

**AMENDMENT TO AGREEMENT 2262**

This Amendment (“Amendment”) to Kitsap Public Health District Contract for Youth Cannabis & Commercial Tobacco Prevention Program (the “Contract”), is entered into between the Jefferson County Public Health (“Contractor”) and the Kitsap Public Health District (“District”).

**RECITALS**

**WHEREAS**, the Parties entered into the Contract effective July 1, 2022; and

**WHEREAS**, Washington State Department of Health has extended the contract by one year, and thus, has made changes to the statement of work, and the parties have agreed it is desirable to adjust funding; and

**WHEREAS**, the Parties have entered into two prior amendments to the Contract.

**NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

- I. **Amendment of Contract Section 1. Period of Performance.** Section 1 is amended to extend the Period of Performance to June 30, 2025.
- II. **Amendment of Contract Section 4. Statement of work and Budget.** Subcontractor shall furnish the necessary personnel, equipment material, and/or services and otherwise do all the things necessary for or incidental to the performance of the work set forth in ATTACHEMENT A-3, attached hereto and incorporated herein. ATTACHMENT A of the initial contract and ATTACHMENT A-1 of Amendment 1 and ATTACHEMENT A-2 of Amendment 2 remain unchanged.
- III. **Amendment of Contract Section 5. Compensation.** \$82,000 dollars will be added to the total budget for Jefferson County Public Health during this amendment period for a total compensation of \$288,761.
- IV. **Other Provisions Unchanged.** The other provisions of the Contract, as it has been amended from time to time, remain unchanged.
- V. **Effective Date.** The effective date of this Amendment is the date last executed by all parties.
- VI. **Authorization.** Each party signing below warrants to the other party that they have the full power and authority to execute this Amendment on behalf of the party for whom they sign.

[SIGNATURES FOLLOW ON THE NEXT PAGE]

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

**KITSAP PUBLIC  
HEALTH DISTRICT**

Yolanda Fong  
Yolanda Fong (Jul 2, 2024 12:16 PM)

Yolanda Fong  
Administrator

Date: 07/02/2024

Dated this 15<sup>th</sup> day of July, 2024.

**BOARD OF COUNTY COMMISSIONERS  
JEFFERSON COUNTY, WASHINGTON**

[Signature]

Kate Dean, Chair

7/15/24

Date

ATTEST:

[Signature]

Carolyn Galloway, Clerk of the Board



APPROVED AS TO FORM:

[Signature]

July 4, 2024

Philip C. Hunsucker, Date  
Chief Civil Deputy Prosecuting Attorney

**ATTACHMENT A-3 – SCOPE OF WORK AND BUDGET**

**Jefferson County Public Health  
July 1, 2024 – June 30, 2025**

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

<b>Activity</b>	
<b>Planning &amp; Coordination of Regional Network</b>	<p>Coordinate and maintain the Olympic Prevention Partnership steering committee and network.</p> <ul style="list-style-type: none"> <li>• Invite new community partners to join the Olympic Prevention Partnership Steering Committee.</li> <li>• Attend four regional networking meetings (June 2024 – June 2025)</li> <li>• Each subcontractor will be responsible for planning one of the above meetings. Refer to the workplan for schedule.</li> </ul>
<b>Implementation</b>	<p><i>2024-2025 Strategies for Youth Cannabis &amp; Commercial Tobacco Prevention:</i></p> <ul style="list-style-type: none"> <li>• <b>Social Norms: Media &amp; Health Communications</b></li> <li>• <b>Youth Empowerment &amp; Engagement</b></li> <li>• <b>Decision-maker Engagement</b></li> <li>• <b>Policy, System, Environmental Changes</b></li> </ul> <p>Specific Jefferson County activities are described in the 2024-2025 YCCTPP workplan. Please refer to the workplan for guidance on which activities fall under each funding source. Workplans are subject to change. Any changes will be approved by both parties.</p>
<b>Monitoring and Reporting</b>	<p>Monitor progress for each activity as appropriate; submit monthly narrative and data reports as requested by KPHD on the 5<sup>th</sup> of every month.</p>
<b>Midterm Evaluation</b>	<p>By February 1, 2025, report progress to CTPP Regional Coordinator. If needed, adjust activities to ensure spend down. Conduct a mid-year workplan re-evaluation.</p>
<b>Calls/Meetings</b>	<p>Participate in monthly conference call with KPHD and attend webinars as scheduled; respond to correspondences related to CTPP from the Department of Health; respond to activity assessments/surveys administered by KPHD as appropriate per scope of work.</p>
<b>Invoicing</b>	<p>Submit monthly invoices by the 20<sup>th</sup> of the month following the month in which costs were incurred, except for the Final Expenditure Report and Request for Reimbursement in each federal fiscal year (due July 1, 2025). Invoices must include supporting documentation such as timecards for staff time and copies of invoices paid for goods and services.</p>

