approved and executed by the Kitsap County Board of County Commissioners or the Kitsap County Administrator.

SECTION 2. SERVICES TO BE PROVIDED

- 2.1 A description of the services to be performed by the Contractor is set forth in Attachment B: Statement of Work, which is attached to the Contract.
- 2.2 The Contractor agrees to provide its own labor and materials. Unless otherwise provided for in the Contract, no material, labor or facilities will be furnished by the County.
- 2.3 The Contractor will perform the work specified in the Contract according to standard industry practice.
- 2.4 The Contractor will complete its work in a timely manner and in accordance with the schedule agreed to by the parties.
- 2.5 The Contractor will confer with the SBHASO from time to time during the progress of the work. The Contractor will prepare and present status reports and other information that may be pertinent and necessary, or as may be requested by the County.

SECTION 3. CONTRACT REPRESENTATIVES

The County and the Contractor will each have a contract representative. A party may change its representative upon providing written notice to the other party. The parties' representatives are as follows.

County's Contract Representative

Jolene Kron, Administrator
Salish Behavioral Health Administrative Services Organization
Kitsap County Department of Human Services
614 Division Street MS-23, Port Orchard, WA 98366
(360) 337-4832

Contractor's Contract Representative

Yolanda Fong, Administrator
Kitsap Public Health Department

SECTION 4. COMPENSATION

- 4.1 A description of the compensation to be paid to the Contractor is set forth in Attachment C: Budget Summary, which is attached to the Contract.
- 4.2 The total amount payable under the Contract, by the County to the Contractor, in no event will exceed \$515,000. Any cost incurred by the Contractor over and above the year-end sums set out in the budgets shall be at the Contractor's sole risk and expense.
- 4.3 Unless otherwise provided in the Contract, the Contractor may submit an invoice to the County once a month for payment of work actually completed to date. Contractor shall use the Department of Human Services Contractor Invoice Form, available from the County. Subject to the other provisions of the Contract, the County generally will pay such an invoice within 30 days of receiving it.
- 4.4 The County will submit payments for work performed to;
Kitsap Public Health Department
345 6th St, Ste 300, Bremerton, WA 98337
- 4.5 The Contractor will be paid only for work expressly authorized in the Contract.
- 4.6 Payments shall not be construed as a waiver of the County's right to challenge the level of the Contractor's performance under this Contract, and to seek appropriate legal remedies.
- 4.7 The Contractor will not be entitled to payment for any services that were performed prior to the effective date of the Contract or after its termination, unless a provision of the Contract expressly provides otherwise.
- 4.8 If the Contractor fails to perform any substantial obligation, and the failure has not been cured within 10 days following notice from the County, the County may, in its sole discretion and upon written notice to the Contractor, withhold all monies due the Contractor, without penalty, until such failure to perform is cured.
- 4.9 The Contractor shall pay no wages in excess of the usual and accustomed wages for personnel of similar background, qualifications and experience.
- 4.10 The Contractor shall pay no more than reasonable market value for equipment and/or supplies.

SECTION 5. AMENDMENTS AND CHANGES IN WORK

- 5.1 In the event of any errors or omissions by the Contractor in the performance of any work required under the Contract, the Contractor will make all necessary corrections without additional compensation. All work submitted by the Contractor will be certified and checked by the Contractor for errors and omissions. The Contractor will continue to be responsible for the accuracy of work even after the work is accepted by the County.
- 5.2 In order to be effective, any contract renewal, amendment or modification must be in writing, be signed by both parties, and be attached to the Contract. Work under a renewal, amendment or modification may not commence until the renewal, amendment or modification has been approved by the County and has become effective.

- 5.3 Either party may request that the Contract terms be renegotiated when circumstances, which were neither foreseen nor reasonably foreseeable by the parties at the time of contracting, arise during the period of performance of the Contract. Such circumstances must have a substantial and material impact upon the performance projected under this Contract, and must be outside the control of either party.

SECTION 6. HOLD HARMLESS AND INDEMNIFICATION

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

Neither party assumes responsibility to the other party for the consequences of any act or admission of any person, firm or corporation not a party to this agreement.

SECTION 7. INSURANCE

- 7.1 **Professional Legal Liability.** The Contractor, if it is a licensed professional, will maintain professional legal liability or professional errors and omissions coverage appropriate to the Contractor's profession. The coverage will have a limit of not less than \$1 million per occurrence. The coverage will apply to liability for a professional error, act or omission arising out of the Contractor's services under the Contract. The coverage will not exclude bodily injury or property damage. The coverage will not exclude hazards related to the work rendered as part of the Contract or within the scope of the Contractor's services under the Contract, including testing, monitoring, measuring operations or laboratory analysis where such services are rendered under the Contract.
- 7.2 **Workers' Compensation and Employer Liability.** The Contractor will maintain workers' compensation insurance as required by Title 51, Revised Code of Washington, and will provide evidence of coverage to the Kitsap County Risk Management Division. If the Contract is for over \$50,000, then the Contractor will also maintain employer liability coverage with a limit of not less than \$1 million.

Any additional workers' compensation requirements can be found in Attachment A, Special Terms and Conditions.

- 7.3 **Commercial General Liability.** The Contractor will maintain commercial general liability coverage for bodily injury, personal injury and property damage, subject to a limit of not less than \$1 million per occurrence. The general aggregate limit will apply separately to the Contract and be no less than \$2 million. The Contractor will provide commercial general liability coverage that does not exclude any activity to be performed

in fulfillment of the Contract. Specialized forms specific to the industry of the Contractor will be deemed equivalent provided coverage is no more restrictive than would be provided under a standard commercial general liability policy, including contractual liability coverage.

7.4 Automobile Liability. The Contractor will maintain automobile liability insurance as follows (check ONE of the following options):

Not Applicable.

X The Contractor will maintain commercial automobile liability insurance with a limit of not less than \$1 million each accident combined bodily injury and property damage. The aggregate limit will be at least \$2 million. Coverage will include owned, hired and non-owned automobiles.

The Contractor will maintain automobile liability insurance or equivalent form with a limit of not less than \$100,000 each accident combined bodily injury and property damage. The aggregate limit will be at least \$300,000. If a personal lines automobile liability policy is used to meet this requirement, it must include a business rider and must cover each vehicle to be used in the performance of the Contract and the certificates of insurance must evidence that these conditions have been met. If the Contractor will use non-owned vehicles in performance of the Contract, the coverage will include owned, hired and non-owned automobiles.

7.5 Miscellaneous Insurance Provisions

- A. The Contractor's liability insurance provision will be primary with respect to any insurance or self-insurance programs covering the County, its elected and appointed officers, officials, employees and agents.
- B. The Contractor's commercial general liability insurance and automobile liability insurance (if applicable) will include the County, its officers, officials, employees and agents as additional insureds with respect to performance of services.
- C. The Contractor's commercial general liability insurance and automobile liability insurance (if applicable) will contain no special limitations on the scope of protection afforded to the County as an additional insured.
- D. Any failure to comply with reporting provisions of the policies will not affect the coverage provided to the County, its officers, officials, employees or agents.
- E. The Contractor's insurance will apply separately to each insured against whom claim is made or suit is brought subject to the limits of the insurer's liability.
- F. The Contractor will include all subcontractors as insureds under its policies or will furnish separate certificates and endorsements for each subcontractor. All coverage for subcontractors will be subject to all of the requirements stated in these provisions.
- G. The insurance limits mandated for any insurance coverage required by the Contract are not intended to be an indication of exposure, nor are they limitations on indemnification.
- H. The Contractor will maintain all required policies in force from the time services commence until services are completed. Certificates, policies and endorsements scheduled to expire before completion of services will be renewed before expiration. If the Contractor's liability coverage is written as claims-made-policy, then the Contractor must evidence the purchase of an extended-reporting period or "tail" coverage for a three-year period after completion of the services.

7.6 Verification of Coverage and Acceptability of Insurers.

- A. The Contractor will place insurance with insurers licensed to do business in the State of Washington and having A.M. Best Company ratings of no less than A-VII, with the exception that excess and umbrella coverage used to meet the requirements for limits of liability or gaps in coverage need not be placed with insurers or re-insurers licensed in the State of Washington.
- B. The Contractor will furnish the County with properly executed certificates of insurance or a signed policy endorsement which will clearly evidence all insurance required in this Section before work under this Contract shall commence. The certificate will, at a minimum, list limits of liability and coverage. The certificate will provide that the underlying insurance contract may not be canceled, or allowed to expire, except on 30-days' prior written notice to the County. Any certificate or endorsement limiting or negating the insurer's obligation to notify the County of cancellation or changes must be amended so as not to negate the intent of this provision.
- C. The Contractor will furnish the County with evidence that the additional-insured provision required above has been met. Acceptable forms of evidence are the endorsement pages of the policy showing the County as an additional insured, or a letter of self-insurance from a public entity risk pool which waives the requirement.
- D. Certificates of insurance will show the certificate holder as Kitsap County and indicate "care of" the appropriate County office or department. The address of the certificate holder will be shown as the current address of the appropriate County office or department.
- E. The Contractor will request that the Washington State Department of Labor and Industries, Workers Compensation Representative, send verification to the County that the Contractor is currently paying workers' compensation.
- F. Evidence of such insurance, as required above, shall be provided to the County at the following address:

 Salish Behavioral Health Administrative Services Organization
 614 Division Street, MS-23
 Port Orchard, WA 98366

 Upon receipt, the Human Services Department will ensure submission of all insurance documentation to the Risk Management Division, Kitsap County Department of Administrative Services.
- G. Written notice of cancellation or change will be mailed to the County Human Services Department as provided above.
- H. The Contractor or its broker will provide a copy of all insurance policies specified in the Contract upon request of the Kitsap County Risk Manager.

SECTION 8. TERMINATION

- 8.1 The County may terminate the Contract in whole or in part whenever the County determines, in its sole discretion, that such termination is in the best interests of the County. The County may terminate the Contract upon giving the Contractor 10-days' written notice. In that event, the County will pay the Contractor for all costs incurred by the Contractor in performing the Contract up to the date of such notice, subject to the other provisions of the Contract.

- 8.2 If funding for the underlying project or matter is withdrawn, reduced or limited in any way after the Contract is signed or becomes effective, the County may summarily terminate the Contract notwithstanding any other termination provision in the Contract. Termination under this provision will be effective upon the date specified in the written notice of termination sent by the County to the Contractor. No costs incurred after the effective date of termination will be paid.
- 8.3 If the Contractor breaches any of its obligations under the Contract, and fails to cure the breach within 10 days of written notice to do so by the County, the County may terminate the Contract. In that event, the County will pay the Contractor only for the costs of services accepted by the County. Upon such termination, the County, at its discretion, may obtain performance of the work elsewhere, and the Contractor will bear all costs and expenses incurred by the County in completing the work and all damages sustained by the County by reason of the Contractor's breach.

SECTION 9. ASSIGNMENT, DELEGATION AND SUBCONTRACTING

- 9.1 The Contractor will perform under the Contract using only its bona fide employees or agents, and the obligations and duties of the Contractor under the Contract will not be assigned, delegated or subcontracted to any other person or firm without the prior express written consent of the County.
- 9.2 If permitted to use subcontractors, the Contractor is responsible for subcontractor compliance with applicable terms and conditions of this Contract and all applicable laws.
- 9.3 The Contractor warrants that it has not paid, nor has it agreed to pay, any company, person, partnership or firm, other than a bona fide employee working exclusively for the Contractor, any fee, commission percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of the Contract.

SECTION 10. INDEPENDENT CONTRACTOR

- 10.1 The Contractor's services will be furnished by the Contractor as an independent contractor and not as an employee, agent or servant of the County. The Contractor will perform the services in strict accordance with the provisions of the Contract, but will be free from control or direction over the performance of the services.
- 10.2 At least one of the following applies: (a) the services to be provided are outside the usual course of business for which the services are performed; (b) the services to be provided will be performed outside all of the places of business of the Contractor; or (c) the Contractor is responsible for the costs of the principal place of business from which the services will be performed.
- 10.3 The Contractor warrants that it either: (a) is customarily engaged in an independently established trade, occupation, profession or business of the same nature as that involved in the Contract; or (b) has a principal place of business for the business it is conducting that is eligible for a business deduction for federal income tax purposes.
- 10.4 The Contractor acknowledges or warrants that it: (a) is responsible for filing at the next applicable filing period a schedule of expenses with the Internal Revenue Service for the type of business the Contractor is conducting; (b) has established an account with the State of Washington Department of Revenue and any other applicable state agencies for the business the Contractor is conducting for the payment of all state taxes

normally paid by employers and businesses; and (c) has registered for and received a unified business identifier number from the State of Washington.

- 10.5 The Contractor warrants that it maintains a separate set of books or records that reflect all items of income and expenses of the business that the Contractor is conducting.
- 10.6 The Contractor acknowledges that the entire compensation for the Contract is set forth in the compensation provisions of the Contract and that the Contractor is not entitled to any County benefits, including, but not limited to: vacation pay; holiday pay; sick leave pay; medical, dental or other insurance benefits; fringe benefits; or any other rights or privileges afforded to County employees or agents.
- 10.7 In the event that any of the Contractor's employees, agents, servants or subcontractors, carry on activities or conduct themselves in any manner which may either jeopardize the funding of this Contract or indicates that they are unfit to provide those services as set forth within, the Contractor shall be responsible for taking adequate measure to prevent said employee, agent or servant from performing or providing any such services.
- 10.8 The Contractor will hold harmless, indemnify and defend the County, its officers, officials, employees and agents from and against any loss or expense, including, but not limited to, settlements, judgments, set-offs, attorneys' fees or costs, incurred or suffered by reason of claims or demands arising in connection with the provisions of this Section.

SECTION 11. COMPLIANCE WITH LAWS

- 11.1 The Contractor, its employees, assignees, delegates or subcontractors will not discriminate against any person in performance of any of its obligations under the Contract on the basis of race, color, creed, religion, national origin, age, sex, sexual orientation, marital status, veteran status or the presence of disability.
- 11.2 The Contractor, its employees, assignees, delegates and subcontractors will comply with all applicable provisions of the Americans With Disabilities Act and all regulations interpreting and enforcing such act.
- 11.3 The Contractor and its subcontractors, employees, agents, assignees and representatives will comply with all applicable federal, state and local laws, rules and regulations in their performance under the Contract.
- 11.4 **Religious Activities.** If the Contractor is a faith-based or religious organization, it retains its independence and may continue to carry out its mission, including the definition, development, practice, and expression of its religious beliefs. Such a Contractor, however, may not use any funding provided under this Agreement to support or engage in any explicitly religious activities, including activities that involve overt religious content such as worship, religious instruction, or proselytization, nor may such a Contractor condition the provision of services provided pursuant to this Agreement upon a participant's engaging in any such explicitly religious activities.

SECTION 12. DOCUMENTATION AND OWNERSHIP OF MATERIALS

- 12.1 The Contractor will maintain readily accessible records and documents sufficient to provide an audit trail needed by the County to identify the receipt and expenditure of funds under this Contract, and to keep on record all source documents, such as time and payroll records, mileage reports, supplies and material receipts, purchased equipment receipts, and other receipts for goods and services.

- 12.2 The Contractor will maintain property record cards and property identification tabs as may be directed by County codes and changes thereto. This applies only to property purchased from funds under this Contract specifically designated for such purposes. Ownership of equipment purchased with funds under this Contract so designated for purchase shall rest in the County and such equipment shall be so identified.
- 12.3 The Contractor will provide a detailed record of all sources of income for any programs it operates pursuant to this Contract, including state grants, fees, donations, federal funds and other funds outlined in this Contract, or any amendments or modifications to this Contract. Expenditure of all funds payable under this Contract must be in accordance with the attached Statement of Work.
- 12.4 All reports, drawings, plans, specifications, all forms of electronic media, and data and documents produced in the performance of the work under the Contract will be “works for hire” as defined by the U.S. Copyright Act of 1976 and will be owned by the County. Ownership includes the right to copyright, patent, and register, and the ability to transfer these rights.
- 12.5 All property and patent rights, including publication rights, and other documentation, including, machine-readable media, produced by the Contractor in connection with the work provided for under this Contract shall vest in the County and such materials will be provided to the County upon request.
- 12.6 An electronic copy of all word processing documents will be submitted to the County upon request or at the end of the job using the word processing program and version specified by the County.

SECTION 13. PATENT/COPYRIGHT INFRINGEMENT

The Contractor will hold harmless, indemnify and defend the County, its officers, officials, employees and agents, from and against any claimed action, cause or demand brought against the County, where such action is based on the claim that information supplied by the Contractor or subcontractor infringes any patent or copyright. The Contractor will be notified promptly in writing by the County of any notice of such claim.

SECTION 14. DISPUTES

Differences, disputes and disagreements between the Contractor and the County arising under or out of the Contract will be brought to the attention of the County at the earliest possible time so that the matter may be settled or other appropriate action promptly taken. Any dispute relating to the quality or acceptability of performance or compensation due the Contractor will be decided by the County’s contract representative or designee. All rulings, orders, instructions and decisions of the County’s contract representative will be final and conclusive.

SECTION 15. CONFIDENTIALITY

The Contractor, its employees, subcontractors and their employees will maintain the confidentiality of all information provided by the County or acquired by the Contractor in performance of the Contract, except upon the prior express written consent of the County or an order entered by a court of competent jurisdiction. The Contractor will promptly give the County written notice of any judicial proceeding seeking disclosure of such information.

SECTION 16. CHOICE OF LAW, JURISDICTION AND VENUE

- 16.1 The Contract will be construed as having been made and delivered within the State of Washington, and it is agreed by each party that the Contract will be governed by the laws of the State of Washington, both as to its interpretation and performance.
- 16.2 Any action at law, suit in equity or other judicial proceeding arising under or out of the Contract may be instituted and maintained only in a court of competent jurisdiction in Kitsap County, Washington.
- 16.3 If the Contractor is a federally recognized Indian tribe, the following provision applies: Each party hereby grants a limited waiver of sovereign immunity to suit solely with respect to claims made against it by the other party relating to, or arising under, this Contract. Each party hereby voluntarily consents to the personal jurisdiction of the Superior Court of the State of Washington, County of Kitsap, solely for this purpose.

SECTION 17. MISCELLANEOUS

- 17.1 **Authority.** The Contractor certifies that it has the legal authority to apply for the funds covered under this Contract.
- 17.2 **No Waiver.** The parties agree that the excuse or forgiveness of performance, or waiver of any provisions of the Contract, does not constitute a waiver of such provision or future performance, or prejudice the right of the waiving party to enforce any of the provisions of the Contract at a later time.
- 17.3 **Remedies.** All remedies provided for in this Contract will be construed as cumulative and will be in addition to any other remedies provided by law.
- 17.4 **Tax Payments.** The Contractor will pay all applicable federal, state and local taxes, fees (including licensing fees) and other amounts.
- 17.5 **Conflict of Interest.** The Contractor will avoid organizational conflicts of interest or the appearance of a conflict of interest in disbursing contract funds for any purpose and in the conduct of procurement activities. The Contractor will ensure that its subcontractors, employees, agents or representatives avoid conflicts of interest or the appearance of a conflict of interest in disbursing contract funds for any purpose and in the conduct of procurement activities.
- 17.6 **Personnel Removal.** The Contractor agrees to remove immediately any of its subcontractors, employees, agents or representative from assignment to perform services under the Contract upon receipt of a written request to do so from the County's contract representative or designee.
- 17.7 **Records Inspection and Retention.** The County may, at reasonable times, inspect the books and records of the Contractor relating to the performance of the Contract. The Contractor will retain for audit purposes all Contract-related records for at least six (6) years after termination of the Contract.
- 17.8 **Publication.** The Contractor will not publish any results of the works performed under this Contract without the advance written permission of the County.
- 17.9 **County Review.** The County may, at reasonable times, review and monitor the financial and service components of the program as established by the Contractor by whatever means are deemed expedient by the Board of County Commissioners, or its respective delegates. Such review may include, but is not limited to, with reasonable notice, on-site inspection by County agents or employees, and the inspection of all

records or other materials which the County deems pertinent to the Contract and its performance, except those deemed confidential by law.