**Budget July 1, 2024 – June 30, 2025**

<i><b>DCA</b></i>	<i><b>Cost</b></i>	<i><b>Description</b></i>
Staff Salary	1,8924.36	
Benefits	5,677.31	
Indirect	6,873.71	Rate 27.94%
Goods & Services	10,124.62	
Mileage		
Travel/Training	400.00	
<b>Total Jefferson</b>	<b>\$42,000</b>	

<i><b>NAPE</b></i>	<i><b>Cost</b></i>	<i><b>Description</b></i>
Staff Salary	18,924.36	
Benefits	5,677.31	
Indirect	6,873.71	Rate 27.94%
Goods & Services	8,124.62	
Mileage		
Travel/Training	400.00	
<b>Total Jefferson</b>	<b>\$40,000</b>	

**Funding Source**

<b>Chart of Accounts Program Name or Title</b>	<b>BARS Code</b>	<b>7/1/24 – 6/30/25</b>
SFY25 DEDICATED CANNABIS ACCOUNT (DCA)	334.04.93	\$42,000
SFY25 NICOTINE ADDICT PREV & ED PRO (NAPE)	334.04.93	\$40,000
<b>Total to Jefferson = \$82,000</b>		

# Olympic Region YCCTPP Workplan

## Youth Cannabis and Commercial Tobacco Prevention Program (YCCTPP) Overview

**Purpose:** To provide state and federal funding to regional networks and priority population networks to plan, implement, and evaluate cannabis and commercial tobacco\* (including vaping products) prevention and control activities.

\*Note: Commercial tobacco includes any product that contains tobacco and/or nicotine, such as cigarettes, cigars, electronic cigarettes, hookah, pipes, smokeless tobacco, heated tobacco, and other oral nicotine products. Commercial tobacco does not include FDA-approved nicotine replacement therapies.

**Mission Statement:** The Youth Cannabis and Commercial Tobacco Prevention Program's mission is to prevent initiation and reduce cannabis and commercial tobacco use by youth, ages 12-20, support adults who influence these youth, leverage resources for promoting and supporting commercial tobacco dependence treatment, and reduce cannabis and commercial tobacco-related inequities within Washington State.

**Impact:** The impact YCCTPP hopes to make is to reduce initiation and use of cannabis and commercial tobacco by youth (ages 12-20), especially among populations most adversely affected by marijuana use throughout Washington State.

### Progress Objectives (Measured by Healthy Youth Survey)

- Decrease percentage of 10th grade students (statewide) who have used cannabis and commercial tobacco on at least one day in the past 30 days.
- Decrease percentage of 10th grade students who have used cannabis and commercial tobacco on at least one day in the past 30 days in African American/Black, Latino/Hispanic, Asian/Pacific Islander, American Indian/Alaska Native, and LGBTQ population.
- Decrease the percentage of 10th grade students who first used cannabis and commercial tobacco before they were 14 years old.

### YCCTPP Statewide Program Goals

1. Establish networks that foster collaboration and innovation in youth cannabis and commercial tobacco use prevention.
2. Promote sustainability through evaluation, program, and personnel development, and establishing relevancy to current issues.
3. Promote equity through centering voices of those endure inequities, building a space for those with lived experience, while acknowledging past oppression and the harm it has caused to communities
4. Utilizing upstream prevention approach by drawing from existing science-based frameworks to create policy, systems, and environmental change

### Deliverables

- **Deliverable 1:** Develop Network Annual Work Plan
- **Deliverable 2:** Network Equity Assessment
- **Deliverable 3:** Organization and Network Administrative Plan
- **Deliverable 4:** Implement Annual Work Plan and Report Progress
- **Deliverable 5:** Assess Program Implementation