- 17.10 **Successors and Assigns.** The County, to the extent permitted by law, and the Contractor each bind themselves, their partners, successors, executors, administrators and assigns to the other party to the Contract and to the partners, successors, administrators and assigns of such other party in respect to all covenants to the Contract.
- 17.11 **Severability.** If a court of competent jurisdiction holds any provision of the Contract to be illegal, invalid or unenforceable, in whole or in part, the validity of the remaining provisions will not be affected and the parties' rights and obligations will be construed and enforced as if the Contract did not contain the particular provision held to be invalid. If any provision of the Contract conflicts with any statutory provision of the State of Washington, the provision will be deemed inoperative to the extent of the conflict or modified to conform to statutory requirements.
- 17.12 **Suspension, Debarment, and Lobbying.** The Contractor shall certify, on a separate form (Attachment D), that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency. Also, the Contractor, on a separate form (Attachment E), will certify that it does not use Federal funds for lobbying purposes. Both forms are attached to this Contract.
- 17.13 **Attachments.** The parties acknowledge that the following attachments, which are attached to this Contract, are expressly incorporated by this reference:
- Attachment A – Statement of Work
 - Attachment B- Opiate Abatement Strategies
 - Attachment C – Budget Summary
 - Attachment D- Reporting Template
 - Attachment E- Certification Regarding Debarment, Suspension, And Other Responsibility Matters
 - Attachment F- Certification Regarding Lobbying

In the event of an inconsistency between these General Terms and Conditions and the attachments, precedence shall be given in the following order: (1) General Terms and Conditions; (2) Statement of Work; (3) Budget Summary.

- 17.14 **Whole Agreement.** The parties acknowledge that the Contract is the complete expression of their agreement regarding the subject matter of the Contract. Any oral or written representations or understandings not incorporated in the Contract are specifically excluded.
- 17.15 **Notices.** Any notice will be effective if personally served upon the other party or if mailed by registered or certified mail, return receipt requested, to the addresses set out in the contract representatives provision of the Contract. Notice may also be given by facsimile with the original to follow by regular mail. Notice will be deemed to be given three days following the date of mailing, or immediately if personally served. For service by facsimile, service will be effective at the beginning of the next working day.

This Agreement shall be effective April 1, 2024.

Dated this ____ day of _____, 2024.

**CONTRACTOR
KITSAP PUBLIC
HEALTH
DEPARTMENT**

**KITSAP COUNTY BOARD OF
COMMISSIONERS**

Yolanda Fong, Administrator

Katherine T. Walters, Chair

Charolette Garrido, Commissioner

Christine Rolfes, Commissioner

ATTEST:

Dana Daniels, Clerk of the Board

Approved as to form by the Prosecuting Attorney's Office

Attachment A:

Statement of Work
Opiate Abatement Funds

PROGRAM STAFF (1.0 FTE)

Support the work of Emergency Medical Systems, including peer support specialists, to connect individuals to treatment or other appropriate services following an opioid overdose or other opioid-related adverse event.

Support centralized call centers that provide information and connections to appropriate services and supports for persons with OUD and any co-occurring SUD/MH conditions.

Funding media campaigns to prevent opioid misuse.

Supporting community coalitions in implementing evidence-informed prevention, such as reduced social access and physical access, stigma reduction—including staffing, educational campaigns, support for people in treatment or recovery, or training of coalitions in evidence-informed implementation, including the Strategic Prevention Framework developed by the U.S. Substance Abuse and Mental Health Services Administration (“SAMHSA”).

Increased availability and distribution of naloxone and other drugs that treat overdoses for first responders, overdose patients, individuals with OUD and their friends and family members, schools, community navigators and outreach workers, persons being released from jail or prison, or other members of the general public.

Public health entities providing free naloxone to anyone in the community.

Training and education regarding naloxone and other drugs that treat overdoses for first responders, overdose patients, patients taking opioids, families, schools, community support groups, and other members of the general public.

Provide resources to staff government oversight and management of opioid abatement programs.

EPIDEMIOLOGIST (0.5 FTE)

Expanding, improving, or developing data tracking software and applications for overdoses/naloxone revivals.

Public education relating to emergency responses to overdoses.

A dashboard to (a) share reports, recommendations, or plans to spend opioid settlement funds; (b) to show how opioid settlement funds have been spent; (c) to report

program or strategy outcomes; or (d) to track, share or visualize key opioid health-related indicators and supports as identified through collaborative statewide, regional, local or community processes.

Attachment B:

OPIOID ABATEMENT STRATEGIES

PART ONE: TREATMENT

A. TREAT OPIOID USE DISORDER (OUD)

Support treatment of Opioid Use Disorder (OUD) and any co-occurring Substance Use Disorder or Mental Health (SUD/MH) conditions, co-usage, and/or co-addiction through evidence-based, evidence-informed, or promising programs or strategies that may include, but are not limited to, the following:

1. Expand availability of treatment for OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction, including all forms of Medication-Assisted Treatment (MAT) approved by the U.S. Food and Drug Administration.
2. Support and reimburse services that include the full American Society of Addiction Medicine (ASAM) continuum of care for OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction, including but not limited to:
 - a. Medication-Assisted Treatment (MAT);
 - b. Abstinence-based treatment;
 - c. Treatment, recovery, or other services provided by states, subdivisions, community health centers; non-for-profit providers; or for-profit providers;
 - d. Treatment by providers that focus on OUD treatment as well as treatment by providers that offer OUD treatment along with treatment for other SUD/MH conditions, co-usage, and/or co-addiction; or
 - e. Evidence-informed residential services programs, as noted below.
3. Expand telehealth to increase access to treatment for OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction, including MAT, as well as counseling, psychiatric support, and other treatment and recovery support services.
4. Improve oversight of Opioid Treatment Programs (OTPs) to assure evidence-based, evidence-informed, or promising practices such as adequate methadone dosing.
5. Support mobile intervention, treatment, and recovery services, offered by qualified professionals and service providers, such as peer recovery coaches, for persons with

OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction and for persons who have experienced an opioid overdose.

6. Support treatment of mental health trauma resulting from the traumatic experiences of the opioid user (e.g., violence, sexual assault, human trafficking, or adverse childhood experiences) and family members (e.g., surviving family members after an overdose or overdose fatality), and training of health care personnel to identify and address such trauma.
7. Support detoxification (detox) and withdrawal management services for persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction, including medical detox, referral to treatment, or connections to other services or supports.
8. Support training on MAT for health care providers, students, or other supporting professionals, such as peer recovery coaches or recovery outreach specialists, including telementoring to assist community-based providers in rural or underserved areas.
9. Support workforce development for addiction professionals who work with persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction.
10. Provide fellowships for addiction medicine specialists for direct patient care, instructors, and clinical research for treatments.
11. Provide funding and training for clinicians to obtain a waiver under the federal Drug Addiction Treatment Act of 2000 (DATA 2000) to prescribe MAT for OUD, and provide technical assistance and professional support to clinicians who have obtained a DATA 2000 waiver.
12. Support the dissemination of web-based training curricula, such as the American Academy of Addiction Psychiatry's Provider Clinical Support Service-Opioids web-based training curriculum and motivational interviewing.
13. Support the development and dissemination of new curricula, such as the American Academy of Addiction Psychiatry's Provider Clinical Support Service for Medication-Assisted Treatment.

B. SUPPORT PEOPLE IN TREATMENT AND RECOVERY

Support people in treatment for and recovery from OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction through evidence-based, evidence-informed, or promising programs or strategies that may include, but are not limited to, the following:

1. Provide the full continuum of care of recovery services for OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction, including supportive housing, residential treatment, medical detox services, peer support services and counseling, community navigators, case management, and connections to community-based

services.

2. Provide counseling, peer-support, recovery case management and residential treatment with access to medications for those who need it to persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction.
3. Provide access to housing for people with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction, including supportive housing, recovery housing, housing assistance programs, or training for housing providers.
4. Provide community support services, including social and legal services, to assist in deinstitutionalizing persons with OUD and any co-occurring SUD/MH conditions, co- usage, and/or co-addiction.
5. Support or expand peer-recovery centers, which may include support groups, social events, computer access, or other services for persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction.
6. Provide employment training or educational services for persons in treatment for or recovery from OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction.
7. Identify successful recovery programs such as physician, pilot, and college recovery programs, and provide support and technical assistance to increase the number and capacity of high-quality programs to help those in recovery.
8. Engage non-profits, faith-based communities, and community coalitions to support people in treatment and recovery and to support family members in their efforts to manage the opioid user in the family.
9. Provide training and development of procedures for government staff to appropriately interact and provide social and other services to current and recovering opioid users, including reducing stigma.
10. Support stigma reduction efforts regarding treatment and support for persons with OUD, including reducing the stigma on effective treatment.

**C. CONNECT PEOPLE WHO NEED HELP TO THE HELP THEY NEED
(CONNECTIONS TO CARE)**

Provide connections to care for people who have – or are at risk of developing – OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction through evidence-based, evidence-informed, or promising programs or strategies that may include, but are not limited to, the following:

1. Ensure that health care providers are screening for OUD and other risk factors and

- know how to appropriately counsel and treat (or refer if necessary) a patient for OUD treatment.
2. Support Screening, Brief Intervention and Referral to Treatment (SBIRT) programs to reduce the transition from use to disorders.
 3. Provide training and long-term implementation of SBIRT in key systems (health, schools, colleges, criminal justice, and probation), with a focus on youth and young adults when transition from misuse to opioid disorder is common.
 4. Purchase automated versions of SBIRT and support ongoing costs of the technology.
 5. Support training for emergency room personnel treating opioid overdose patients on post-discharge planning, including community referrals for MAT, recovery case management or support services.
 6. Support hospital programs that transition persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction, or persons who have experienced an opioid overdose, into community treatment or recovery services through a bridge clinic or similar approach.
 7. Support crisis stabilization centers that serve as an alternative to hospital emergency departments for persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction or persons that have experienced an opioid overdose.
 8. Support the work of Emergency Medical Systems, including peer support specialists, to connect individuals to treatment or other appropriate services following an opioid overdose or other opioid-related adverse event.
 9. Provide funding for peer support specialists or recovery coaches in emergency departments, detox facilities, recovery centers, recovery housing, or similar settings; offer services, supports, or connections to care to persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction or to persons who have experienced an opioid overdose.
 10. Provide funding for peer navigators, recovery coaches, care coordinators, or care managers that offer assistance to persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction or to persons who have experienced on opioid overdose.
 11. Create or support school-based contacts that parents can engage with to seek immediate treatment services for their child; and support prevention, intervention, treatment, and recovery programs focused on young people.
 12. Develop and support best practices on addressing OUD in the workplace.
 13. Support assistance programs for health care providers with OUD.
 14. Engage non-profits and the faith community as a system to support outreach for

treatment.

15. Support centralized call centers that provide information and connections to appropriate services and supports for persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction.
16. Create or support intake and call centers to facilitate education and access to treatment, prevention, and recovery services for persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction.
17. Develop or support a National Treatment Availability Clearinghouse – a multistate/nationally accessible database whereby health care providers can list locations for currently available in-patient and out-patient OUD treatment services that are accessible on a real-time basis by persons who seek treatment.

D. ADDRESS THE NEEDS OF CRIMINAL-JUSTICE-INVOLVED PERSONS

Address the needs of persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction who are involved – or are at risk of becoming involved – in the criminal justice system through evidence-based, evidence-informed, or promising programs or strategies that may include, but are not limited to, the following:

1. Support pre-arrest or post-arrest diversion and deflection strategies for persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction, including established strategies such as:
 - a. Self-referral strategies such as the Angel Programs or the Police Assisted Addiction Recovery Initiative (PAARI);
 - b. Active outreach strategies such as the Drug Abuse Response Team (DART) model;
 - c. “Naloxone Plus” strategies, which work to ensure that individuals who have received naloxone to reverse the effects of an overdose are then linked to treatment programs or other appropriate services;
 - d. Officer prevention strategies, such as the Law Enforcement Assisted Diversion (LEAD) model;
 - e. Officer intervention strategies such as the Leon County, Florida Adult Civil Citation Network or the Chicago Westside Narcotics Diversion to Treatment Initiative;
 - f. Co-responder and/or alternative responder models to address OUD-related 911 calls with greater SUD expertise and to reduce perceived barriers associated with law enforcement 911 responses; or
 - g. County prosecution diversion programs, including diversion officer salary, only for counties with a population of 50,000 or less. Any diversion services in matters

involving opioids must include drug testing, monitoring, or treatment.

2. Support pre-trial services that connect individuals with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction to evidence-informed treatment, including MAT, and related services.
3. Support treatment and recovery courts for persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction, but only if these courts provide referrals to evidence-informed treatment, including MAT.
4. Provide evidence-informed treatment, including MAT, recovery support, or other appropriate services to individuals with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction who are incarcerated in jail or prison.
5. Provide evidence-informed treatment, including MAT, recovery support, or other appropriate services to individuals with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction who are leaving jail or prison have recently left jail or prison, are on probation or parole, are under community corrections supervision, or are in re-entry programs or facilities.
6. Support critical time interventions (CTI), particularly for individuals living with dual-diagnosis OUD/serious mental illness, and services for individuals who face immediate risks and service needs and risks upon release from correctional settings.
7. Provide training on best practices for addressing the needs of criminal-justice-involved persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction to law enforcement, correctional, or judicial personnel or to providers of treatment, recovery, case management, or other services offered in connection with any of the strategies described in this section.

E. ADDRESS THE NEEDS OF PREGNANT OR PARENTING WOMEN AND THEIR FAMILIES, INCLUDING BABIES WITH NEONATAL ABSTINENCE SYNDROME

Address the needs of pregnant or parenting women with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction, and the needs of their families, including babies with neonatal abstinence syndrome, through evidence-based, evidence-informed, or promising programs or strategies that may include, but are not limited to, the following:

1. Support evidence-based, evidence-informed, or promising treatment, including MAT, recovery services and supports, and prevention services for pregnant women – or women who could become pregnant – who have OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction, and other measures to educate and provide support to families affected by Neonatal Abstinence Syndrome.
2. Provide training for obstetricians or other healthcare personnel that work with pregnant women and their families regarding treatment of OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction.

3. Provide training to health care providers who work with pregnant or parenting women on best practices for compliance with federal requirements that children born with Neonatal Abstinence Syndrome get referred to appropriate services and receive a plan of safe care.
4. Provide enhanced support for children and family members suffering trauma as a result of addiction in the family; and offer trauma-informed behavioral health treatment for adverse childhood events.
5. Offer enhanced family supports and home-based wrap-around services to persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction, including but not limited to parent skills training.
6. Support for Children's Services – Fund additional positions and services, including supportive housing and other residential services, relating to children being removed from the home and/or placed in foster care due to custodial opioid use.

PART TWO: PREVENTION

F. PREVENT OVER-PRESCRIBING AND ENSURE APPROPRIATE PRESCRIBING AND DISPENSING OF OPIOIDS

Support efforts to prevent over-prescribing and ensure appropriate prescribing and dispensing of opioids through evidence-based, evidence-informed, or promising programs or strategies that may include, but are not limited to, the following:

1. Training for health care providers regarding safe and responsible opioid prescribing, dosing, and tapering patients off opioids.
2. Academic counter-detailing to educate prescribers on appropriate opioid prescribing.
3. Continuing Medical Education (CME) on appropriate prescribing of opioids.
4. Support for non-opioid pain treatment alternatives, including training providers to offer or refer to multi-modal, evidence-informed treatment of pain.
5. Support enhancements or improvements to Prescription Drug Monitoring Programs (PDMPs), including but not limited to improvements that:
 - a. Increase the number of prescribers using PDMPs;
 - b. Improve point-of-care decision-making by increasing the quantity, quality, or format of data available to prescribers using PDMPs or by improving the interface that prescribers use to access PDMP data, or both; or
 - c. Enable states to use PDMP data in support of surveillance or intervention

strategies, including MAT referrals and follow-up for individuals identified within PDMP data as likely to experience OUD.

6. Development and implementation of a national PDMP – Fund development of a multistate/national PDMP that permits information sharing while providing appropriate safeguards on sharing of private health information, including but not limited to:
 - a. Integration of PDMP data with electronic health records, overdose episodes, and decision support tools for health care providers relating to OUD.
 - b. Ensuring PDMPs incorporate available overdose/naloxone deployment data, including the United States Department of Transportation’s Emergency Medical Technician overdose database.
7. Increase electronic prescribing to prevent diversion or forgery.
8. Educate Dispensers on appropriate opioid dispensing.

G. PREVENT MISUSE OF OPIOIDS

Support efforts to discourage or prevent misuse of opioids through evidence-based, evidence-informed, or promising programs or strategies that may include, but are not limited to, the following:

1. Corrective advertising or affirmative public education campaigns based on evidence.
2. Public education relating to drug disposal.
3. Drug take-back disposal or destruction programs.
4. Fund community anti-drug coalitions that engage in drug prevention efforts.
5. Support community coalitions in implementing evidence-informed prevention, such as reduced social access and physical access, stigma reduction – including staffing, educational campaigns, support for people in treatment or recovery, or training of coalitions in evidence-informed implementation, including the Strategic Prevention Framework developed by the U.S. Substance Abuse and Mental Health Services Administration (SAMHSA).
6. Engage non-profits and faith-based communities as systems to support prevention.
7. Support evidence-informed school and community education programs and campaigns for students, families, school employees, school athletic programs, parent-teacher and student associations, and others.
8. School-based or youth-focused programs or strategies that have demonstrated effectiveness in preventing drug misuse and seem likely to be effective in preventing the uptake and use of opioids.

9. Support community-based education or intervention services for families, youth, and adolescents at risk for OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction.
10. Support evidence-informed programs or curricula to address mental health needs of young people who may be at risk of misusing opioids or other drugs, including emotional modulation and resilience skills.
11. Support greater access to mental health services and supports for young people, including services and supports provided by school nurses or other school staff, to address mental health needs in young people that (when not properly addressed) increase the risk of opioid or other drug misuse.

H. PREVENT OVERDOSE DEATHS AND OTHER HARMS

Support efforts to prevent or reduce overdose deaths or other opioid-related harms through evidence-based, evidence-informed, or promising programs or strategies that may include, but are not limited to, the following:

1. Increase availability and distribution of naloxone and other drugs that treat overdoses for first responders, overdose patients, opioid users, families and friends of opioid users, schools, community navigators and outreach workers, drug offenders upon release from jail/prison, or other members of the general public.
2. Provision by public health entities of free naloxone to anyone in the community, including but not limited to provision of intra-nasal naloxone in settings where other options are not available or allowed.
3. Training and education regarding naloxone and other drugs that treat overdoses for first responders, overdose patients, patients taking opioids, families, schools, and other members of the general public.
4. Enable school nurses and other school staff to respond to opioid overdoses, and provide them with naloxone, training, and support.
5. Expand, improve, or develop data tracking software and applications for overdoses/naloxone revivals.
6. Public education relating to emergency responses to overdoses.
7. Public education relating to immunity and Good Samaritan laws.
8. Educate first responders regarding the existence and operation of immunity and Good Samaritan laws.
9. Expand access to testing and treatment for infectious diseases such as HIV and Hepatitis C resulting from intravenous opioid use.

10. Support mobile units that offer or provide referrals to treatment, recovery supports, health care, or other appropriate services to persons that use opioids or persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction.
11. Provide training in treatment and recovery strategies to health care providers, students, peer recovery coaches, recovery outreach specialists, or other professionals that provide care to persons who use opioids or persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction.
12. Support screening for fentanyl in routine clinical toxicology testing.

PART THREE: OTHER STRATEGIES

I. FIRST RESPONDERS

In addition to items C8, D1 through D7, H1, H3, and H8, support the following:

1. Current and future law enforcement expenditures relating to the opioid epidemic.
2. Educate law enforcement or other first responders regarding appropriate practices and precautions when dealing with fentanyl or other drugs.

J. LEADERSHIP, PLANNING AND COORDINATION

Support efforts to provide leadership, planning, and coordination to abate the opioid epidemic through activities, programs, or strategies that may include, but are not limited to, the following:

1. Community regional planning to identify goals for reducing harms related to the opioid epidemic, to identify areas and populations with the greatest needs for treatment intervention services, or to support other strategies to abate the opioid epidemic described in this opioid abatement strategy list.
2. A government dashboard to track key opioid-related indicators and supports as identified through collaborative community processes.
3. Invest in infrastructure or staffing at government or not-for-profit agencies to support collaborative, cross-system coordination with the purpose of preventing overprescribing, opioid misuse, or opioid overdoses, treating those with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction, supporting them in treatment or recovery, connecting them to care, or implementing other strategies to abate the opioid epidemic described in this opioid abatement strategy list.
4. Provide resources to staff government oversight and management of opioid

abatement programs.

K. TRAINING

In addition to the training referred to in various items above, support training to abate the opioid epidemic through activities, programs, or strategies that may include, but are not limited to, the following:

1. Provide funding for staff training or networking programs and services to improve the capability of government, community, and not-for-profit entities to abate the opioid crisis.
2. Invest in infrastructure and staffing for collaborative cross-system coordination to prevent opioid misuse, prevent overdoses, and treat those with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction, or implement other
3. strategies to abate the opioid epidemic described in this opioid abatement strategy list (e.g., health care, primary care, pharmacies, PDMPs, etc.).

L. RESEARCH

Support opioid abatement research that may include, but is not limited to, the following:

1. Monitoring, surveillance, and evaluation of programs and strategies described in this opioid abatement strategy list.
2. Research non-opioid treatment of chronic pain.
3. Research on improved service delivery for modalities such as SBIRT that demonstrate promising but mixed results in populations vulnerable to opioid use disorders.
4. Research on innovative supply-side enforcement efforts such as improved detection of mail-based delivery of synthetic opioids.
5. Expanded research on swift/certain/fair models to reduce and deter opioid misuse within criminal justice populations that build upon promising approaches used to address other substances (e.g. Hawaii HOPE and Dakota 24/7).
6. Research on expanded modalities such as prescription methadone that can expand access to MAT.

ATTACHMENT C: BUDGET

Budget Summary

Contractor:	<u>Kitsap Public Health Department</u>
Contract No:	KC-551-24
Contract Period:	April 1, 2024- June 30, 2026

Opiate Abatement Funding

<u>Expenditure Cost Category</u>	Current Budget
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Budget Period: April 1, 2024-June 30, 2025

Program Planning and Development	25,000
Public Engagement	\$140,000
Community Coordination	\$5,000
Media Campaign	\$25,000
Naloxone Education/Supplies	\$25,000
Data Support	\$50,000
 Period total	 \$270,000

Budget Period: July 1, 2025-June 30, 2026

Public Engagement	\$140,000
Community Coordination	\$5,000
Media Campaign	\$25,000
Naloxone Education/Supplies	\$25,000
Data Support	\$50,000
 Period total	 \$245,000

Contract Total	\$515,000
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Attachment D:

Please submit this semi-annual report to SBH-ASO Administrator within 30 calendar days of the semi-annual period.

Semi-Annual Period:	
	Expenditures for Period
SCHEDULE A: CORE STRATEGIES	
A1-2: Naloxone or Other FDA-Approved Drug to Reverse Opioid Overdose	\$ -
B1-4: Medication-Assisted Treatment (MAT) Distribution and Other Opioid-related Treatment	\$ -
C1-3: Pregnant and PostPartum Women	\$ -
D1-3: Expanding Treatment for Neonatal Abstinence Syndrome	\$ -
E1-5: Expansion of Warm Hand-off Programs and Recovery Services	\$ -
F1-2: Treatment for Incarcerated Populations	\$ -
G1-5: Prevention Programs	\$ -
H1: Expanding Syringe Service Programs	\$ -
I1: Evidenced-based Data Collection and Research Analyzing the Effectiveness of Abatement Strategies in the State	\$ -
SCHEDULE B: APPROVED USES	
A1-14: Treatment Opioid Use Disorder	\$ -
B1-15: Support People in Treatment and Recovery	\$ -
C1-16: Connect People who Need Help to the Help they Need (Connections to Care)	\$ -
D1-7: Address the Needs of Criminal Justice Involved Persons	\$ -
E1-10: Address the Needs of Pregnant or Parenting Women and their Families, including Babies with Neonatal Abstinence Syndrome	\$ -
F1-8: Prevent Over-Prescribing and Ensure Appropriate Prescribing and Dispensing of Opioids	\$ -
G1-12: Prevent Misuse of Opioids	\$ -
H1-13: Prevent Overdose Deaths and Other Harms (Harm Reduction)	\$ -
I1-2: First Responders	\$ -
J1-4: Leadership, Planning and Coordination	\$ -
K1-2: Training	\$ -
L1-9: Research	\$ -
TOTAL	

Brief Summary of Activities, Challenges and/or Observations (include each line item allocated funding)

ATTACHMENT E: CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

Primary Covered Transactions 45 CFR 76

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principles:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connections with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charges by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph 1.b. of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

2. Where the prospective primary participants are unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

This Certification is executed by the person(s) signing below who warrant they have authority to execute this Certification.

CONTRACTOR:

Name: _____

Title: _____

DATE: _____

ATTACHMENT F: CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and believe, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Contractor Organization


Signature of Certifying Official Date

Visit our tips page to learn how to best use the Exclusions Database. If you experience technical difficulties, please email the webmaster at webmaster@oig.hhs.gov.

Exclusions Search Results: Entities

No Results were found for

Kitsap Public Health Department

 **If no results are found, this individual or entity (if it is an entity search) is not currently excluded. Print this Web page for your documentation**

[Search Again](#)

Search conducted 9/23/2024 1:24:24 PM EST on OIG LEIE Exclusions database.
Source data updated on 9/10/2024 9:00:00 AM EST

[Return to Search](#)

AGREEMENT FOR LEGAL SERVICES

Kitsap Public Health District, at 345 6th Street, Suite 300, Bremerton, Washington, 98337 (the "District"), and Summit Law Group, PLLC, 315 5th Avenue South, Suite 1000, Seattle, Washington 98104 ("Summit Law"), enter into this Agreement for Legal Services (this "Agreement"). In consideration of the mutual covenants contained herein, the District and Summit Law agree as follows:

1. RECITALS

Whereas, the District is a governmental unit constituted pursuant to chapter 70.46 RCW and chapter 9.52 Kitsap County Code;

Whereas, the District is governed by a 10-member Kitsap Public Health Board comprised of five Kitsap County elected officials and 5 members representing tribes, healthcare, community partners, and public health customers, pursuant to HB 1152;

Whereas, the District requires legal services and desires to obtain them from Summit Law; and

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

2. INCORPORATION OF RECITALS

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

3. SCOPE OF WORK

Summit Law, will provide Labor/Employment Legal Services related to the District as the District may request from time to time, including answering legal questions that arise from the District.

In accordance with Section 12 of this Agreement and the Rules of Professional Conduct of Attorneys in Washington State, if a conflict of interest exists preventing Summit Law from representing the District with regard to any matter in accordance, the District will be responsible for retaining separate legal counsel to represent it with respect to such matter.

If Summit Law is ever asked to represent the District in a legal area Summit Law is not competent in or in which Summit Law does not feel comfortable handling, Summit Law will so advise the District so it may obtain the requisite specialized legal services required for such

representation. Nothing in this Agreement precludes the District, at its own discretion, from seeking legal services from any other provider.

4. COMPENSATION

The District will compensate the Summit Law for the services performed under this Agreement at the hourly rates as provided in Section 6. A mutually agreed upon designee from Summit Law shall be the initial point of contact for requests for legal services and may assign such requests to other attorneys as the nature of the matter requires. The hourly rates include overhead support.

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

5. BILLING AND PAYMENT

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

6. DURATION AND COMPENSATION

The term of this Agreement shall be from January 1, 2025, through December 31, 2025, unless amended earlier pursuant to the terms and conditions of the Agreement. Contractor's compensation for services rendered shall be based on the hourly rate schedule attached hereto and incorporated hereinafter as ATTACHMENT A, Summit Law Group PLLC 2025 Public-Sector Rates.

7. REPRESENTATIVES

The coordinating contact representative for the Summit Law will be Rodney Younker. The coordinating contact for the District will be the Administrator, who shall have full authority to request services hereunder.

8. INDEPENDENT CONTRACTOR

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

9. HOLD HARMLESS

Each party to this Contract shall be responsible for its own acts or omissions and for those of its directors or trustees, officers, employees, agents, and volunteers. Neither party shall be responsible to the other party for the acts or omissions of persons or entities not a party to this Agreement. This section shall survive the expiration or termination of this Agreement.

10. TERMINATION

Either party may terminate this Agreement upon sixty (60) days written notice to the other. Upon receipt of the notice of termination, no further fees or expenses may be incurred except as authorized by the District. If this Agreement is terminated in accordance with this paragraph, Summit Law will be entitled to payment for all work actually performed.

11. NON-EXCLUSIVE AGREEMENT

The District may obtain legal services from persons or entities in addition to Summit Law. Summit Law may provide legal services to the other entities as allowed under state law.

12. CONFLICTS OF INTEREST

Summit Law will identify potential conflicts of interest and promptly notify the District of any such conflicts. In such cases, the District may elect to obtain alternative legal counsel.

13. NON-WAIVER

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

14. INTEGRATION

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

15. BINDING EFFECT

The provisions of this Agreement are binding upon the parties and their successors, assigns, and legal representatives.

16. MODIFICATION

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

17. **SEVERABILITY**

If any provision of this Agreement is held invalid, the remainder of this Agreement and the remaining rights and obligations of the parties will be construed and enforced as if this Agreement did not contain the invalid part, provided that the fundamental purposes of this Agreement can still be carried out.

18. **VENUE**

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

KITSAP PUBLIC HEALTH DISTRICT

SUMMIT LAW GROUP, PLLC

Signature



Signature

Title

Partner

Title

Date

11/13/24

Date

ATTACHMENT A

Summit Law Group PLLC Labor and Employment Group

2025 Public Sector Hourly Rate Schedule

Attorneys	Public 2025
Otto Klein	445
Rodney Younker	445
Seth Berntsen	425
Shannon Phillips	425
Beth Kennar	425
Kristin Anger	425
Sofia Mabee	425
Doug Morrill	425
Quinn Oppenheim	410
Peter Altman	410
Colin Boyle	400
John Lee	400
John Henry	400
Timothy Reynolds	390
Britaney Garrett	390
Evan Chinn	390
Jesse Taylor	375
Hathaway Burden	375
Vanessa Williams-Hall	355
Molly Gibbons	345
Legal Support Staff	
Austin Cooper	315
Bonnie Gail	265
Dominique Barrientes	265
Kim Welsh	265
Suzy Windes	265
Nani Vo	265
Paige Heine	225

KPHD 2439

AGREEMENT FOR LEGAL SERVICES

Kitsap Public Health District, at 345 6th Street, Suite 300, Bremerton, Washington, 98337 (the "District"), and Horton Weibel Broughton & Palmer PLLC, d/b/a Kitsap Law Group, 3212 NW Byron St, Ste 101, Silverdale, Washington 98383 ("Kitsap Law Group"), enter into this Agreement for Legal Services (this "Agreement"). In consideration of the mutual covenants contained herein, the District and the Kitsap Law Group agree as follows:

1. RECITALS

Whereas, the District is a governmental unit constituted pursuant to chapter 70.46 RCW and chapter 9.52 Kitsap County Code;

Whereas, the District is governed by a 10-member Kitsap Public Health Board comprised of five Kitsap County elected officials and 5 members representing tribes, healthcare, community partners, and public health customers, pursuant to HB 1152;

Whereas, the District requires legal services and desires to obtain them from the Kitsap Law Group; and

Now, therefore, in consideration of the terms and conditions contained herein, the District and the Kitsap Law Group agree as follows:

2. INCORPORATION OF RECITALS

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

3. SCOPE OF WORK

Kitsap Law Group, will provide such general legal services related to the District as the District may request from time to time, including answering legal questions that arise from the District, performing such work as may be assigned to it from time to time by the duly authorized representative of the District, and sign required District documents in the capacity as attorney for the District.

In accordance with Section 12 of this Agreement and the Rules of Professional Conduct of Attorneys in Washington State, if a conflict of interest exists preventing Kitsap Law Group from representing the District with regard to any matter in accordance, the District will be responsible for retaining separate legal counsel to represent it with respect to such matter.

If Kitsap Law Group is ever asked to represent the District in a legal area Kitsap Law Group is not competent in or in which Kitsap Law Group does not feel comfortable handling, Kitsap Law Group will so advise the District so it may obtain the requisite specialized legal services required for such representation. Nothing in this Agreement precludes the District, at its own discretion, from seeking legal services from any other provider.

4. COMPENSATION

The District will compensate the Kitsap Law Group for the services performed under this Agreement at the hourly rate as provided in Section 6. A mutually agreed upon designee from Kitsap Law Group shall be the initial point of contact for requests for legal services and may assign such requests to other attorneys as the nature of the matter requires. The hourly rates includes overhead support.

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

5. BILLING AND PAYMENT

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

6. DURATION AND COMPENSATION

This Agreement is effective January 1, 2025. It shall have a term of two years with firm, fixed hourly rates and options for two additional two-year extensions and rate increases, solely at the discretion of the District. During the initial term, the hourly rate for partners shall be \$275.00 per hour and the hourly rate for associates shall be \$250.00 per hour. Upon an extension of the initial term, the rate for the first extension shall be \$300.00 per hour for partner time and \$275.00 per hour for associate time, unless otherwise agreed in writing. The hourly rate for any further extensions shall be negotiated by the parties.

7. REPRESENTATIVES

The coordinating contact representative for the Kitsap Law Group will be Christy Palmer. The coordinating contact for the District will be the Administrator, who shall have full authority to request services hereunder.

8. INDEPENDENT CONTRACTOR

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

9. INSURANCE

Prior to and during the performance of the work covered by this Agreement, Kitsap Law Group shall provide the District with evidence that it has obtained and maintains in full force and effect during the term of this Agreement a policy of professional liability insurance, and/or errors and omissions insurance, providing coverage of at least \$1,000,000 for professional liability or errors and omissions in connection with the work to be performed by Kitsap Law Group under this Agreement. Kitsap Law Group shall furnish a certificate of insurance to the District for review by the District. The District shall be provided 30 days' written notice of any cancellation of such professional liability insurance.

10. INDEMNIFICATION

The Kitsap Law Group shall indemnify the District and its agents, officers, officials, and employees for all losses, claims, and damages caused by the acts, errors or omissions of Kitsap Law Group and/or its agents, officers, and employees, arising directly or indirectly out of or in consequence of the performance of this Agreement. The District shall indemnify Kitsap Law Group and its agents, officers, officials and employees for all losses, claims and damages caused by the acts, errors or omissions of the District and/or its agents, officers, officials, and employees, arising directly or indirectly out of or in consequence of the performance of this Agreement. This section shall survive the expiration or termination of this Agreement.

11. TERMINATION

Either party may terminate this Agreement upon sixty (60) days written notice to the other. Upon receipt of the notice of termination, no further fees or expenses may be incurred except as authorized by the District. If this Agreement is terminated in accordance with this paragraph, the Kitsap Law Group will be entitled to payment for all work actually performed.

12. NON-EXCLUSIVE AGREEMENT

The District may obtain legal services from persons or entities in addition to the Kitsap Law Group. The Kitsap Law Group may provide legal services to the other entities as allowed under state law.

13. CONFLICTS OF INTEREST

Kitsap Law Group will identify potential conflicts of interest and promptly notify the Kitsap Public Health District of any such conflicts. In such cases, the District may elect to obtain alternative legal counsel.

14. NON-WAIVER

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

15. INTEGRATION

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

16. BINDING EFFECT

The provisions of this Agreement are binding upon the parties and their successors, assigns, and legal representatives.

17. MODIFICATION

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

18. SEVERABILITY

If any provision of this Agreement is held invalid, the remainder of this Agreement and the remaining rights and obligations of the parties will be construed and enforced as if this Agreement did not contain the invalid part, provided that the fundamental purposes of this Agreement can still be carried out.

19. VENUE

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

KITSAP PUBLIC HEALTH DISTRICT

KITSAP LAW GROUP

Signature

Signature

Title

Title

Date

Date

January 1, 2025 – December 31, 2027

CONSOLIDATED CONTRACT

Between

**STATE OF WASHINGTON
DEPARTMENT OF HEALTH**

And

Kitsap Public Health District

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CONSOLIDATED CONTRACT
between
STATE OF WASHINGTON
DEPARTMENT OF HEALTH
(Referred to as “DOH”)
and
KITSAP PUBLIC HEALTH DISTRICT
(Referred to as “LHJ”)
for

THE DELIVERY OF PUBLIC HEALTH SERVICES
FOR THE PERIOD OF

January 1, 2025 through December 31, 2027

1. Purpose

This Contract is entered into in accordance with RCW 43.70.512, RCW 43.70.515, the general statutory powers of the Secretary of the Department of Health (DOH), including but not limited to RCW 43.70.020 and RCW 43.70.040, the general statutory powers of local health jurisdictions (LHJs), and RCW 70.05.060, RCW 70.05.070, RCW 70.08.020, and RCW 70.46.060, the authority for joint or cooperative action provided for under RCW 39.34, and any LHJ home rule charter authority. The purpose of this Contract is to define the parties’ joint and cooperative relationship. The contract and all Statements of Work adopted under its provisions are intended to facilitate the delivery of public health services to the people in Washington State. This Contract is the result of cooperative planning efforts between the LHJ and DOH and establishes the terms for reimbursement for services funded by state and federal grants.

2. Statements of Work

The individual program activities, requirements, and outcomes/deliverables to be achieved by the parties under this Contract shall be mutually agreed to and issued as Exhibit A, Statements of Work, subsequent to the execution of this Contract. The LHJ 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 as set forth.

3. Exhibits

This Contract shall incorporate mutually agreed to and issued amendments throughout the Contract term, as the following Exhibits:

- Exhibit A - Statements of Work
- Exhibit B – Allocations
- Exhibit C – Federal Grant Awards Index

4. Definitions

As used throughout this Contract and unless amended for a particular Statement of Work, the following terms shall have the meanings set forth below:

“Assistance Listing Number”: The unique identifying code assigned to a federal assistance program which identifies the awarding agency.

“Budget, Accounting, and Reporting System (BARS)”: The system designed by the State Auditor's office for collecting, consolidating, and reporting financial budgeting and accounting information from all local governmental units.

“Client”: An agency, firm, organization, individual or other entity applying for or receiving services provided by the LHJ under this Contract.

“Confidential Information”: Information protected from disclosure under federal or state law.

“Contract Coordinator”: Each party’s designated contact for all notices required or permitted under this Contract.

“Contracting Officer”: The DOH Contracts and Procurement Office Director and his/her delegates within that office authorized to execute this agreement on behalf of DOH.

“Contractor”: An entity that provides goods or services to DOH and others. A contractor normally operates its business in a competitive environment, provides its goods and/or services to many different purchasers during normal business hours, and is not subject to the compliance requirements of the federal program.