# Olympic Region YCCTPP Workplan

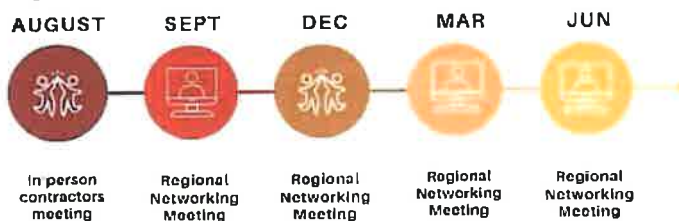
## Olympic Prevention Partnership

### Work Plan- 2023- 2024 Fiscal Year

Coordination Plan	
<i>Required Activities By DOH</i>	
Hire or assign project staff	
Assure all staff working with youth have an acceptable criminal background check on file.	
Participate in performance measure data collection activities in collaboration with DOH.	
Participate in project evaluation activities developed and coordinated by DOH.	
Participate in meetings with State YCCTPP contractors hosted by the DOH.	
Participate in Monthly YCCTPP Practice collaborative meeting	
Attend a one-day workshop with other Department of Health YCCTPP contractors to receive orientation and foster collaboration (Year 1 only. Travel paid by DOH).	
Provide workforce development training, technical assistance and support to project partners as needed.	
Participate in the recruitment of Healthy Youth Survey participation with school districts in your community.	
Create data management plan to protect participant confidentiality	
Additional Coordination Efforts	
Submit Monthly State Report to DOH.	
Conduct monthly check-in calls with subcontractors.	
Attend monthly check-in call with DOH contract manager.	
Mini-grant coordination and management.	
Participate in Statewide Commercial Tobacco Prevention Coalition.	
Participate in the statewide strategic planning process for the 2024 fiscal year.	
Participate in the statewide evaluation process directed by DOH.	
Administer the regional network (see meeting schedule below).	
Participate in DOH Needs Assessment process in Spring 2024.	

## OLYMPIC PREVENTION PARTNERSHIP

### Regional Meeting Schedule, 2023-2024





## Olympic Region YCCTPP Workplan

# PSE Goal 1: Youth Empowerment

To increase youth empowerment in our region by partnering with youth-serving organizations to create sustainable pro-social leadership opportunities for youth to communicate their needs to policymakers, and by encouraging and providing other pro-social leadership activities for youth.

**Objective 1:** Regionally, offer 6 opportunities for youth empowerment by working with stakeholders to develop pro-social activities.

**Objective 2:** Conduct a review of prosocial work that has been & can be implemented at schools and community organizations catered towards the Olympic Region and compile into a report. Distribute this report to our 3 subcontractors and additional interested parties.

Which State goal(s) does this contribute to? 2, 3, 4

### Network Activities

#### Youth Engagement Strategy 1: Network Management & Sustainability

Activity	Substance(s) Addressed	Funding Source(s)	Who is responsible?	By when? Or How often?
Invite youth serving organizations to attend Olympic Prevention Partnership.	Cannabis & Commercial Tobacco	Both	All subcontractors	Ongoing

#### Youth Engagement Strategy 2: Collaboration & Engagement

Activity	Substance(s) Addressed	Funding Source(s)	Who is responsible?	By when? Or How often?
Collaborate with community partners and youth-serving organizations to host at least <u>two</u> prosocial leadership opportunities in each county. Promote to local decision-makers. Examples: Art Advocacy events, Townhalls, youth-led events, etc.	Cannabis & Commercial Tobacco	Both	All subcontractors	<b>Implement:</b> 06/30/2025
Use mini-grants to build and maintain relationships with community organizations by allowing them to promote protective factors in youth or families at youth-servings organizations.	Cannabis & Commercial Tobacco	Both	Regional lead, JCPH	<b>Release:</b> 12/1/24 <b>Award:</b> 02/15/25 <b>Complete:</b> 06/15/25
Promote and implement youth leadership development programs at local school districts, such as Youth2Youth.	Cannabis & Commercial Tobacco	Both	JCPH	<b>Implement:</b> 06/30/2024
Collaborate with youth serving organizations to prepare youth for participating in Prevention Policy Day, for 2025 (Date, TBD)	Cannabis & Commercial Tobacco	Both	Regional Lead & All subcontractors	<b>Complete:</b> 01/15/2025