“Equipment”: When used in this Contract is defined as an article of non-expendable, tangible property other than land, buildings, or fixtures which is used in operations and having a useful life of more than one year and an acquisition cost of \$5,000 or more (State), \$10,000 or more (Federal), or as otherwise stated.

“Federal Assistance”: Assistance provided by a federal agency in the form of grants, contracts, loans, loan guarantees, property, cooperative agreements, interest subsidies, insurance, or direct appropriations, but does not include direct federal cash assistance to individuals.

“Federal Funding Accountability and Transparency Act (FFATA or the Transparency Act)”: A federal act to make information available online so the public can see how federal funds are spent.

“Fixed Assets”: Fixed assets are property and/or equipment obtained through donation, gift, purchase, capital lease, or construction with a service life of more than one year.

“Program Contact”: Each party’s designated contact for those purposes identified in the Program Contacts List resource, respective to each Statement of Work.

“Subcontractor”: Any individual or group contracted with the LHJ to perform all or part of the services included in this Contract. This term will also apply to situations where an LHJ’s subcontractor contracts with another individual or group to perform all or part of the services included in its agreement with the LHJ.

“Subrecipient” or “Subgrantee”: A non-federal entity that receives a subaward of federal grant money or goods directly or indirectly from DOH and makes decisions regarding who can receive what federal assistance; has its performance measured against the objectives contained in the DOH agreement with the federal government; makes decisions on how to operate the program to accomplish the program goals; has the obligation to comply with federal subrecipient requirements; and/or use federal funds to carry out a program for the public purpose specified in the authorizing statute.

5. Funding and Billing

- A. DOH shall pay the LHJ for services as set forth in Exhibit A, Statements of Work, not to exceed funding amounts as detailed in Exhibit B, Allocations (as executed).

The LHJ will advise the DOH Program Contact identified for a respective Statement of Work in writing 90 calendar days prior to the end of the funded period, or as soon as practicable thereafter, if the LHJ anticipates not using all Contract funding.

- B. If the Exhibit A, Statement of Work, is supported by federal funds that require compliance with FFATA (the Transparency Act), the corresponding checkbox on the Statement of Work will be checked.
- C. Total consideration for this Contract shall be modified by mutually agreed to amendments issued on a periodic basis.

The LHJ will submit accurate and timely billings which, for clarity and consistency, will be prepared using the A19 form provided and following the instructions located on the DOH Sharepoint page for LHJs. DOH will authorize payment only upon satisfactory completion and acceptance of deliverables and for allowable costs as outlined in the Statement of Work and/or budget.

D. The LHJ will submit a DOH BARS Financial Report on a DOH-provided template by April 15th for the prior calendar year.

6. Contract Management

Unless otherwise specified in the Contract, the following individuals are the contacts (“Contract Coordinators”) for all notices required or permitted under this Contract:

LHJ Contract Coordinator:	DOH Contract Coordinator:
Name: April Fisk	Name: Brenda Henrikson/Shannon May
Title: Contracts Administrator	Title: Contracts Specialist
Mailing Address: 345 6 th Street Suite 300 Bremerton, WA 98337-1866	Mailing Address: PO Box 47905 Olympia, WA 98504-7905
Physical Address: Same as above	Physical Address: 111 Israel Rd SE Olympia, WA 98504-7905
Phone: 360-728-2235	Phone: 360-236-3933/360-236-3946
Email Address: april.fisk@kitsappublichealth.org	Email Address: brenda.henrikson@doh.wa.gov shannon.may@doh.wa.gov

A party may change its Contract Coordinator or its Program Contact by providing written notice to the other party. DOH Program Contacts can be found in the Program Contacts List resource.

7. Access to Records

To the extent authorized by applicable federal and state law, the parties shall provide access to records relevant to this Contract to each other, the Joint Legislative Audit and Review Committee, the State Auditor, and authorized federal officials, at no additional cost. Inspections shall occur at reasonable times and upon reasonable notice.

8. All Writings Contained Herein

This Contract contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or to bind any of the parties hereto. The individuals signing this Contract, and subsequent amendments certify by their signatures that they are authorized to sign this Contract on behalf of their respective entity.

9. Assignment

Except for subcontracting as authorized in this Contract, the LHJ shall not assign or delegate, in whole or in part, this Contract or any of its rights, duties, obligations, or responsibilities, without the prior written consent of DOH’s Contracting Officer, which consent shall not be unreasonably withheld.

10. Assurances

The parties agree that all activity pursuant to this Contract shall be in accordance with all applicable current federal, state, and local laws, rules, and regulations.

The LHJ acknowledges its agreement to comply with federal certifications and assurances by signing and returning the following:

1. Standard Federal Certifications and Assurances (page 12)
2. Federal Assurances for Non-Construction Programs (page 17)

11. Confidential Information

The parties agree to comply with all state and federal statutes and regulations relating to Confidential Information. DOH and LHJ will limit access to the Confidential Information to the fewest number of people necessary to complete the work. Everyone having access to Confidential Information covered by this Contract must agree to protect the confidentiality of the information.

Either party to this Contract may designate certain Confidential Information as “Confidential Information/Notice Requested.” The designation shall be made by clearly stamping, watermarking, or otherwise marking each page of the Confidential Information. If a third-party requestor seeks information that has been marked “Confidential Information/Notice Requested,” notice shall be given to the marking party prior to release of the information. Such notice shall be provided to the program contact no less than five (5) business days prior to the date of disclosure, to allow the party objecting to disclosure to seek a protective order from the proper tribunal.

DOH and LHJ agree to establish, document, and maintain security practices and safeguards consistent with state and federal laws, regulations, standards, and guidelines to prevent unauthorized access, use, or disclosure of Confidential Information in any form. In accordance with federal and state contracting requirements, DOH may monitor, audit, or investigate LHJ management of Confidential Information relating to this Contract. Working together, the LHJ and DOH may use any and all tools available to track Contract related Confidential Information.

If one of the parties becomes aware of an actual or suspected breach of confidentiality, that party will promptly notify the Contract Coordinator for the other party of the facts. The parties will work within their respective organizations to take any steps necessary to determine the scope of the breach and to restore reasonable security to the Confidential Information. Both parties agree to mitigate any known harmful effects of a breach in confidentiality, including notifying affected individuals to the extent required by law. The parties will also reasonably cooperate with law enforcement as appropriate.

12. Ethics and Conflict of Interest

Both parties and their officers shall comply with all ethics laws and procurement standards applicable to their activities under this Contract, including RCW 42.23 and RCW 42.52, and 2 CFR 200.318, and as subsequently amended. The LHJ must maintain and comply with written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of subcontracts. The LHJ must comply with the following minimum requirements:

No employee, officer, or agent may participate in the selection, award, or administration of a subcontract supported by a grant award if they have a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of their immediate family, their partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the LHJ may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts and must comply with Chapter 39.26.020 RCW. However, LHJ may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the LHJ.

If a violation occurs and is not cured within a reasonable time after notice, the other party shall have the right to terminate this Contract. This section is expressly subject to section 14. Disputes, in this Contract.

13. Debarment Certification

The LHJ, by signing this Contract, certifies that the LHJ is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this Contract by any federal department or agency. The LHJ also agrees to include the above requirement in all subcontracts into which it enters. The LHJ will notify DOH of any such events that may occur during the term of the Contract.

14. Disputes

Except as otherwise provided in this contract, when a dispute arises between the parties and it cannot be resolved by direct negotiation, the parties agree to participate in good faith in non-binding mediation. The mediator shall be chosen by agreement of the parties. If the parties cannot agree on a mediator, the parties shall use a mediation service located in Washington State that selects a qualified mediator for the parties. Each party shall bear its own costs for mediation and each party shall contribute equally to the mediator's fee, if any. The parties agree that mediation shall precede any action in a judicial tribunal.

Nothing in this contract shall be construed to limit the parties' choice of a mutually acceptable alternate dispute resolution method in addition to the dispute resolution procedure outlined above.

15. Equipment Purchases

Equipment purchased by the LHJ for use by the LHJ or its subcontractors during the term of this Contract using federal funds, in whole or in part, shall be the property of the LHJ. The use, management and disposal of the equipment must comply with federal requirements. These requirements are found in the Office of Management and Budget's (OMB's) Uniform Guidance, Title 2 Code of Federal Regulations Part 200 (2 CFR 200) - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, or are included in the federal funding agency's regulations. Equipment purchased by the LHJ for use by the LHJ or its subcontractors during the term of this Contract using non-federal funds, in whole or in part, shall be the property of the LHJ unless noted otherwise in the respective Statement of Work.

16. Governing Law and Venue

The laws of the state of Washington govern this Contract, venue shall be proper only in Thurston County, Washington.

17. Independent Capacity

The employees or agents of each party who are engaged in the performance of this Contract 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.

18. Insurance

The LHJ certifies that it is self-insured, is a member of a risk pool, or maintains insurance coverages sufficient to cover obligations under this Contract. Each party shall pay for losses for which it is found liable. The LHJ agrees to require all subcontractors to maintain insurance in types and with limits as may be determined by the LHJ and/or its risk manager, unless the LHJ and DOH agree otherwise.

19. Licensing, Accreditation, and Registration

The LHJ shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements and standards, necessary for the performance of this Contract.

20. Maintenance of Records

Each party to this Contract shall maintain books, records, documents, and other evidence that sufficiently and properly reflect all direct and indirect costs expended by it. All books, records, documents, and other material relevant to this Contract will be retained for six (6) years after expiration unless otherwise required for longer period. If any litigation, claim, or audit is started before the expiration of the six-year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

Each party will use reasonable security procedures and protections to ensure that records and documents provided by the other party are not erroneously disclosed to third parties. Both parties agree to continue protecting records in accordance with Section 11. Confidential Information, until such time as the information is destroyed in accordance with applicable state and federal records retention laws.

21. Modifications and Waivers

This Contract, or any term or condition, may be modified only by a written amendment signed by the DOH Contracting Officer and the authorized representative for the LHJ. Either party may propose an amendment. However, any state or federal law, regulation, or grant funding requirement, including anything amended after the fact, that must be included in order to receive or expend the grant funding is hereby incorporated by reference, and may be documented by letter amendment from DOH to the LHJ.

Failure or delay on the part of either party to exercise any right, power, privilege, or remedy provided under this Contract shall not constitute a waiver. No provision of this Contract may be waived by either party except in a writing signed by the DOH Contracting Officer or the authorized representative of the LHJ.

22. No Third-Party Rights Created

This Contract, or any program hereunder, is entered into solely for the benefit of the two parties thereto and shall not be construed as giving rise to any right, remedy or expectancy of any kind or nature on the part of any third party.

23. Nondiscrimination

During the performance of this Contract, the LHJ and DOH shall comply with all federal and state nondiscrimination laws, regulations, and policies. In the event of the LHJ's noncompliance or refusal to comply with any nondiscrimination law, regulation or policy, this Contract may be rescinded, canceled, or terminated in whole or in part, and the LHJ may be declared ineligible for further contracts with DOH. The LHJ shall, however, be given a reasonable time in which to cure this noncompliance. Any dispute may be resolved in accordance with the "Disputes" procedure set forth herein.

24. Order of Precedence

In the event of an inconsistency in the terms of this Contract, 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 local laws, rules, regulations, and funding requirements.
- Terms and conditions of this Contract.
- Statements of Work.
- Any other provisions of this Contract, including other materials incorporated by reference.

25. Ownership of Material/Rights in Data

Records and other documents relevant to this Contract, in any medium, furnished by one party to this Contract to the other party, will remain the property of the furnishing party, unless otherwise agreed. Data which is delivered under the Contract shall be transferred to DOH with a nonexclusive, royalty-free, perpetual, irrevocable license to publish, translate, reproduce, modify, deliver, perform, dispose of, and to authorize others to do so; provided that such license shall be limited to the extent which the LHJ has a right to grant such a license. The LHJ shall exert all reasonable effort to advise DOH, at the time of delivery of data furnished under this Contract, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this Contract. DOH shall receive prompt written notice of each notice or claim or copyright infringement received by the LHJ with respect to any data delivered under this Contract. DOH shall have the right to modify or remove any restrictive markings placed upon the data by the LHJ, provided that if DOH modifies or removes such markings without the LHJ's approval, it assumes all liability for doing so.

26. Public Records Act

Notwithstanding Sections 11 or 18, the parties to this contract are public bodies subject to the Public Records Act, RCW 42.56 (PRA). Under the PRA, all materials relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by a public body or its functional equivalents are considered public records. The PRA requires that public records responsive to a public records request be promptly produced unless the PRA or an "other statute" exempts such records from production. This Contract is not intended to alter any party's obligations under the PRA. The parties agree that if one party receives a public records request (receiving party) for files that may include confidential information under General Terms and Conditions Section 11 (Confidentiality/Safeguarding of Information), the receiving party will notify the other party of the request and of the

date that the records will be released to the requester unless the other party obtains a court order enjoining disclosure. If the other party fails to obtain the court order enjoining disclosure, the receiving party may release the requested information on the date specified. If the other party obtains a court order from a court of competent jurisdiction enjoining disclosure pursuant to the PRA, the receiving party shall maintain the confidentiality of the information per the court order.

27. Publications

Any program reports, articles, and publications that result from information gathered through use of state and federal funds must acknowledge receiving support from DOH and/or the appropriate federal agencies. Correspondingly, such documents resulting from information gathered through use of local funds must acknowledge receipt of such local support.

28. Responsibility for Actions

Each party to this Contract shall be solely responsible for the acts and omissions of its own officers, employees, and agents in the performance of this Contract. Neither party to this Contract will be responsible for the acts and omissions of entities or individuals not party to this Contract. DOH and the LHJ shall cooperate in the defense of tort lawsuits, when possible.

29. Recapture

In the event that the LHJ fails to perform this contract in accordance with state or federal laws, and/or the provisions of this Contract, DOH reserves the right to recapture funds in an amount to compensate DOH for the noncompliance, including the amount of any grant funds administered pursuant to this contract.

30. Loss or Reduction of Funding

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this contract and prior to normal completion, DOH may elect to suspend or terminate the contract, in whole or in part, under the "Termination for Convenience" clause with a ten (10) business day notice to LHJ, to the extent possible, subject to renegotiation at DOH's discretion under those new funding limitations and conditions.

31. Severability

If any term or condition of this Contract is held invalid, such invalidity shall not affect the validity of the other terms or conditions of this Contract, provided, however, that the remaining terms and conditions can still fairly be given effect.

32. Subcontracts

Unless specifically noted as not allowable within a Statement of Work, the LHJ may subcontract any or all the services or other obligations specified in this Contract. The LHJ will require the subcontractor to comply with all the applicable terms and conditions of this Contract, including all terms, conditions, certifications, and assurances. The LHJ agrees it is responsible for assuring adequate performance on the part of the subcontractor.

The parties agree that all subcontractors must be responsible for any liabilities created by their actions or omissions. In the event DOH, LHJ, and subcontractor are found by a jury or trier of fact to be jointly and severally liable for personal injury damages arising from any act or omission, then each entity shall be responsible for its proportionate share.

33. Subrecipient

For those activities designated as "subrecipient" in Exhibit A, Statements of Work, the LHJ must comply with applicable federal requirements, including but not limited to OMB's Uniform Guidance at 2 CFR 200, Subparts D (Post Federal Award Requirements), E (Cost Principles) and F (Audit Requirements), and program specific federal regulations, and as any of these requirements may subsequently be amended. If the LHJ expends \$1,000,000 or more in federal grants or awards from all sources, it is responsible for obtaining the required single audit.

34. Survivability

The terms and conditions contained in this Contract, which by their sense and context are intended to survive the expiration of the Contract, shall survive. Surviving terms include, but are not limited to: Access to Records, Confidential

Information, Disputes, Responsibility for Actions, Maintenance of Records, Ownership of Material/Rights in Data, Subcontracts, Recapture, Termination for Convenience, Termination for Default, and Termination Procedure.

35. Term

This Contract will be in effect following execution by the parties from January 1, 2025 through December 31, 2027, unless terminated earlier as provided herein.

36. Termination for Convenience

Except as otherwise provided in this Contract, either party may terminate or suspend this Contract, or any program hereunder, for convenience by providing at least thirty (30) days' advance written notice to the other party.

If DOH elects to suspend the Contract, in whole or in part, LHJ shall stop work as of the effective date of DOH's written notice of suspension. During suspension, each Party will reasonably notify the other of any conditions that may affect resumption of performance. Upon DOH's written notice to resume performance, LHJ shall resume work unless the LHJ provides notice to DOH that services cannot be resumed. If LHJ cannot resume performance, the Contract or affected Exhibit A, Statement of Work, will be deemed terminated upon the date the LHJ received notice to suspend performance.

37. Termination for Default

(a) In the event of a default by either party under this Contract, the nondefaulting party may give written notice to the defaulting party that it intends to terminate this Contract, or any program hereunder, if the default is not cured within thirty (30) days of the date of the notice, or such longer period of time as may be reasonable under the circumstances. If the default is not cured within that time, the nondefaulting party may then notify the defaulting party in writing that this Contract is terminated. In the event of such termination, the nondefaulting party shall have all rights and remedies available to it under general law.

(b) A disputed termination for default is expressly subject to the Disputes section of this Contract.

38. Termination Procedure

Upon termination DOH may require the LHJ to deliver to DOH any non-LHJ-owned equipment, data, or other property specifically produced or acquired for the performance of such part of this Contract as has been terminated.

DOH shall pay to the LHJ the agreed upon price, if separately stated, for completed work and services accepted by DOH. In addition, DOH shall pay the amount determined by DOH's Contracting Officer 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 DOH, and (d) the protection and preservation of the property. Disagreement by the LHJ with the determination of DOH's Contracting Officer that relates to the obligations or amounts due to the LHJ shall be considered a dispute within the meaning of the "Disputes" clause of this Contract. DOH may withhold from any amounts due the LHJ for such completed work or services such sum as DOH's Contracting Officer reasonably determines to be necessary to protect DOH against potential loss or liability. The rights and remedies of DOH provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

After receipt of a written notice of termination, the LHJ shall:

- Stop work under the Contract on the date and to the extent specified in the notice.
- Place no further orders or subcontracts for materials, services, or facilities, except as necessary to complete such portion of the work not terminated.
- Assign to DOH, to the extent reasonably directed by DOH's Contracting Officer and to the extent that the LHJ has the legal right to do so, all of the right, title, and interest of the LHJ under the orders and subcontracts in which case DOH has the right, at its reasonable discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts.

- Settle all outstanding liabilities and all claims arising out of orders or subcontracts, with the approval or ratification of DOH’s Contracting Officer to the extent he/she may reasonably require, which approval or ratification shall be final for all the purposes of this clause.
- Transfer title to DOH and deliver, as reasonably directed by DOH’s Contracting Officer, any property which, if the Contract had been completed, would have been required to be furnished to DOH.
- Complete performance of such part of the work not terminated by DOH’s Contracting Officer; and,
- Take such action as may be necessary, or as DOH’s Contracting Officer may reasonably direct, for the protection and preservation of the property related to this Contract, which is in the possession of the LHJ, or its subcontractors, and in which DOH has or may acquire an interest.

IN WITNESS WHEREOF, the parties have executed this Contract.

KITSAP PUBLIC HEALTH DISTRICT	STATE OF WASHINGTON DEPARTMENT OF HEALTH
Signature:	Signature:
Title: <input type="text"/>	Title: <input type="text"/>
Print Name: <input type="text"/>	Print Name: <input type="text"/>
Date: <input type="text"/>	Date: <input type="text"/>

Standard Federal Certifications and Assurances

Following are the Assurances, Certifications, and Special Conditions that apply to all federally funded (in whole or in part) agreements administered by the Washington State Department of Health, including but not limited to Exhibit A Statements of Work designated as “subrecipient”

CERTIFICATIONS

1. CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

The undersigned (authorized official signing for the contracting organization) certifies to the best of his or her knowledge and belief, that the contractor, defined as the primary participant in accordance with 45 CFR Part 76, and its principals:

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

Should the contractor not be able to provide this certification, an explanation as to why should be placed after the assurances page in the contract.

The contractor agrees by signing this contract that it will include, without modification, the clause titled Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion--Lower Tier Covered Transactions in all lower tier covered transactions (i.e., transactions with sub-grantees and/or contractors) and in all solicitations for lower tier covered transactions in accordance with 45 CFR Part 76.

2. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

The undersigned (authorized official signing for the contracting organization) certifies that the contractor will, or will continue to, provide a drug-free workplace in accordance with 45 CFR Part 76 by:

- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee’s workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- B. Establishing an ongoing drug-free awareness program to inform employees about:
 - 1) The Dangers of drug abuse in the workplace.
 - 2) The contractor’s policy of maintaining a drug-free workplace.
 - 3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - 4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

- C. Making it a requirement that each employee to be engaged in the performance of the contract be given a copy of the statement required by paragraph 1) above.
- D. Notifying the employee in the statement required by paragraph 1), above, that, as a condition of employment under the contract, the employee will:
 - 1) Abide by the terms of the statement; and
 - 2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
- E. Notifying the agency in writing within ten (10) calendar days after receiving notice under paragraph D. 2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every contract officer or other designee on whose contract activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant.
- F. Taking one of the following actions, within 30 calendar days of receiving notice under paragraph D. 2) with respect to any employee who is so convicted:
 - 1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - 2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.
- G. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A), (B), (C), (D), (E), and (F).

For purposes of paragraph (E) regarding agency notification of criminal drug convictions, DOH has designated the following central point for receipt of such notices:

Compliance and Internal Control Officer
 Department of Health – Office of Financial Services
 PO Box 47901
 Olympia, WA 98504-7901

3. CERTIFICATION REGARDING LOBBYING

Title 31, United States Code, Section 1352, entitled "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions," generally prohibits recipients of Federal grants and cooperative agreements from using Federal (appropriated) funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with a SPECIFIC grant or cooperative agreement. Section 1352 also requires that each person who requests or receives a Federal grant or cooperative agreement must disclose lobbying undertaken with non-Federal (non-appropriated) funds. These requirements apply to grants and cooperative agreements EXCEEDING \$100,000 in total costs (45 CFR Part 93).

The undersigned (authorized official signing for the contracting organization) certifies, to the best of his or her knowledge and belief, that:

- A. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- B. If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or

cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. (If needed, Standard Form-LLL, "Disclosure of Lobbying Activities," its instructions, and continuation sheet are included at the end of the application form.)

- C. The undersigned shall require that the language of this certification be included in the award documents for all subcontracts at all tiers (including subcontracts, subcontracts, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering this transaction imposed by Section 1352, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

4. **CERTIFICATION REGARDING PROGRAM FRAUD CIVIL REMEDIES ACT (PFCRA)**

The undersigned (authorized official signing for the contracting organization) certifies that the statements herein are true, complete, and accurate to the best of his or her knowledge, and that he or she is aware that any false, fictitious, or fraudulent statements or claims may subject him or her to criminal, civil, or administrative penalties. The undersigned agrees that the contracting organization will comply with the Public Health Service terms and conditions of award if a contract is awarded.

5. **CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE**

Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such Federal funds. The law does not apply to children's services provided in private residence, portions of facilities used for inpatient drug or alcohol treatment, service providers whose sole source of applicable Federal funds is Medicare or Medicaid, or facilities where WIC coupons are redeemed.

Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing the certification, the undersigned certifies that the contracting organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

The contracting organization agrees that it will require that the language of this certification be included in any subcontracts which contain provisions for children's services and that all subrecipients shall certify accordingly.

The Public Health Services strongly encourages all recipients to provide a smoke-free workplace and promote the non-use of tobacco products. This is consistent with the PHS mission to protect and advance the physical and mental health of the American people.

6. **DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS - INSTRUCTIONS FOR CERTIFICATION**

By signing and submitting this certification, the prospective contractor is providing the certification set out below.

- A. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective contractor shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter this transaction. However, failure of the prospective contractor to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

- B. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter this transaction. If it is later determined that the prospective contractor knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause of default.
- C. The prospective contractor shall provide immediate written notice to the department or agency to whom this contract is submitted if at any time the prospective contractor learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- D. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the person to whom this contract is submitted for assistance in obtaining a copy of those regulations.
- E. The prospective contractor agrees by submitting this contract that, should the proposed covered transaction be entered, it shall not knowingly enter any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by DOH.
- F. The prospective contractor further agrees by submitting this contract that it will include the clause titled Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transaction, provided by HHS, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- G. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List of excluded parties at <https://sam.gov/content/home>.
- H. Nothing contained in the foregoing shall be construed to require establishment of a system of records to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- I. Except for transactions authorized under paragraph F. of these instructions, if a participant in a covered transaction knowingly enters a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, DOH may terminate this transaction for cause or default.

7. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS - PRIMARY COVERED TRANSACTIONS

- A. The contractor certifies to the best of its knowledge and belief, that it and its principals:
 - 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.
 - 2) Have not within a three-year period preceding this contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - 3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph A.2. of this certification; and
 - 4) Have not within a three-year period preceding this contract had one or more public transactions (Federal, State, or local) terminated for cause or default.

B. Where the prospective contractor is unable to certify to any of the statements in this certification, such prospective contractor shall attach an explanation to this contract.

AUTHORIZED SIGNATURE REQUIRED

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
PLEASE PRINT OR TYPE NAME:	DATE

Federal Assurances – Non-Construction Programs

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the contractor, I certify that the contractor:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. § 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. § 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) § 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. § 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired because of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. § 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. § 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. § 874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. § 327-333), regarding labor standards for federally assisted construction sub-agreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. § 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. § 1721 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. § 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. § 2131 et seq.) pertaining to the care, handling, and treatment of warm-blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. § 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit requirements in OMB Uniform Guidance at 2 CFR 200, Subpart F, and any subsequent amendment.
18. Will comply with 2 CFR 200.216, and any subsequent amendment – Prohibition on certain telecommunications and video surveillance services or equipment.
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

AUTHORIZED SIGNATURE REQUIRED

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
PLEASE PRINT OR TYPE NAME:	DATE

New or Renewed Contracts for the Period of 10/01/2024 through 10/31/2024

KPHD Contract ID	KPHD Program	Contract Type	Contract Length	KPHB Approved	Contract Amount	Signed Date	Start Date	End Date	Client Contract ID
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Active (2 contracts)

DOH, Washington State

ID: 2428	Assessment and Epidemiology, Kari Hunter	Data Sharing Agreement	Closed	10/01/24		10/07/24	10/07/24	08/31/27	GVL29765-0
<i>Description: Provides access to the DOH Opioid and Drug Use Data Dashboard providing access to timely, standardized, coordinated data products that support response efforts to address the impacts of this epidemic on our communities.</i>									



Seattle University

ID: 2431	Administration, Angie Berger	Affiliation Agreement	Open Ended			10/03/24	09/10/24	09/09/29	
<i>Description: University and KPHD will jointly undertake a program of clinical instruction for students in College of Nursing to be offered at KPHD.</i>									

**Kitsap Public Health Board Meeting
Date: December 3, 2024**

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

Approvals:

	Signature	Date
Administrator	DocuSigned by:  04B011B7E67B465...	11/15/2024
Finance Manager	DocuSigned by:  DB9C788F36B1487	11/18/2024

Recommended Motion: Approval

Items:

Type	Warrant/EFT Date	Total Amount
Accounts Payable	10/3/2024	\$ 32,270.74
Accounts Payable	10/10/2024	27,910.77
Accounts Payable	10/17/2024	96,351.37
Accounts Payable	10/24/2024	34,672.50
Accounts Payable	10/31/2024	236,882.61
NDGC Mortgage	10/2/2024	25,013.00
Miscellaneous	10/2/2024	7,069.01
Vital Records Transfer	10/21/2024	21,834.00
Accounts Payable Total		\$ 482,004.00
Payroll	10/31/2024	587,397.55
Payroll Taxes	10/31/2024	216,584.37
Payroll Benefits (PERS)	10/17/2024	132,801.95
Payroll Total		\$ 936,783.87
Grand Total		\$ 1,418,787.87

Kitsap Public Health Board Action:

- Approve
- Deny
- Table / Continue

	Signature	Date
Kitsap Public Health Board Chair		



View Settlement Run

Settlement Run Information

Settlement Run Name: STL-00004056
 Kitsap Public Health District JS
 Number: STL-00004056
 Status: Complete
 Date: 10/03/2024
 Include Payments On Behalf Of: No
 Exclude Negative Payments: No
 Express Settlement: No

Additional Information

Organization: Kitsap Public Health District
 Currency: USD
 Filters Used:

Payment Information

Display Currency: USD
 Outbound Total: 32,270.74
 Inbound Total: 0.00
 Expense Report Count: 9
 Miscellaneous Payment Request Count: 2
 Supplier Invoice Count: 6

Payment Groups

View	Category	Bank Account	Payment Type	Date	Payments	Amount	Currency	Business Process	Status
Expense Payment(Check) for Kitsap County Claims Fund Warrant Account	Expense Payment	Kitsap County Claims Fund Warrant Account	Check	10/03/2024	1	44.89	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 10/03/2024	Successfully Completed
Expense Payment(Direct Deposit) for Treasurer's Main account	Expense Payment	Treasurer's Main account	Direct Deposit	10/03/2024	8	2,107.79	USD	Payment Message: ID 3092 for Kitsap Public Health District on 10/03/2024	Successfully Completed



View Settlement Run

View	Category	Bank Account	Payment Type	Date	Payments	Amount	Currency	Business Process	Status
Miscellaneous Payment(Check) for Kitsap County Claims Fund Warrant Account	Miscellaneous Payment	Kitsap County Claims Fund Warrant Account	Check	10/03/2024	2	770.00 USD	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 10/03/2024	Successfully Completed
Supplier Payment(Check) for Kitsap County Claims Fund Warrant Account	Supplier Payment	Kitsap County Claims Fund Warrant Account	Check	10/03/2024	4	29,348.06 USD	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 10/03/2024	Successfully Completed

Expense Reports

Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0010258	Kitsap Public Health District	Steven Brown (271677)	Employee	EXP-0010258	10/03/2024		116.00 USD	USD
Expense Report: EXP-0010259	Kitsap Public Health District	Yolanda Fong (356883)	Employee	EXP-0010259	10/03/2024		50.52 USD	USD
Expense Report: EXP-0010260	Kitsap Public Health District	Paul Giuntoli (337331)	Employee	EXP-0010260	10/03/2024		44.89 USD	USD
Expense Report: EXP-0010261	Kitsap Public Health District	Melissa Laird (416539)	Employee	EXP-0010261	10/03/2024		695.04 USD	USD
Expense Report: EXP-0010263	Kitsap Public Health District	Cristian Inga Dominguez (434769)	Employee	EXP-0010263	10/03/2024		193.90 USD	USD
Expense Report: EXP-0010264	Kitsap Public Health District	Carol McClung (435242)	Employee	EXP-0010264	10/03/2024		836.99 USD	USD
Expense Report: EXP-0010265	Kitsap Public Health District	Anna Renteria (435276)	Employee	EXP-0010265	10/03/2024		39.13 USD	USD
Expense Report: EXP-0010266	Kitsap Public Health District	Jacob Wimpenny (434923)	Employee	EXP-0010266	10/03/2024		118.05 USD	USD
Expense Report: EXP-0010267	Kitsap Public Health District	Layken Winchester (431493)	Employee	EXP-0010267	10/03/2024		58.16 USD	USD

Miscellaneous Payment Requests

Miscellaneous Payment Request	Company	Payee	Document Number	Payment Type	Request Category	Document Date	Payment Amount	Currency
MPR-18423	Kitsap Public Health District	Heritage Apartments Assoc (Inactive)	MPR-18423	Check	POS Customer Refund	10/03/2024	500.00 USD	USD
MPR-18424	Kitsap Public Health District	Roxeter Properties LLC (Inactive)	MPR-18424	Check	POS Customer Refund	10/03/2024	270.00 USD	USD

Supplier Invoices



View Settlement Run

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2024-32510	Kitsap Public Health District	A.W. Rehn & Associates, Inc	#15961	A.W. Rehn & Associates, Inc	Net 30	SINV-2024-32510	10/03/2024		11/02/2024	0.00	0.00	95.00 USD	USD
Supplier Invoice: SINV-2024-32513	Kitsap Public Health District	US Bank National Association	ACCT# 4246 0445 5568 8591	US Bank National Association - Remit-To: US Bank Junior Dist's Only	Net 30	SINV-2024-32513	10/03/2024		11/02/2024	0.00	0.00	19,076.92 USD	USD
Supplier Invoice: SINV-2024-32517	Kitsap Public Health District	VectorUSA	#101406	VectorUSA	Immediate	SINV-2024-32517	10/03/2024		10/03/2024	0.00	0.00	5,735.45 USD	USD
Supplier Invoice: SINV-2024-32518	Kitsap Public Health District	VectorUSA	#101899 REV	VectorUSA	Immediate	SINV-2024-32518	10/03/2024		10/03/2024	0.00	0.00	3,382.00 USD	USD
Supplier Invoice: SINV-2024-32519	Kitsap Public Health District	VectorUSA	#101211	VectorUSA	Immediate	SINV-2024-32519	10/03/2024		10/03/2024	0.00	0.00	682.71 USD	USD
Supplier Invoice: SINV-2024-32733	Kitsap Public Health District	Hra Vebe Trust	SEP 2024 BENEFITS - REM BALANCE	Hra Vebe Trust	Net 30	SINV-2024-32733	10/03/2024		11/02/2024	0.00	0.00	375.98 USD	USD

Process History

Settlement Run Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Settlement Run Event	Settlement Run Event	Step Completed	10/03/2024 09:19:46 AM		Junille Schmeling (430378)	1	
Settlement Run Event	To Do: Settlement Run has Payment Handling Instruction	Not Required				0	
Settlement Run Event	To Do: AP Wire was Settled	Not Required				0	
Settlement Run Event	To Do: Wire Payment Settled	Not Required				0	

Related Business Processes History

Business Process		Status
Payment Message: ID 3092 for Kitsap Public Health District on 10/03/2024		Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 10/03/2024		Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 10/03/2024		Successfully Completed



View Settlement Run

Business Process		Status
Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 10/03/2024		Successfully Completed

Background Processes

Created Date and Time	Started Date and Time	Process Type	Process	Request	Status	Total Processing Time	Submitted by	Errors & Warnings
10/03/2024 09:19 AM	10/03/2024 09:19 AM	Job	Settlement Run Complete	Settlement Run Complete for STL-00004056	Completed	00:00:09	Junille Schmeling	



View Settlement Run

Settlement Run Information

Settlement Run Name: STL-00004074
 Name: Kitsap Public Health District HH
 Number: STL-00004074
 Status: Complete
 Date: 10/10/2024
 Include Payments On Behalf Of: No
 Exclude Negative Payments: Yes
 Express Settlement: No

Additional Information

Organization: Kitsap Public Health District
 Currency: USD
 Filters Used:

Payment Information

Display Currency: USD
 Outbound Total: 27,910.77
 Inbound Total: 0.00
 Expense Report Count: 18
 Miscellaneous Payment Request Count: 1
 Supplier Invoice Count: 24

Payment Groups

View	Category	Bank Account	Payment Type	Date	Payments	Amount	Currency	Business Process	Status
Expense Payment(Check) for Kitsap County Claims Fund Warrant Account	Expense Payment	Kitsap County Claims Fund Warrant Account	Check	10/10/2024	1	85.09 USD	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 10/10/2024	Successfully Completed
Expense Payment(Direct Deposit) for Treasurer's Main account	Expense Payment	Treasurer's Main account	Direct Deposit	10/10/2024	17	2,337.84 USD	USD	Payment Message: ID 3108 for Kitsap Public Health District on 10/10/2024	Successfully Completed



View Settlement Run

View	Category	Bank Account	Payment Type	Date	Payments	Amount	Currency	Business Process	Status
Miscellaneous Payment(Check) for Kitsap County Claims Fund Warrant Account	Miscellaneous Payment	Kitsap County Claims Fund Warrant Account	Check	10/10/2024	1	350.00	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 10/10/2024	Successfully Completed
Supplier Payment(Check) for Kitsap County Claims Fund Warrant Account	Supplier Payment	Kitsap County Claims Fund Warrant Account	Check	10/10/2024	13	17,610.38	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 10/10/2024	Successfully Completed
Supplier Payment(EFT) for Treasurer's Main account	Supplier Payment	Treasurer's Main account	EFT	10/10/2024	9	7,527.46	USD	Payment Message: ID 3107 for Kitsap Public Health District on 10/10/2024	Successfully Completed

Expense Reports

Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0010357	Kitsap Public Health District	Sam Ader (413193)	Employee	EXP-0010357	10/10/2024		190.95	USD
Expense Report: EXP-0010358	Kitsap Public Health District	Jami Armstrong (434291)	Employee	EXP-0010358	10/10/2024		114.30	USD
Expense Report: EXP-0010360	Kitsap Public Health District	Callie Burton (434296)	Employee	EXP-0010360	10/10/2024		128.64	USD
Expense Report: EXP-0010361	Kitsap Public Health District	Allison Degracia (435196)	Employee	EXP-0010361	10/10/2024		7.17	USD
Expense Report: EXP-0010362	Kitsap Public Health District	Dara Deseamus (434593)	Employee	EXP-0010362	10/10/2024		156.65	USD
Expense Report: EXP-0010364	Kitsap Public Health District	Maria Fergus (434648)	Employee	EXP-0010364	10/10/2024		193.77	USD
Expense Report: EXP-0010365	Kitsap Public Health District	Paul Giuntoli (337331)	Employee	EXP-0010365	10/10/2024		85.09	USD
Expense Report: EXP-0010366	Kitsap Public Health District	Kimberly Jones (358933)	Employee	EXP-0010366	10/10/2024		26.13	USD
Expense Report: EXP-0010367	Kitsap Public Health District	John Kiess (250913)	Employee	EXP-0010367	10/10/2024		285.42	USD
Expense Report: EXP-0010368	Kitsap Public Health District	Albert Lawver (434888)	Employee	EXP-0010368	10/10/2024		69.01	USD
Expense Report: EXP-0010370	Kitsap Public Health District	Ross Lytle (285038)	Employee	EXP-0010370	10/10/2024		141.37	USD
Expense Report: EXP-0010371	Kitsap Public Health District	Melissa O'Brien (433907)	Employee	EXP-0010371	10/10/2024		214.34	USD
Expense Report: EXP-0010372	Kitsap Public Health District	Emmy Shelby (434658)	Employee	EXP-0010372	10/10/2024		211.72	USD



View Settlement Run

Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0010373	Kitsap Public Health District	Kelsey Stedman (347366)	Employee	EXP-0010373	10/10/2024		159.13 USD	
Expense Report: EXP-0010374	Kitsap Public Health District	Jan Wendt (397255)	Employee	EXP-0010374	10/10/2024		123.28 USD	
Expense Report: EXP-0010375	Kitsap Public Health District	Laura Westervelt (434382)	Employee	EXP-0010375	10/10/2024		162.14 USD	
Expense Report: EXP-0010376	Kitsap Public Health District	Erica Whares (434641)	Employee	EXP-0010376	10/10/2024		64.78 USD	
Expense Report: EXP-0010377	Kitsap Public Health District	Janet Wyatt (434415)	Employee	EXP-0010377	10/10/2024		89.04 USD	

Miscellaneous Payment Requests

Miscellaneous Payment Request	Company	Payee	Document Number	Payment Type	Request Category	Document Date	Payment Amount	Currency
MPR-18577	Kitsap Public Health District	BLAKE REITER (Inactive)	MPR-18577	Check	One-Time Payment	10/10/2024	350.00 USD	