#### Youth Engagement Strategy 3: Media & Communication

Activity	Substance(s) Addressed	Funding Source(s)	Who is responsible?	By when? Or How often?
Advertise prosocial events through social media. Boost as necessary. Report any boosting.	Cannabis & Commercial Tobacco	Both	All subcontractors	Ongoing

#### Youth Engagement Strategy 4: Education & Technical Assistance

Activity	Substance(s) Addressed	Funding Source(s)	Who is responsible?	By when? Or How often?
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## Olympic Region YCCTPP Workplan

Invite youth to participate in youth advocacy trainings locally and statewide.	Cannabis & Commercial Tobacco	Both	Regional Lead & All subcontractors	Ongoing
Participate in the statewide Youth Cannabis Prevention Efforts in groups like: the Youth Cannabis Prevention Collaborative, the Rural Network, the Youth Empowerment Workgroup, Prevention Voices WA, etc.	Cannabis & Commercial Tobacco	Both	Regional Lead & All subcontractors	Ongoing
<b>Youth Engagement Strategy 5: Workforce Development</b>				
<i>Activity</i>	<i>Substance(s) Addressed</i>	<i>Funding Source(s)</i>	<i>Who is responsible?</i>	<i>By when? Or How often?</i>
Participate in monthly skill enhancement opportunities. These may include webinars, trainings, and other opportunities forwarded from the regional lead. Participate in a minimum of <b>one</b> skill enhancement opportunity <b>per month</b> .	Cannabis & Commercial Tobacco	Both	All subcontractors	One per month



## Olympic Region YCCTPP Workplan

### PSE Goal 2: Youth in Transition

To provide systems to help youth/young adults in transition stay quit from Commercial Tobacco. Focus on providing access to evidence-based therapies and healthy coping strategies.

**Objective 1:** Assess the current needs for helping youth involved with the juvenile system to stay quit in Kitsap by creating a visual mapping tool for resources around Kitsap. Share this tool with relevant partners once developed.

**Objective 2:** Develop a response plan based on the needs assessment for working with youth involved with the Kitsap County and Clallam County juvenile detention centers. Distribute this response plan to our subcontractors and both Kitsap and Clallam Juvenile detention centers.

Which State goal(s) does this contribute to? 2, 3, 4

#### Network Activities

##### JDCs Strategy 1: Network Management & Sustainability

Activity	Substance(s) Addressed	Funding Source(s)	Who is responsible?	By when? Or How often?
Invite juvenile detention center staff to join Olympic Prevention Partnership.	Cannabis & Commercial Tobacco	Both	Regional lead	Ongoing

##### JDCs Strategy 2: Collaboration & Engagement

Activity	Substance(s) Addressed	Funding Source(s)	Who is responsible?	By when? Or How often?
Continue outreach to Kitsap County JDC and foster further partnership via collaboration with programs implemented with the Kitsap County JDC.	Cannabis & Commercial Tobacco	Both	Regional lead	Ongoing
Work with community partners to put in place a network to help youth released from the Juvenile Detention Center to stay quit from cigarettes and e-cigarettes.	Commercial Tobacco	Commercial Tobacco	Regional lead	<b>Complete:</b> 02/30/2025
Explore outreach with Clallam Juvenile Detention and potential collaboration between KPHD, Clallam Juvenile Detention, and Kitsap Juvenile Detention.	Cannabis & Commercial Tobacco	Both	Regional lead	<b>Complete:</b> 01/31/2025

##### JDCs Strategy 3: Media & Communication

Activity	Substance(s) Addressed	Funding Source(s)	Who is responsible?	By when? Or How often?
Collaborate with Kitsap County Juvenile and Family Court Services to assess their need regarding information for prevention and cessation services. Create an information flyer/pamphlet/page if Kitsap County Juvenile expresses interest.	Commercial Tobacco	Commercial Tobacco	Regional Lead	<b>Complete:</b> 07/01/2024

##### JDCs Strategy 4: Education & Technical Assistance

Activity	Substance(s) Addressed	Funding Source(s)	Who is responsible?	By when? Or How often?
Provide ongoing technical assistance to JDCs about cessation resources for youth released from JDCs.	Commercial Tobacco	Commercial Tobacco	Regional Lead	Ongoing