Supplier Invoices

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2024-33316	Kitsap Public Health District	Eagles Wings Coordinated Care	OCT 2024 RENT	Eagles Wings Coordinated Care	Net 30	SINV-2024-33316	10/10/2024		11/09/2024	0.00	0.00	700.00 USD	
Supplier Invoice: SINV-2024-33317	Kitsap Public Health District	Griffin Glen Apartments LLC	NOV 2024 RENT	Griffin Glen Apartments LLC	Net 30	SINV-2024-33317	10/10/2024		11/09/2024	0.00	0.00	1,471.00 USD	
Supplier Invoice: SINV-2024-33319	Kitsap Public Health District	Kania, Sharon Faye	NOV 2024 RENT	Kania, Sharon Faye	Net 30	SINV-2024-33319	10/10/2024		11/09/2024	0.00	0.00	635.00 USD	
Supplier Invoice: SINV-2024-33321	Kitsap Public Health District	Daniel R. Niblock	NOV 2024 RENT	Daniel R. Niblock	Net 30	SINV-2024-33321	10/10/2024		11/09/2024	0.00	0.00	1,080.00 USD	
Supplier Invoice: SINV-2024-33322	Kitsap Public Health District	Post Cottage Bay, LP	NOV 2024 RENT	Post Cottage Bay, LP	Net 30	SINV-2024-33322	10/10/2024		11/09/2024	0.00	0.00	1,221.00 USD	
Supplier Invoice: SINV-2024-33324	Kitsap Public Health District	Paul Simmons	NOV 2024 RENT	Paul Simmons	Net 30	SINV-2024-33324	10/10/2024		11/09/2024	0.00	0.00	950.00 USD	



View Settlement Run

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2024-33325	Kitsap Public Health District	The Sinclair II, LLC of Washington	NOV 2024 RENT	The Sinclair II, LLC of Washington	Net 30	SINV-2024-33325	10/10/2024		11/09/2024	0.00	0.00	888.00	USD
Supplier Invoice: SINV-2024-33326	Kitsap Public Health District	Washington Home Solutions	NOV 2024 RENT	Washington Home Solutions	Net 30	SINV-2024-33326	10/10/2024		11/09/2024	0.00	0.00	721.00	USD
Supplier Invoice: SINV-2024-33328	Kitsap Public Health District	A.W. Rehn & Associates, Inc	#16177	A.W. Rehn & Associates, Inc	Net 30	SINV-2024-33328	10/10/2024		11/09/2024	0.00	0.00	95.00	USD
Supplier Invoice: SINV-2024-33329	Kitsap Public Health District	Acrant Cbs Branch	#27016	Acrant Cbs Branch	Net 30	SINV-2024-33329	10/10/2024		11/09/2024	0.00	0.00	234.00	USD
Supplier Invoice: SINV-2024-33330	Kitsap Public Health District	Comcast	CCAST4737 9.26.24STMT	Comcast - Remit-To: PO Box 60533	Net 30	SINV-2024-33330	10/10/2024		11/09/2024	0.00	0.00	299.20	USD
Supplier Invoice: SINV-2024-33342	Kitsap Public Health District	FedEx	#8-640-39280	FedEx - Remit-To: PO Box 371461 Pittsburgh	Net 30	SINV-2024-33342	10/10/2024		11/09/2024	0.00	0.00	36.26	USD
Supplier Invoice: SINV-2024-33343	Kitsap Public Health District	Hummingbird Insights LLC	#0176	Hummingbird Insights LLC	Net 30	SINV-2024-33343	10/10/2024		11/09/2024	0.00	0.00	550.00	USD
Supplier Invoice: SINV-2024-33345	Kitsap Public Health District	Iron Mountain	#202912863	Iron Mountain - Remit-To: Po Box 27128	Net 30	SINV-2024-33345	10/10/2024		11/09/2024	0.00	0.00	194.40	USD
Supplier Invoice: SINV-2024-33348	Kitsap Public Health District	Kitsap County	#2169 REM BALANCE	Kitsap County - Remit-To: KC Parks & Recreation	Net 30	SINV-2024-33348	10/10/2024		11/09/2024	0.00	0.00	40.00	USD
Supplier Invoice: SINV-2024-33349	Kitsap Public Health District	Jefferson County	NFP CONTRACT Q2	Jefferson County - Remit-To: Health/Human Svc	Net 30	SINV-2024-33349	10/10/2024		11/09/2024	0.00	0.00	280.00	USD
Supplier Invoice: SINV-2024-33352	Kitsap Public Health District	Jefferson County	CONTRACT #2262 AUG 2024	Jefferson County - Remit-To: Health/Human Svc	Net 30	SINV-2024-33352	10/10/2024		11/09/2024	0.00	0.00	3,924.80	USD



View Settlement Run

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2024-33354	Kitsap Public Health District	Loomis	#13575334	Loomis - Remit- To: Palatine, IL	Net 30	SINV-2024-33354	10/10/2024		11/09/2024	0.00	0.00	866.42	USD
Supplier Invoice: SINV-2024-33355	Kitsap Public Health District	Mentor Company	#9252024NS	Mentor Company	Net 30	SINV-2024-33355	10/10/2024		11/09/2024	0.00	0.00	400.00	USD
Supplier Invoice: SINV-2024-33356	Kitsap Public Health District	Ozark Underground Laboratory	#20240927WA52	Ozark Underground Laboratory	Net 30	SINV-2024-33356	10/10/2024		11/09/2024	0.00	0.00	480.00	USD
Supplier Invoice: SINV-2024-33357	Kitsap Public Health District	Ozark Underground Laboratory	#20240927WA53	Ozark Underground Laboratory	Net 30	SINV-2024-33357	10/10/2024		11/09/2024	0.00	0.00	60.00	USD
Supplier Invoice: SINV-2024-33360	Kitsap Public Health District	Propio LS, LLC	#0310070924	Propio LS, LLC	Net 30	SINV-2024-33360	10/10/2024		11/09/2024	0.00	0.00	257.40	USD
Supplier Invoice: SINV-2024-33362	Kitsap Public Health District	Quest Diagnostics	#9211756814	Quest Diagnostics	Net 30	SINV-2024-33362	10/10/2024		11/09/2024	0.00	0.00	754.36	USD
Supplier Invoice: SINV-2024-33363	Kitsap Public Health District	TSNE	CONTR #2424 093024	TSNE	Net 30	SINV-2024-33363	10/10/2024		11/09/2024	0.00	0.00	9,000.00	USD

Remittance

Remittance

Process	Date	Remittance Events
Payment Message: ID 3107 for Kitsap Public Health District on 10/10/2024	10/10/2024	9

Process History

Settlement Run Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Settlement Run Event	Settlement Run Event	Step Completed	10/10/2024 09:18:03 AM		Heather Hunsaker (434069)	1	



View Settlement Run

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Settlement Run Event	To Do: Settlement Run has Payment Handling Instruction	Not Required				0	
Settlement Run Event	To Do: AP Wire was Settled	Not Required				0	
Settlement Run Event	To Do: Wire Payment Settled	Not Required				0	

Related Business Processes History

Business Process		Status
Payment Message: ID 3107 for Kitsap Public Health District on 10/10/2024	Successfully Completed	
Payment Message: ID 3108 for Kitsap Public Health District on 10/10/2024	Successfully Completed	
Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 10/10/2024	Successfully Completed	
Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 10/10/2024	Successfully Completed	
Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 10/10/2024	Successfully Completed	
Remittance File: For Kania, Sharon Faye on 10/10/2024	Successfully Completed	
Remittance File: For Acranet Cbs Branch on 10/10/2024	Successfully Completed	
Remittance File: For Eagles Wings Coordinated Care on 10/10/2024	Successfully Completed	
Remittance File: For The Sinclair II, LLC of Washington on 10/10/2024	Successfully Completed	
Remittance File: For A.W. Rehn & Associates, Inc on 10/10/2024	Successfully Completed	
Remittance File: For Iron Mountain - Remit-To: Po Box 27128 on 10/10/2024	Successfully Completed	
Remittance File: For Ozark Underground Laboratory on 10/10/2024	Successfully Completed	
Remittance File: For FedEx - Remit-To: PO Box 371461 Pittsburgh on 10/10/2024	Successfully Completed	
Remittance File: For Jefferson County - Remit-To: Health/Human Svc on 10/10/2024	Successfully Completed	

Background Processes

Created Date and Time	Started Date and Time	Process Type	Process	Request	Status	Total Processing Time	Submitted by	Errors & Warnings
10/10/2024 09:18 AM	10/10/2024 09:18 AM	Job	Settlement Run Complete	Settlement Run Complete for STL-00004074	Completed	00:00:13	Heather Hunsaker	



View Settlement Run

Settlement Run Information

Settlement Run Name STL-00004096
Kit sap Public Health District JS
Number STL-00004096
Status Complete
Date 10/17/2024
Include Payments On Behalf Of No
Exclude Negative Payments No
Express Settlement No

Additional Information

Organization Kit sap Public Health District
Currency USD
Filters Used

Payment Information

Display Currency USD
Outbound Total 96,351.37
Inbound Total 0.00
Expense Report Count 18
Miscellaneous Payment Request Count 1
Supplier Invoice Count 21

Payment Groups

View	Category	Bank Account	Payment Type	Date	Payments	Amount	Currency	Business Process	Status
Expense Payment(Check) for Kit sap County Claims Fund Warrant Account	Expense Payment	Kit sap County Claims Fund Warrant Account	Check	10/17/2024	1	190.95 USD	USD	Print Checks: Kit sap County Claims Fund Warrant Account for Expense Payment (Check) on 10/17/2024	Successfully Completed
Expense Payment(Direct Deposit) for Treasurer's Main account	Expense Payment	Treasurer's Main account	Direct Deposit	10/17/2024	17	2,957.03 USD	USD	Payment Message: ID: 3129 for Kit sap Public Health District on 10/17/2024	Successfully Completed
Miscellaneous Payment(Check) for Kit sap County Claims Fund Warrant Account	Miscellaneous Payment	Kit sap County Claims Fund Warrant Account	Check	10/17/2024	1	120.00 USD	USD	Print Checks: Kit sap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 10/17/2024	Successfully Completed



View Settlement Run

View	Category	Bank Account	Payment Type	Date	Payments	Amount	Currency	Business Process	Status
Supplier Payment(Check) for Kitsap County Claims Fund Warrant Account	Supplier Payment	Kitsap County Claims Fund Warrant Account	Check	10/17/2024	11	63,410.93	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 10/17/2024	Successfully Completed
Supplier Payment(EFT) for Treasurer's Main account	Supplier Payment	Treasurer's Main account	EFT	10/17/2024	5	29,672.46	USD	Payment Message: ID 3128 for Kitsap Public Health District on 10/17/2024	Successfully Completed

Expense Reports

Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0010414	Kitsap Public Health District	Jennifer Breitmayer (435259)	Employee	EXP-0010414	10/17/2024		190.95	USD
Expense Report: EXP-0010415	Kitsap Public Health District	Cheryl Clark (435043)	Employee	EXP-0010415	10/17/2024		40.53	USD
Expense Report: EXP-0010416	Kitsap Public Health District	Eric Evans (4565)	Employee	EXP-0010416	10/17/2024		336.78	USD
Expense Report: EXP-0010417	Kitsap Public Health District	Yaneisy Griego (410072)	Employee	EXP-0010417	10/17/2024		28.14	USD
Expense Report: EXP-0010418	Kitsap Public Health District	Thomas Jury (434709)	Employee	EXP-0010418	10/17/2024		342.10	USD
Expense Report: EXP-0010419	Kitsap Public Health District	John Kiess (250913)	Employee	EXP-0010419	10/17/2024		338.12	USD
Expense Report: EXP-0010420	Kitsap Public Health District	Brandon Kindschy (421430)	Employee	EXP-0010420	10/17/2024		51.86	USD
Expense Report: EXP-0010421	Kitsap Public Health District	Siri Kushner (327580)	Employee	EXP-0010421	10/17/2024		57.70	USD
Expense Report: EXP-0010422	Kitsap Public Health District	Naomi Levine (435209)	Employee	EXP-0010422	10/17/2024		66.33	USD
Expense Report: EXP-0010423	Kitsap Public Health District	Ross Lytle (285038)	Employee	EXP-0010423	10/17/2024		111.22	USD
Expense Report: EXP-0010424	Kitsap Public Health District	Gabriel Outlaw-Spencer (434984)	Employee	EXP-0010424	10/17/2024		670.59	USD
Expense Report: EXP-0010425	Kitsap Public Health District	Anna Renteria (435276)	Employee	EXP-0010425	10/17/2024		32.09	USD
Expense Report: EXP-0010426	Kitsap Public Health District	Kayla Petersen (434695)	Employee	EXP-0010426	10/17/2024		68.07	USD
Expense Report: EXP-0010427	Kitsap Public Health District	Antonio Romaele (435094)	Employee	EXP-0010427	10/17/2024		145.45	USD
Expense Report: EXP-0010428	Kitsap Public Health District	Emmy Shelby (434658)	Employee	EXP-0010428	10/17/2024		138.00	USD
Expense Report: EXP-0010430	Kitsap Public Health District	Orpa Taveras (435217)	Employee	EXP-0010430	10/17/2024		124.16	USD



View Settlement Run

Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0010431	Kitsap Public Health District	Susan Van Ort (392243)	Employee	EXP-0010431	10/17/2024		349.07	USD
Expense Report: EXP-0010432	Kitsap Public Health District	Jacob Wimpenny (434923)	Employee	EXP-0010432	10/17/2024		56.82	USD

Miscellaneous Payment Requests

Miscellaneous Payment Request	Company	Payee	Document Number	Payment Type	Request Category	Document Date	Payment Amount	Currency
MPR-18639	Kitsap Public Health District	Zero to Three (Inactive)	MPR-18639	Check	One-Time Payment	10/17/2024	120.00	USD

Supplier Invoices

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2024-34263	Kitsap Public Health District	City of Bremerton	#BKAT000873	City of Bremerton - Remit-To: Finance Dept BKAT	Net 30	SINV-2024-34263	10/17/2024		11/16/2024	0.00	0.00	510.27	USD
Supplier Invoice: SINV-2024-34265	Kitsap Public Health District	Blue Sky Printing	#N19915	Blue Sky Printing	Net 30	SINV-2024-34265	10/17/2024		11/16/2024	0.00	0.00	345.81	USD
Supplier Invoice: SINV-2024-34266	Kitsap Public Health District	Bremerton Government Center Association	#1222	Bremerton Government Center Association	Net 30	SINV-2024-34266	10/17/2024		11/16/2024	0.00	0.00	35,720.61	USD
Supplier Invoice: SINV-2024-34269	Kitsap Public Health District	Compensation Connections LLC	#3467	Compensation Connections LLC	Net 30	SINV-2024-34269	10/17/2024		11/16/2024	0.00	0.00	2,580.00	USD
Supplier Invoice: SINV-2024-34272	Kitsap Public Health District	Environmental Systems Research Institute	#94811092	Environmental Systems Research Institute	Net 30	SINV-2024-34272	10/17/2024		11/16/2024	0.00	0.00	6,986.67	USD
Supplier Invoice: SINV-2024-34274	Kitsap Public Health District	Jefferson County	JULY/AUG 2024 NFP CONTRACT	Jefferson County - Remit-To: Health/Human Svc	Net 30	SINV-2024-34274	10/17/2024		11/16/2024	0.00	0.00	13,523.48	USD
Supplier Invoice: SINV-2024-34275	Kitsap Public Health District	Lamar Companies	116420368	Lamar Companies	Net 30	SINV-2024-34275	10/17/2024		11/16/2024	0.00	0.00	7,650.00	USD



View Settlement Run

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2024-34277	Kitsap Public Health District	National CineMedia, LLC	#INV-229292	National CineMedia, LLC	Net 30	SINV-2024-34277	10/17/2024		11/16/2024	0.00	0.00	6,000.00	USD
Supplier Invoice: SINV-2024-34278	Kitsap Public Health District	ODP Business Solutions, LLC	#387657045001	ODP Business Solutions, LLC	Net 30	SINV-2024-34278	10/17/2024		11/16/2024	0.00	0.00	91.72	USD
Supplier Invoice: SINV-2024-34279	Kitsap Public Health District	Public Health Accreditation Board	#INV-43118	Public Health Accreditation Board	Net 30	SINV-2024-34279	10/17/2024		11/16/2024	0.00	0.00	8,400.00	USD
Supplier Invoice: SINV-2024-34280	Kitsap Public Health District	Quadient Finance Usa Inc	10.3.24 INV	Quadient Finance Usa Inc	Net 30	SINV-2024-34280	10/17/2024		11/16/2024	0.00	0.00	2,500.00	USD
Supplier Invoice: SINV-2024-34281	Kitsap Public Health District	Race Forward	#INV-05040	Race Forward	Net 30	SINV-2024-34281	10/17/2024		11/16/2024	0.00	0.00	1,000.00	USD
Supplier Invoice: SINV-2024-34282	Kitsap Public Health District	Spectra Laboratories - Kitsap, LLC	#24-07814	Spectra Laboratories - Kitsap, LLC - Remit-To: 2221 Ross Way Tacoma	Net 30	SINV-2024-34282	10/17/2024		11/16/2024	0.00	0.00	697.00	USD
Supplier Invoice: SINV-2024-34283	Kitsap Public Health District	Spectra Laboratories - Kitsap, LLC	#24-07815	Spectra Laboratories - Kitsap, LLC - Remit-To: 2221 Ross Way Tacoma	Net 30	SINV-2024-34283	10/17/2024		11/16/2024	0.00	0.00	535.00	USD
Supplier Invoice: SINV-2024-34284	Kitsap Public Health District	Spectra Laboratories - Kitsap, LLC	SEP 2024 MONTHLY INV	Spectra Laboratories - Kitsap, LLC - Remit-To: 2221 Ross Way Tacoma	Net 30	SINV-2024-34284	10/17/2024		11/16/2024	0.00	0.00	5,301.40	USD
Supplier Invoice: SINV-2024-34285	Kitsap Public Health District	Staples	#6012971019	Staples - Remit-To: Staples	Net 30	SINV-2024-34285	10/17/2024		11/16/2024	0.00	0.00	298.17	USD
Supplier Invoice: SINV-2024-34286	Kitsap Public Health District	Staples	#6013823710	Staples - Remit-To: Staples	Net 30	SINV-2024-34286	10/17/2024		11/16/2024	0.00	0.00	69.87	USD



View Settlement Run

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2024-34287	Kitsap Public Health District	Staples	#6013823709	Staples - Remit-To: Staples	Net 30	SINV-2024-34287	10/17/2024	0.00	11/16/2024	0.00	0.00	55.09	USD
Supplier Invoice: SINV-2024-34288	Kitsap Public Health District	Staples	#6012157680	Staples - Remit-To: Staples	Net 30	SINV-2024-34288	10/17/2024	0.00	11/16/2024	0.00	0.00	104.36	USD
Supplier Invoice: SINV-2024-34289	Kitsap Public Health District	Waxie Sanitary Supply	#76597	Waxie Sanitary Supply	Net 30	SINV-2024-34289	10/17/2024	0.00	11/16/2024	0.00	0.00	128.91	USD
Supplier Invoice: SINV-2024-34292	Kitsap Public Health District	Wex Bank	#100186635	Wex Bank	Net 30	SINV-2024-34292	10/17/2024	0.00	11/16/2024	0.00	0.00	585.03	USD

Remittance

Remittance

Process	Date	Remittance Events
Payment Message: ID 3128 for Kitsap Public Health District on 10/17/2024	10/17/2024	5

Process History

Settlement Run Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Settlement Run Event	Settlement Run Event	Step Completed	10/17/2024 09:34:39 AM		Junille Schmelting (430378)	1	
Settlement Run Event	To Do: Settlement Run has Payment Handling Instruction	Not Required				0	
Settlement Run Event	To Do: AP Wire was Settled	Not Required				0	
Settlement Run Event	To Do: Wire Payment Settled	Not Required				0	

Related Business Processes History

Business Process	Status
Payment Message: ID 3129 for Kitsap Public Health District on 10/17/2024	Successfully Completed
Payment Message: ID 3128 for Kitsap Public Health District on 10/17/2024	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 10/17/2024	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 10/17/2024	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 10/17/2024	Successfully Completed



View Settlement Run

Business Process		Status
Remittance File: For Quadient Finance Usa Inc on 10/17/2024		Successfully Completed
Remittance File: For Jefferson County - Remit-To: Health/Human Svc on 10/17/2024		Successfully Completed
Remittance File: For Spectra Laboratories - Kitsap, LLC - Remit-To: 2221 Ross Way Tacoma on 10/17/2024		Successfully Completed
Remittance File: For Environmental Systems Research Institute on 10/17/2024		Successfully Completed
Remittance File: For Waxie Sanitary Supply on 10/17/2024		Successfully Completed

Background Processes

Created Date and Time	Started Date and Time	Process Type	Process	Request	Status	Total Processing Time	Submitted by	Errors & Warnings
10/17/2024 09:34 AM	10/17/2024 09:34 AM	Job	Settlement Run Complete	Settlement Run Complete for STL-00004096	Completed	00:00:12	Junille Schmeling	



View Settlement Run

Settlement Run Information

Settlement Run STL-00004121
Name Kitsap Public Health District HH
Number STL-00004121
Status Complete
Date 10/24/2024
Include Payments On Behalf Of No
Exclude Negative Payments Yes
Express Settlement No

Additional Information

Organization Kitsap Public Health District
Currency USD
Filters Used

Payment Information

Display Currency USD
Outbound Total 34,672.50
Inbound Total 0.00
Expense Report Count 11
Supplier Invoice Count 21

Payment Groups

View	Category	Bank Account	Payment Type	Date	Payments	Amount	Currency	Business Process	Status
Expense Payment(Direct Deposit) for Treasurer's Main account	Expense Payment	Treasurer's Main account	Direct Deposit	10/24/2024	11	3,548.36	USD	Payment Message: ID 3147 for Kitsap Public Health District on 10/24/2024	Successfully Completed
Supplier Payment(Check) for Kitsap County Claims Fund Warrant Account	Supplier Payment	Kitsap County Claims Fund Warrant Account	Check	10/24/2024	13	17,533.44	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 10/24/2024	Successfully Completed
Supplier Payment(EFT) for Treasurer's Main account	Supplier Payment	Treasurer's Main account	EFT	10/24/2024	4	13,590.70	USD	Payment Message: ID 3148 for Kitsap Public Health District on 10/24/2024	Successfully Completed

Expense Reports



View Settlement Run

Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0010475	Kitsap Public Health District	Daniel Camarena (434536)	Employee	EXP-0010475	10/24/2024		165.00 USD	
Expense Report: EXP-0010476	Kitsap Public Health District	Yolanda Fong (356883)	Employee	EXP-0010476	10/24/2024		459.43 USD	
Expense Report: EXP-0010477	Kitsap Public Health District	Dayna Katula (393427)	Employee	EXP-0010477	10/24/2024		1,076.98 USD	
Expense Report: EXP-0010478	Kitsap Public Health District	Sarah Kinnear (434099)	Employee	EXP-0010478	10/24/2024		94.60 USD	
Expense Report: EXP-0010480	Kitsap Public Health District	Naomi Levine (435209)	Employee	EXP-0010480	10/24/2024		94.40 USD	
Expense Report: EXP-0010481	Kitsap Public Health District	Ross Lytle (285038)	Employee	EXP-0010481	10/24/2024		69.68 USD	
Expense Report: EXP-0010482	Kitsap Public Health District	Karina Mazur (388104)	Employee	EXP-0010482	10/24/2024		138.00 USD	
Expense Report: EXP-0010483	Kitsap Public Health District	Anna Renteria (435276)	Employee	EXP-0010483	10/24/2024		68.14 USD	
Expense Report: EXP-0010484	Kitsap Public Health District	Nathan Sidel (435084)	Employee	EXP-0010484	10/24/2024		329.64 USD	
Expense Report: EXP-0010485	Kitsap Public Health District	Kelsey Stedman (347366)	Employee	EXP-0010485	10/24/2024		372.13 USD	
Expense Report: EXP-0010486	Kitsap Public Health District	Lisa Warren (434273)	Employee	EXP-0010486	10/24/2024		680.36 USD	

Supplier Invoices

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2024-35116	Kitsap Public Health District	Comcast	#219558739	Comcast - Remit-To: PO Box 37601	Net 30	SINV-2024-35116	10/24/2024		11/23/2024	0.00	0.00	589.48 USD	USD
Supplier Invoice: SINV-2024-35117	Kitsap Public Health District	Comcast	CCAST 1975 INV	Comcast - Remit-To: PO Box 60533	Net 30	SINV-2024-35117	10/24/2024		11/23/2024	0.00	0.00	449.96 USD	USD
Supplier Invoice: SINV-2024-35118	Kitsap Public Health District	Dell Marketing L.P.	#10776537810	Dell Marketing L.P.	Net 30	SINV-2024-35118	10/24/2024		11/23/2024	0.00	0.00	1,507.47 USD	USD
Supplier Invoice: SINV-2024-35119	Kitsap Public Health District	Griffen Caldwell, Inc	NOV 2024 RENT	Griffen Caldwell, Inc	Net 30	SINV-2024-35119	10/24/2024		11/23/2024	0.00	0.00	1,060.00 USD	USD



View Settlement Run

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2024-35120	Kitsap Public Health District	King County	#8004302	King County - Remit-To: 201 s Jackson St, Ste 710	Net 30	SINV-2024-35120	10/24/2024		11/23/2024	0.00	0.00	128.00	USD
Supplier Invoice: SINV-2024-35121	Kitsap Public Health District	Lingo	#34163009	Lingo - Remit-To: PO Box 660344	Net 30	SINV-2024-35121	10/24/2024		11/23/2024	0.00	0.00	14.13	USD
Supplier Invoice: SINV-2024-35122	Kitsap Public Health District	NSE Kitsap Fee Owner, LLC	NOV 2024 RENT	NSE Kitsap Fee Owner, LLC	Net 30	SINV-2024-35122	10/24/2024		11/23/2024	0.00	0.00	445.00	USD
Supplier Invoice: SINV-2024-35123	Kitsap Public Health District	ODP Business Solutions, LLC	#389284681001	ODP Business Solutions, LLC	Net 30	SINV-2024-35123	10/24/2024		11/23/2024	0.00	0.00	366.86	USD
Supplier Invoice: SINV-2024-35124	Kitsap Public Health District	Staples	#6013988094	Staples - Remit-To: Staples	Net 30	SINV-2024-35124	10/24/2024		11/23/2024	0.00	0.00	328.14	USD
Supplier Invoice: SINV-2024-35125	Kitsap Public Health District	Staples	#6013988093	Staples - Remit-To: Staples	Net 30	SINV-2024-35125	10/24/2024		11/23/2024	0.00	0.00	51.65	USD
Supplier Invoice: SINV-2024-35126	Kitsap Public Health District	Washington State Auditor's Office	#L163852	Washington State Auditor's Office	Net 30	SINV-2024-35126	10/24/2024		11/23/2024	0.00	0.00	4,868.50	USD
Supplier Invoice: SINV-2024-35127	Kitsap Public Health District	Stericycle Inc	#8008531842	Stericycle Inc - Remit-To: Stericycle Inc	Net 30	SINV-2024-35127	10/24/2024		11/23/2024	0.00	0.00	442.43	USD
Supplier Invoice: SINV-2024-35128	Kitsap Public Health District	Stericycle Inc	#8008529169	Stericycle Inc - Remit-To: Stericycle Inc	Net 30	SINV-2024-35128	10/24/2024		11/23/2024	0.00	0.00	141.63	USD
Supplier Invoice: SINV-2024-35132	Kitsap Public Health District	Summit Law Group, PLLC	#158115	Summit Law Group, PLLC	Net 30	SINV-2024-35132	10/24/2024		11/23/2024	0.00	0.00	6,817.44	USD
Supplier Invoice: SINV-2024-35133	Kitsap Public Health District	Toyota Financial Services	10.10.24 STMT	Toyota Financial Services	Net 30	SINV-2024-35133	10/24/2024		11/23/2024	0.00	0.00	460.71	USD



View Settlement Run

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2024-35134	Kitsap Public Health District	United Business Machines of WA	#INV525674	United Business Machines of WA	Net 30	SINV-2024-35134	10/24/2024		11/23/2024	0.00	0.00	1,320,70	USD
Supplier Invoice: SINV-2024-35136	Kitsap Public Health District	University of Washington	#CE000166428	University of Washington	Net 30	SINV-2024-35136	10/24/2024		11/23/2024	0.00	0.00	25,00	USD
Supplier Invoice: SINV-2024-35137	Kitsap Public Health District	University of Washington	#CE000166418	University of Washington	Net 30	SINV-2024-35137	10/24/2024		11/23/2024	0.00	0.00	25,00	USD
Supplier Invoice: SINV-2024-35138	Kitsap Public Health District	University of Washington	#CE000166429	University of Washington	Net 30	SINV-2024-35138	10/24/2024		11/23/2024	0.00	0.00	25,00	USD
Supplier Invoice: SINV-2024-35141	Kitsap Public Health District	VectorUSA	#102143	VectorUSA	Net 30	SINV-2024-35141	10/24/2024		11/23/2024	0.00	0.00	5,913,37	USD
Supplier Invoice: SINV-2024-35143	Kitsap Public Health District	Verizon Wireless	#9976055410	Verizon Wireless	Net 30	SINV-2024-35143	10/24/2024		11/23/2024	0.00	0.00	6,143,67	USD

Remittance

Process	Date	Remittance Events
Payment Message: ID 3148 for Kitsap Public Health District on 10/24/2024	10/24/2024	4

Process History

Settlement Run Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Settlement Run Event	Settlement Run Event	Step Completed	10/24/2024 09:17:09 AM		Heather Hunsaker (434069)	1	
Settlement Run Event	To Do: Settlement Run has Payment Handling Instruction	Not Required				0	
Settlement Run Event	To Do: AP Wire was Settled	Not Required				0	
Settlement Run Event	To Do: Wire Payment Settled	Not Required				0	

Related Business Processes History



View Settlement Run

Business Process	Status
Payment Message: ID 3148 for Kitsap Public Health District on 10/24/2024	Successfully Completed
Payment Message: ID 3147 for Kitsap Public Health District on 10/24/2024	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 10/24/2024	Successfully Completed
Remittance File: For United Business Machines of WA on 10/24/2024	Successfully Completed
Remittance File: For Stericycle Inc - Stericycle Inc on 10/24/2024	Successfully Completed
Remittance File: For Washington State Auditor's Office on 10/24/2024	Successfully Completed
Remittance File: For Summit Law Group, PLLC on 10/24/2024	Successfully Completed

Background Processes

Created Date and Time	Started Date and Time	Process Type	Process	Request	Status	Total Processing Time	Submitted by	Errors & Warnings
10/24/2024 09:17 AM	10/24/2024 09:17 AM	Job	Settlement Run Complete	Settlement Run Complete for STL-00004121	Completed	00:00:09	Heather Hunsaker	



View Settlement Run

Settlement Run Information

Settlement Run Name STL-00004146
 Kitsap Public Health District JS
 Number STL-00004146
 Status Complete
 Date 10/31/2024
 Include Payments On Behalf Of No
 Exclude Negative Payments No
 Express Settlement No

Additional Information

Organization Kitsap Public Health District
 Currency USD
 Filters Used

Payment Information

Display Currency USD
 Outbound Total 236,882.61
 Inbound Total 0.00
 Expense Report Count 15
 Supplier Invoice Count 24

Payment Groups

View	Category	Bank Account	Payment Type	Date	Payments	Amount	Currency	Business Process	Status
Expense Payment(Check) for Kitsap County Claims Fund Warrant Account	Expense Payment	Kitsap County Claims Fund Warrant Account	Check	10/31/2024	1	113.23	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 10/31/2024	Successfully Completed
Expense Payment(Direct Deposit) for Treasurer's Main account	Expense Payment	Treasurer's Main account	Direct Deposit	10/31/2024	14	3,680.83	USD	Payment Message: ID 3166 for Kitsap Public Health District on 10/31/2024	Successfully Completed
Supplier Payment(Check) for Kitsap County Claims Fund Warrant Account	Supplier Payment	Kitsap County Claims Fund Warrant Account	Check	10/31/2024	19	227,563.09	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 10/31/2024	Successfully Completed



View Settlement Run

View	Category	Bank Account	Payment Type	Date	Payments	Amount	Currency	Business Process	Status
Supplier Payment(EFT) for Treasurer's Main account	Supplier Payment	Treasurer's Main account	EFT	10/31/2024	4	5,525.46 USD	USD	Payment Message: ID 3165 for Kitsap Public Health District on 10/31/2024	Successfully Completed

Expense Reports

Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0010579	Kitsap Public Health District	Leslie Barnigan (215189)	Employee	EXP-0010579	10/31/2024		194.50 USD	USD
Expense Report: EXP-0010580	Kitsap Public Health District	Dana Bierman (404611)	Employee	EXP-0010580	10/31/2024		290.10 USD	USD
Expense Report: EXP-0010581	Kitsap Public Health District	Callie Burton (434296)	Employee	EXP-0010581	10/31/2024		83.08 USD	USD
Expense Report: EXP-0010582	Kitsap Public Health District	Elizabeth Davis (433997)	Employee	EXP-0010582	10/31/2024		447.12 USD	USD
Expense Report: EXP-0010583	Kitsap Public Health District	Ashley Duren (430735)	Employee	EXP-0010583	10/31/2024		37.26 USD	USD
Expense Report: EXP-0010584	Kitsap Public Health District	George Fine (421693)	Employee	EXP-0010584	10/31/2024		26.20 USD	USD
Expense Report: EXP-0010585	Kitsap Public Health District	Heather Fucini (434997)	Employee	EXP-0010585	10/31/2024		59.43 USD	USD
Expense Report: EXP-0010586	Kitsap Public Health District	Paul Giuntoli (337331)	Employee	EXP-0010586	10/31/2024		113.23 USD	USD
Expense Report: EXP-0010587	Kitsap Public Health District	Nathan Morrow (433895)	Employee	EXP-0010587	10/31/2024		419.75 USD	USD
Expense Report: EXP-0010588	Kitsap Public Health District	Melissa O'Brien (433907)	Employee	EXP-0010588	10/31/2024		440.88 USD	USD
Expense Report: EXP-0010589	Kitsap Public Health District	Anna Renteria (435276)	Employee	EXP-0010589	10/31/2024		94.20 USD	USD
Expense Report: EXP-0010590	Kitsap Public Health District	Aldrin Villahermosa II (435216)	Employee	EXP-0010590	10/31/2024		173.80 USD	USD
Expense Report: EXP-0010591	Kitsap Public Health District	Jan Wendt (397255)	Employee	EXP-0010591	10/31/2024		365.15 USD	USD
Expense Report: EXP-0010592	Kitsap Public Health District	Erica Whares (434641)	Employee	EXP-0010592	10/31/2024		463.11 USD	USD
Expense Report: EXP-0010593	Kitsap Public Health District	Richard Bazzell (328436)	Employee	EXP-0010593	10/31/2024		586.25 USD	USD

Supplier Invoices



View Settlement Run

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2024-35739	Kitsap Public Health District	Alliant Insurance Services, Inc	#2847907	Alliant Insurance Services, Inc - Remit-To: AIS Trust Account Newport	Net 30	SINV-2024-35739	10/31/2024		11/30/2024	0.00	0.00	50.00	USD
Supplier Invoice: SINV-2024-35741	Kitsap Public Health District	Canon Financial Services, Inc.	#35870511	Canon Financial Services, Inc.	Net 30	SINV-2024-35741	10/31/2024		11/30/2024	0.00	0.00	1,474.04	USD
Supplier Invoice: SINV-2024-35742	Kitsap Public Health District	State of WA Dept of Licensing	M FUCHS 25601	State of WA Dept of Licensing - Remit-To: Notary PO Box 3777	Net 30	SINV-2024-35742	10/31/2024		11/30/2024	0.00	0.00	40.00	USD
Supplier Invoice: SINV-2024-35744	Kitsap Public Health District	Spectra Laboratories - Kitsap, LLC	#24-07949	Spectra Laboratories - Kitsap LLC - Remit-To: 2221 Ross Way Tacoma	Net 30	SINV-2024-35744	10/31/2024		11/30/2024	0.00	0.00	1,433.00	USD
Supplier Invoice: SINV-2024-35745	Kitsap Public Health District	Staples	#6014590303	Staples - Remit-To: Staples	Net 30	SINV-2024-35745	10/31/2024		11/30/2024	0.00	0.00	184.48	USD
Supplier Invoice: SINV-2024-35789	Kitsap Public Health District	Staples	#6014659144	Staples - Remit-To: Staples	Net 30	SINV-2024-35789	10/31/2024		11/30/2024	0.00	0.00	111.44	USD
Supplier Invoice: SINV-2024-35791	Kitsap Public Health District	Taylor Water Technologies, LLC	#531696	Taylor Water Technologies, LLC	Net 30	SINV-2024-35791	10/31/2024		11/30/2024	0.00	0.00	97.40	USD
Supplier Invoice: SINV-2024-35792	Kitsap Public Health District	Regents of the University of Colorado	AR-JUS310-20240826	Regents of the University of Colorado	Immediate	SINV-2024-35792	10/31/2024		10/31/2024	0.00	0.00	72.00	USD
Supplier Invoice: SINV-2024-35856	Kitsap Public Health District	American Family Life Assurance Company	OCT 2024 BENEFITS	American Family Life Assurance Company	Net 30	SINV-2024-35856	10/31/2024		11/30/2024	0.00	0.00	2,070.09	USD
Supplier Invoice: SINV-2024-35866	Kitsap Public Health District	WA State Employment Security	AUG-OCT BENEFITS	WA State Employment Security - Remit-To: PO Box 84249 Paid Family & Medical	Net 30	SINV-2024-35866	10/31/2024		11/30/2024	0.00	0.00	12,772.68	USD



View Settlement Run

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2024-35867	Kitsap Public Health District	WA State Employment Security	AUG-OCTBENEFITS	WA State Employment Security - Remit-To: WA Cares Fund PO Box 3537	Net 30	SINV-2024-35867	10/31/2024		11/30/2024	0.00	0.00	7,076.66	USD
Supplier Invoice: SINV-2024-35868	Kitsap Public Health District	Health Equity	OCT 2024 BENEFITS	Health Equity	Net 30	SINV-2024-35868	10/31/2024		11/30/2024	0.00	0.00	1,765.00	USD
Supplier Invoice: SINV-2024-35869	Kitsap Public Health District	Hra Veba Trust	OCT 2024 BENEFITS	Hra Veba Trust	Net 30	SINV-2024-35869	10/31/2024		11/30/2024	0.00	0.00	11,757.10	USD
Supplier Invoice: SINV-2024-35870	Kitsap Public Health District	Nationwide Retirement Solutions	OCT 2024 BENEFITS	Nationwide Retirement Solutions	Net 30	SINV-2024-35870	10/31/2024		11/30/2024	0.00	0.00	6,616.50	USD
Supplier Invoice: SINV-2024-35871	Kitsap Public Health District	A.W. Rehn & Associates, Inc	OCT 2024 PARKING	A.W. Rehn & Associates, Inc	Immediate	SINV-2024-35871	10/31/2024		10/31/2024	0.00	0.00	321.75	USD
Supplier Invoice: SINV-2024-35872	Kitsap Public Health District	A.W. Rehn & Associates, Inc	OCT 2024 DCFSA	A.W. Rehn & Associates, Inc	Immediate	SINV-2024-35872	10/31/2024		10/31/2024	0.00	0.00	2,296.67	USD
Supplier Invoice: SINV-2024-35873	Kitsap Public Health District	Prof & Technical Eng XPH	OCT 2024BENEFITS	Prof & Technical Eng XPH - Remit-To: Local Union 17	Net 30	SINV-2024-35873	10/31/2024		11/30/2024	0.00	0.00	3,917.73	USD
Supplier Invoice: SINV-2024-35875	Kitsap Public Health District	Prof & Technical Eng XPH	OCT 2024 BENEFITS	Prof & Technical Eng XPH - Remit-To: Local 17 Union/PAC	Net 30	SINV-2024-35875	10/31/2024		11/30/2024	0.00	0.00	42.00	USD
Supplier Invoice: SINV-2024-35876	Kitsap Public Health District	Voya Institutional Trust Company	OCT 2024 BENEFITS	Voya Institutional Trust Company - Remit-To: Voya Institutional Trust Co (South Kitsap Fire Payroll)	Net 30	SINV-2024-35876	10/31/2024		11/30/2024	0.00	0.00	575.00	USD
Supplier Invoice: SINV-2024-35877	Kitsap Public Health District	WA State Dept of Labor & Industries	AUG-OCT BENEFITS	WA State Dept of Labor & Industries - Remit-To: Industrial Insurance Po Box 34022	Net 30	SINV-2024-35877	10/31/2024		11/30/2024	0.00	0.00	12,773.95	USD