##### JDCs Strategy 5: Workforce Development

Activity	Substance(s) Addressed	Funding Source(s)	Who is responsible?	By when? Or How often?
Contractors will complete at least one training or read one best practice guidance on working with youth in juvenile detention each quarter.	Commercial Tobacco	Commercial Tobacco	Regional Lead	One every 3 months

## Olympic Region YCCTPP Workplan

# PSE Goal 3: Positive Community Norms

To change community perceptions regarding cannabis and tobacco use, both regarding its prevalence and its perceived risk, among youth and adults. Engage with community organizations and community members to increase awareness of current data and trends regarding youth substance use.

**Objective 1:** Create opportunities for youth to view data regarding substance use trends relevant to their communities within 3 schools.

**Objective 2:** Facilitate events and standing agreements with 3 community organizations to showcase positive community norms materials to the youth and parents they serve.

Which State goal(s) does this contribute to? 1, 4

### Network Activities

#### Positive Community Norms Strategy 1: Network Management & Sustainability

Activity	Substance(s) Addressed	Funding Source(s)	Who is responsible?	By when? Or How often?
Invite youth serving organizations to attend Olympic Prevention Partnership.	Cannabis & Commercial Tobacco	Both	All subcontractors	Ongoing
Collect data via methods such as focus groups to assess current community values, perceptions, and gaps regarding youth cannabis and tobacco use.	Cannabis & Commercial Tobacco	Both	Regional Lead	<b>Complete:</b> 08/01/2024

#### Positive Community Norms Strategy 2: Collaboration & Engagement

Activity	Substance(s) Addressed	Funding Source(s)	Who is responsible?	By when? Or How often?
Collaborate with OESD 114 to promote positive community norms regarding substance use in their youth populations via policy and environmental change.	Cannabis & Commercial Tobacco	Both	Regional Lead	Ongoing
Collaborate with community organizations and external partners to promoting positive community norms regarding substance use within the Olympic Region via policy and environmental change.	Cannabis & Commercial Tobacco	Both	Regional Lead	Ongoing
Maintain readiness to work with the parks service regarding smoke and vape free parks.	Cannabis & Commercial Tobacco	Both	Kitsap Human Services	Ongoing

#### Positive Community Norms Strategy 3: Media & Communication

Activity	Substance(s) Addressed	Funding Source(s)	Who is responsible?	By when? Or How often?
Use social media to help change community norms about youth cannabis and commercial tobacco use. This could include statewide media toolkits like You Can and Under the Influence of You, etc.	Cannabis & Commercial Tobacco	Both	Regional Lead & All subcontractors	One per month
Obtain positive community norm materials using current available resources that will work for each county in the Olympic Region.	Cannabis & Commercial Tobacco	Both	Regional Lead & Kitsap Human Services	<b>Implement:</b> 09/01/2024

#### Positive Community Norms Strategy 4: Education & Technical Assistance

Activity	Substance(s) Addressed	Funding Source(s)	Who is responsible?	By when? Or How often?
Provide technical assistance to schools and community organizations regarding the interpretation of data and terminology used in promoting positive	Cannabis & Commercial Tobacco	Both	Regional Lead & All subcontractors	Ongoing

## Olympic Region YCCTPP Workplan

community norms alongside implementation of policy and environmental changes.				
<b>Positive Community Norms Strategy 5: Workforce Development</b>				
<b>Activity</b>	<b>Substance(s) Addressed</b>	<b>Funding Source(s)</b>	<b>Who is responsible?</b>	<b>By when? Or How often?</b>
Participate in monthly skill enhancement opportunities. These may include webinars, trainings, and other opportunities forwarded from the regional lead. Participate in a minimum of <b>one</b> skill enhancement opportunity <b>per month</b> .	Cannabis & Commercial Tobacco	Both	All subcontractors	One every other month



## Olympic Region YCCTPP Workplan

# PSE Goal 4: Trusted Adults Vaping Education

Provide education to family-serving organizations about protective factors for youth substance use and the health effects of vaping education to trusting adults

*Objective 1: Create a strategic plan obtained from the needs assessment and key informant interviews to best communicate information regarding cannabis to trusted adults.*

*Objective 2: Distribute information and/or present information regarding cannabis to 6 organizations with trusted adults.*

Which State goal(s) does this contribute to? 2, 3

### Network Activities

#### Trusted Adults Strategy 1: Network Management & Sustainability

Activity	Substance(s) Addressed	Funding Source(s)	Who is responsible?	By when? Or How often?
Invite family-serving organizations and schools to the Olympic Prevention Partnership.	Cannabis & Commercial Tobacco	Both	Regional Lead, JCPH, Clallam 4-H	Ongoing

#### Trusted Adults Strategy 2: Collaboration & Engagement

Activity	Substance(s) Addressed	Funding Source(s)	Who is responsible?	By when? Or How often?
Reach out to 3 trusting adult sectors (schools, family-serving organizations, faith-based organizations, and youth groups or youth serving organizations, etc.) to explore the need for education on youth vaping.	Cannabis & Commercial Tobacco	Both	Regional Lead, JCPH, Clallam 4-H	<b>Complete:</b> 09/01/2024
Continue maintaining relationships with parent-serving organizations such as early learning, ECEAP, WIC, Maternal-Child Health services, etc. to expand secondhand smoke education to include youth vaping.	Commercial Tobacco	Commercial Tobacco	Regional Lead, JCPH, Clallam 4-H, & Kitsap Human Services	Ongoing
Engage 1 family-serving organizations and/or schools from each county to collaborate on the development and distribution of vaping education for trusting adults who engage with youth (Parents, school staff, coaches, etc.).	Cannabis & Commercial Tobacco	Both	Regional Lead, JCPH, Clallam 4-H, & Kitsap Human Services	<b>Complete:</b> 04/30/2025
Create and maintain relationships with school-based health centers and/or tribal clinics to ensure they have the resources to educate youth about substance use and/or healthy coping mechanisms.	Cannabis & Commercial Tobacco	Both	Regional Lead & JCPH	Ongoing
Reach out to pediatrician offices to assess viability of providing resources to parents on how to talk to their children regarding cannabis and tobacco, especially as it pertains to vaping. Provide materials to willing offices.	Cannabis & Commercial Tobacco	Both	Regional Lead	<b>Implement:</b> 10/01/2024

#### Trusted Adults Strategy 3: Media and Communication

Activity	Substance(s) Addressed	Funding Source(s)	Who is responsible?	By when? Or How often?
Adapt secondhand smoke materials for trusted adults on youth vaping education, including the harms of youth vaping and secondhand vape, mental health resources, community social	Commercial Tobacco	Commercial Tobacco	Regional Lead, JCPH, Clallam 4-H	<b>Complete:</b> 06/30/2024

## Olympic Region YCCTPP Workplan

norms, and protective factors against youth substance use.				
Communicate findings of data collection and needs assessment with parents, schools, and community organizations.	Cannabis & Commercial Tobacco	Cannabis & Commercial Tobacco	Regional Lead	<b>Implement:</b> 02/01/2025
<b>Trusted Adults Strategy 4: Education &amp; Technical Assistance</b>				
<i>Activity</i>	<i>Substance(s) Addressed</i>	<i>Funding Source(s)</i>	<i>Who is responsible?</i>	<i>By when? Or How often?</i>
Educate family-serving organizations about the health effects of youth vaping.	Commercial Tobacco	Commercial Tobacco	Regional Lead, JCPH, Clallam 4-H	<b>Complete:</b> 06/30/2024
Distribute educational materials to providers about maternal cannabis and tobacco use, youth substance use, and/or how mental health is associated with substance use. Update existing materials as needed.	Cannabis & Commercial Tobacco	Both	Regional Lead & JCPH	Bi-annually
<b>Trusted Adults Strategy 5: Workforce Development</b>				
<i>Activity</i>	<i>Substance(s) Addressed</i>	<i>Funding Source(s)</i>	<i>Who is responsible?</i>	<i>By when? Or How often?</i>
YCCTPP lead and subcontractors will stay informed on trends and research regarding e-cigarettes and vapes via trainings, seminars/webinars, or information sessions.	Commercial Tobacco	Commercial Tobacco	Regional Lead, JCPH, Clallam 4-H	One every 4 months