View Settlement Run

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2024-35878	Kitsap Public Health District	Wash State Dept Of Retirement	OCT 2024 BENEFITS	Wash State Dept Of Retirement	Net 30	SINV-2024-35878	10/31/2024		11/30/2024	0.00	0.00	13,073.47	USD
Supplier Invoice: SINV-2024-35879	Kitsap Public Health District	Wa Health Care Authority - Uniform	OCT 2024 BENEFITS	Wa Health Care Authority - Uniform	Net 30	SINV-2024-35879	10/31/2024		11/30/2024	0.00	0.00	136,115.10	USD
Supplier Invoice: SINV-2024-35880	Kitsap Public Health District	Vimly Benefit Solutions Inc	OCT 2024 BENEFITS	Vimly Benefit Solutions Inc	Net 30	SINV-2024-35880	10/31/2024		11/30/2024	0.00	0.00	6,449.42	USD
Supplier Invoice: SINV-2024-35881	Kitsap Public Health District	Whit-Delta Dental Of Washington	OCT 2024 BENEFITS	Whit-Delta Dental Of Washington	Net 30	SINV-2024-35881	10/31/2024		11/30/2024	0.00	0.00	12,002.87	USD

Remittance

Process	Date	Remittance Events
Payment Message: ID 3165 for Kitsap Public Health District on 10/31/2024	10/31/2024	3

Process History

Settlement Run Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Settlement Run Event	Settlement Run Event	Step Completed	10/31/2024 09:06:18 AM		Junille Schmelting (430378)	1	
Settlement Run Event	To Do: Settlement Run has Payment Handling Instruction	Not Required				0	
Settlement Run Event	To Do: AP Wire was Settled	Not Required				0	
Settlement Run Event	To Do: Wire Payment Settled	Not Required				0	

Related Business Processes History

Business Process	Status
Payment Message: ID 3166 for Kitsap Public Health District on 10/31/2024	Successfully Completed
Payment Message: ID 3165 for Kitsap Public Health District on 10/31/2024	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 10/31/2024	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 10/31/2024	Successfully Completed
Remittance File: For Spectra Laboratories - Kitsap, LLC - Remit-To: 2221 Ross Way Tacoma on 10/31/2024	Successfully Completed



View Settlement Run

Business Process		Status
Remittance File: For A.W. Rehn & Associates, Inc on 10/31/2024	Successfully Completed	Successfully Completed
Remittance File: For Canon Financial Services, Inc. on 10/31/2024	Successfully Completed	Successfully Completed

Background Processes

Created Date and Time	Started Date and Time	Process Type	Process	Request	Status	Total Processing Time	Submitted by	Errors & Warnings
10/31/2024 09:06 AM	10/31/2024 09:06 AM	Job	Settlement Run Complete	Settlement Run Complete for STL-00004146	Completed	00:00:11	Junille Schmeling	

TREAS RPT - Detail Cash Report - Cash

Treasurer's Detail Report
For 2024 - Oct

Ledger Account	Revenue or Spend Category	Journal	Posting Date	Debit	Credit	Balance
5700:Debt Service Principal	5780 - Intergovernmental Loans	JE-00065905 - Kitsap Public Health District - 10/02/2024 - 2024 Mortgage Payment - October	10/2/2024	0.00	16,667.00	-16,667.00
5800:Debt Service Interest	5830 - Interest on Long-Term External Debt	JE-00065905 - Kitsap Public Health District - 10/02/2024 - 2024 Mortgage Payment - October	10/2/2024	0.00	8,346.00	-8,346.00
				0.00	25,013.00	-25,013.00

TREAS RPT - Detail Cash Report - Cash

Treasurer's Detail Report
For 2024 - Oct

Ledger Account	Revenue or Spend Category	Journal	Posting Date	Debit	Credit	Balance
5400:Other Services and Charges	5493 - Financial Service Fees	JE-00066102 - Kitsap Public Health District - 10/04/2024 - Returned Item - PH - R00232654 - 2024-10-04	10/4/2024	0.00	5.00	-5.00
5400:Other Services and Charges	5493 - Financial Service Fees	Operational Journal: Kitsap Public Health District - 10/02/2024	10/2/2024	0.00	62.25	-62.25
5400:Other Services and Charges	5493 - Financial Service Fees	Operational Journal: Kitsap Public Health District - 10/03/2024	10/3/2024	0.00	5,425.74	-5,425.74
5400:Other Services and Charges	5493 - Financial Service Fees	Operational Journal: Kitsap Public Health District - 10/07/2024	10/7/2024	0.00	1,475.52	-1,475.52
5890:Custodial Activities	5890.10 - Agency Withdrawals	Operational Journal: Kitsap Public Health District - 10/04/2024	10/4/2024	0.00	100.50	-100.50
				0.00	7,069.01	-7,069.01

TREAS RPT - Detail Cash Report - Cash

Treasurer's Detail Report
For 2024 - Oct

Ledger Account	Revenue or Spend Category	Journal	Posting Date	Debit	Credit	Balance
3800:Other Increases in Fund Resources	3860 - Agency Deposits	JE-00067384 - Kitsap Public Health District - 10/21/2024 - Public Health monthly vital stats transfer	10/21/2024	0.00	21,834.00	-21,834.00

0.00 21,834.00 -21,834.00

Kitsap Public Health - 10/31/24

Name	Hours	Gross Pay	Employer Paid Taxes	Employer Paid Benefits	Net Pay
Ader (413193) Sam	173.33	\$6,539.00			\$4,457.72
Alexander (435070)	173.33	\$6,596.00			\$4,452.05
Anderson (419470) Amy	173.33	\$6,964.00			\$4,497.02
Anderson-Hobbs (435083)	173.33	\$5,456.00			\$4,111.35
Armstrong (434291) Jami	173.33	\$6,402.00			\$4,490.87
Atisme-Bevins (433909)	173.33	\$8,747.00			\$5,476.18
Baker (435044) Katie	173.33	\$5,508.00			\$4,148.41
Banigan (215189) Leslie	173.33	\$7,614.00			\$5,463.99
Baum (434397) Rudy	173.33	\$6,282.00			\$4,630.25
Bazzell (328436) Richard	173.33	\$7,614.00			\$5,326.73
Bell (419805) Gus	173.33	\$7,733.00			\$5,226.90
Berger (407902) Angeline	173.33	\$6,282.00			\$4,463.99
Bierman (404611) Dana	173.33	\$9,643.00			\$6,952.38
Borja (426250) Windie	173.33	\$6,716.00			\$4,682.70
Boysen-Knapp (2058)	173.33	\$7,636.00			\$5,276.54
Breitmayer (435259)	93.33	\$4,164.20			\$3,328.08
Bronder (434436) Christine	173.33	\$5,649.00			\$4,303.69
Brown (271677) Steven	173.33	\$9,643.00			\$5,748.07
Burchett (409212) Brian	173.33	\$6,228.00			\$4,512.45
Burke (434463) Lenore	173.33	\$4,814.00			\$3,481.38
Burton (434296) Callie	173.33	\$4,880.00			\$3,586.09
Byrd (434085) Stephanie	32.31	\$852.66			\$777.98
Cadorna (434932) Jessi	112.00	\$2,570.40			\$1,762.71
Calderon (434768) Brenda	31.60	\$783.36			\$714.75
Camarena (434536) Daniel	173.33	\$6,048.00			\$4,133.50
Chandler (435269)	172.08	\$7,677.24			\$5,293.44
Chang (411387) Margo	173.33	\$5,627.00			\$4,063.19
Chen (434841) Jessica	173.33	\$6,926.00			\$4,892.79
Clark (435043) Cheryl	173.33	\$6,680.00			\$4,834.24
Collins (434101) Lori	173.33	\$7,351.00			\$5,089.13
Collins (435290) River	141.33	\$3,089.48			\$2,384.58
Crail (435213) Rebekah	170.33	\$4,814.22			\$3,555.83
Currie (400651) Krista	173.33	\$5,077.00			\$3,800.89
Davis (433997) Elizabeth	173.33	\$9,184.00			\$6,386.46
Degracia (435196) Allison	173.33	\$5,783.00			\$4,163.71
Deseamus (434593) Dara	13.66	\$372.97			\$341.14
Dowless (340919) Kelly	173.33	\$8,418.00			\$5,712.25
Duren (430735) Ashley	173.83	\$6,749.71			\$4,964.46
Evans (4565) Eric	173.33	\$11,163.00			\$5,980.85
Fergus (434648) Maria	173.33	\$5,366.00			\$3,919.56
Fine (421693) George	86.67	\$2,287.00			\$1,774.51
Fisk (321284) April	173.33	\$8,840.00			\$5,041.92
Fong (356883) Yolanda	173.33	\$12,903.00			\$8,400.95
Fuchs (435045) Molly	173.33	\$4,605.00			\$3,369.63
Fucini (434997) Heather	173.33	\$6,228.00			\$4,999.63
Giuntoli (337331) Paul	173.33	\$7,614.00			\$4,712.58
Gress (421427) Nicole	173.33	\$5,308.00			\$3,908.97
Griego (410072) Yaneisy	173.33	\$5,903.00			\$4,486.06
Guidry (355732) Jessica	173.33	\$10,125.00			\$7,223.52
Hammond (434978)	173.33	\$6,926.00			\$4,703.24
Hampton (434838)	173.33	\$8,018.00			\$5,644.46
Hansen (435085) Isabella	173.33	\$4,666.00			\$3,376.35
Harmon (434977) William	173.33	\$8,120.00			\$6,308.31
Hartman (434642) Melissa	115.03	\$4,029.75			\$3,130.01
Holt (2726) Karen	173.33	\$10,631.00			\$6,955.40
Howard (434057) Anne	138.67	\$4,687.00			\$3,083.05
Howell (435293) Jessica	76.00	\$1,649.96			\$1,328.03
Hubert (435172) Joaquin	173.33	\$5,401.00			\$4,508.23
Hughes (434256) Jakob	173.33	\$6,228.00			\$4,574.14
Hunter (409213) Kari	173.33	\$9,643.00			\$6,267.56
Inga Dominguez (434769)	173.33	\$4,878.00			\$3,670.16
Inouye (434255) Wendy	173.33	\$8,840.00			\$6,068.52
Jenkins (434053) Andrea	173.33	\$4,814.00			\$3,632.91
Jones (358933) Kimberly	173.33	\$9,643.00			\$6,578.76
Jury (434709) Thomas	173.33	\$5,649.00			\$4,317.45
Katula (393427) Dayna	173.33	\$9,643.00			\$5,967.76
Kench (245476) Donald	173.33	\$4,481.00			\$2,635.13
Kiess (250913) John	173.33	\$11,721.00			\$8,724.82

Name	Hours	Gross Pay	Employer Paid Taxes	Employer Paid Benefits	Net Pay
Kimes (433908) Alexandra	173.33	\$8,270.00			\$5,775.20
Kindschy (421430)	173.33	\$6,866.00			\$4,822.03
Kinnear (434099) Sarah	173.33	\$6,316.00			\$4,849.70
Knoop (16125) Melina	173.33	\$7,614.00			\$5,023.51
Kruse (243184) Charles	173.33	\$7,719.00			\$5,205.76
Kushner (327580) Siri	173.33	\$11,721.00			\$7,165.84
Laird (416539) Melissa	173.33	\$10,631.00			\$6,661.23
Lawver (434888) Albert	173.33	\$6,228.00			\$4,649.49
Levine (435209) Naomi	173.33	\$6,015.00			\$4,602.60
Lytle (285038) Ross	173.33	\$7,614.00			\$5,178.49
Madden (434318)	173.33	\$4,814.00			\$3,520.66
May (434674) Martha	173.33	\$4,694.00			\$3,257.81
Mazur (388104) Karina	173.33	\$9,295.00			\$6,063.12
McClung (435242) Carol	173.33	\$8,419.00			\$5,567.97
McMillan (434052)	173.33	\$6,432.00			\$4,608.38
Miller (435008) Christopher	173.33	\$8,510.00			\$5,621.35
Moen (279971) Anne	173.33	\$8,429.12			\$5,658.07
Moontree-Stewart	155.16	\$5,635.50			\$4,271.51
Moore (434254) Alexandra	173.33	\$5,931.00			\$4,389.82
Morris (312378) Dawn	173.33	\$7,555.00			\$5,305.26
Morris (434567) Amanda	173.33	\$4,814.00			\$3,573.48
Morrow (433895) Nathan	173.33	\$17,214.00			\$9,086.25
Navarro (435294) Alee	104.00	\$2,578.16			\$2,014.97
Neff Warner (435082)		\$0.00			\$0.00
Nguyen (295033) Loan	173.33	\$5,598.00			\$4,034.68
Noriega (435095) Yolanda	20.25	\$478.71			\$436.77
North (22459) Edwin	173.33	\$10,631.00			\$240.35
O'Brien (433907) Melissa	173.33	\$5,649.00			\$4,425.84
Onarheim (426938) Carin	173.33	\$5,983.00			\$4,508.82
Outlaw-Spencer (434984)	173.33	\$6,072.00			\$4,586.96
Pandino (419118) Linda	173.33	\$5,277.00			\$3,987.32
Perry (306605) Rachel	173.33	\$4,605.00			\$3,336.71
Petersen (434695) Kayla	173.33	\$4,648.00			\$3,374.23
Pittsinger (435173) Lynn	173.33	\$11,721.00			\$7,781.40
Renteria (435276) Anna	168.83	\$4,428.96			\$3,389.36
Romaelle (435094)	173.33	\$5,649.00			\$4,239.12
Rork (404613) Ian	173.33	\$7,251.00			\$5,262.25
Sample (434976) Brittany	173.33	\$5,729.00			\$4,296.86
Sauna (435096)	173.33	\$5,508.00			\$4,087.01
Shelby (434658) Emmy	152.20	\$6,895.86			\$4,682.98
Sherman (434949) Linnea	173.33	\$4,814.00			\$3,465.40
Shoriz (434893) Justin		\$0.00			\$0.00
Shuhler (425553) Yana	173.33	\$4,975.00			\$3,333.22
Sidell (435084) Nathan	173.33	\$5,456.00			\$3,344.08
Simmons (434365) Nolan	173.33	\$5,649.00			\$4,274.90
Smith (361388) Terri	173.33	\$8,510.00			\$5,952.33
Snow (435021) Kelly	173.33	\$5,551.00			\$4,209.94
Sooter (427776) Thaddeus	173.33	\$9,643.00			\$6,895.00
Stedman (347366) Kelsey	173.33	\$9,643.00			\$6,226.09
Stewart (423168) Tobbi	173.33	\$6,228.00			\$4,367.66
Taveras (435217) Orpa	173.33	\$5,000.00			\$3,742.28
Turner (1682) Denise	173.33	\$5,598.00			\$3,458.40
Van Ort (392243) Susan	173.33	\$7,614.00			\$5,255.61
Villahermosa II (435216)	173.33	\$5,456.00			\$3,929.06
Wagner (426251) Mary	121.34	\$3,224.00			\$2,317.79
Warren (434273) Lisa	143.33	\$6,888.20			\$4,443.34
Wellborn (14545) Brian	173.33	\$4,481.00			\$2,960.74
Wendt (397255) Jan	173.33	\$7,733.00			\$5,719.77
Westervelt (434382) Laura	173.33	\$6,539.00			\$4,443.74
Whares (434641) Erica	173.33	\$6,926.00			\$5,429.23
Whitford (434292) Tiffany	173.33	\$4,574.00			\$3,371.62
Wimpenny (434923) Jacob	173.33	\$7,209.00			\$5,184.60
Winchester (431493)	173.33	\$5,649.00			\$4,122.69
Wyatt (434415) Janet	165.33	\$7,376.12			\$4,626.54
	21,280.25	\$853,300.58	\$69,514.11	\$226,386.02	\$587,397.55

TREAS RPT - Detail Cash Report - Cash

Treasurer's Detail Report
For 2024 - Oct

Ledger Account	Revenue or Spend Category	Journal	Posting Date	Debit	Credit	Balance
2315:Employee Benefits Payable		Operational Journal: Kitsap Public Health District - 10/17/2024	10/17/2024	0.00	132,801.95	-132,801.95
2317:Payroll Tax Payable		Operational Journal: Kitsap Public Health District - 10/31/2024	10/31/2024	0.00	216,584.37	-216,584.37
				<hr/>	<hr/>	<hr/>
				0.00	349,386.32	-349,386.32

Certificate Of Completion

Envelope Id: DDC8E845867A4B90A0C11F73D90327DA

Status: Completed

Subject: Complete with Docusign: BOH 12.03.2024 Warrants and EFTs.pdf

Source Envelope:

Document Pages: 34

Signatures: 2

Envelope Originator:

Certificate Pages: 2

Initials: 0

Carol McClung

AutoNav: Enabled

345 6th Street, Suite 300

Envelopeld Stamping: Enabled

Bremerton, WA 98337

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Carol.mcclung@kitsappublichealth.org

IP Address: 146.218.141.215

Record Tracking

Status: Original

Holder: Carol McClung

Location: DocuSign

11/14/2024 2:00:35 PM

Carol.mcclung@kitsappublichealth.org

Signer Events

Melissa Laird

melissa.laird@kitsappublichealth.org

Finance Manager

Kitsap Public Health District

Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

DB9C788F36B1487...

Signature Adoption: Pre-selected Style

Using IP Address: 146.218.141.198

Timestamp

Sent: 11/14/2024 2:05:31 PM

Resent: 11/18/2024 8:45:53 AM

Viewed: 11/18/2024 9:18:41 AM

Signed: 11/18/2024 9:20:00 AM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Yolanda Fong

yolanda.fong@kitsappublichealth.org

Administrator

kitsap Public health District

Security Level: Email, Account Authentication (None)

DocuSigned by:

04B011B7E67B465...

Signature Adoption: Pre-selected Style

Using IP Address: 146.218.141.163

Sent: 11/14/2024 2:05:31 PM

Viewed: 11/15/2024 3:08:40 PM

Signed: 11/15/2024 3:09:35 PM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent

Hashed/Encrypted

11/14/2024 2:05:31 PM

Certified Delivered

Security Checked

11/15/2024 3:08:40 PM

Signing Complete

Security Checked

11/15/2024 3:09:35 PM

Envelope Summary Events	Status	Timestamps
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Completed	Security Checked	11/18/2024 9:20:00 AM
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Payment Events	Status	Timestamps
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