

**Kitsap Public Health District
Consent Agenda
July 2, 2024**

KPHD Contract Number	Their Contract Number	Contractor and Agreement Name	Type of Agreement	Term of Agreement	Amount to District	Amount to Other Agency
2203 Amendment 19 (2421)	CLH31014 Amendment 19	WA State Dept. of Health <i>Consolidated Contract</i>	Amendment	01/01/2022- 12/31/2024	\$2,049,500	\$0
Description: Amendment adds statements of work for Foundational Public Health Services (FPHS) and amends statements of work for Executive Office of Resiliency & Health Security-WFD LHJ, Healthcare-Associated Infections & Antimicrobial Resistance (HAI&AR) and HIV Client Services-HOPWA and adds \$2,049,500 for a revised maximum consideration of \$21,030,471.						
2262 Amendment 3 (2413)	N-22-028	Jefferson County Public Health <i>Youth Cannabis & Commercial Tobacco Prevention Program (YCCTPP)</i>	Amendment	07/01/2022- 06/30/2025	\$0	\$82,000
Description: Amendment to extend contract to June 30, 2025, updates statement of work and adds additional \$82,000 for a total combined compensation of \$288,761.						
2263 Amendment 2 (2414)	KC-388-22	Kitsap County <i>Youth Cannabis & Commercial Tobacco Prevention Program (YCCTPP)</i>	Amendment	07/01/2022- 06/30/2025	\$0	\$26,000
Description: Amendment to extend contract to June 30, 2025, updates statement of work and adds additional \$26,000 for a total combined compensation of \$78,129.						
2397	CLH29632-0	State of Washington Department of Health	Interlocal Agreement	07/01/2024- 06/30/2025	\$0	\$0
Description: DOH to provide KPHD access to data through the Collective Medical Technologies portal to assist in timely investigations of Multi-Drug Resistant Organism cases.						
2421	103111	Catalyst Workplace Activation <i>4th Floor Office Space</i>	Vendor	When services rendered.	\$0	\$53,261.69
Description: Using the statewide contracts, Catalyst was selected for the design, purchase, and installation of workspaces and furniture to be placed on the fourth floor.						

**KITSAP PUBLIC HEALTH DISTRICT
2022-2024 CONSOLIDATED CONTRACT**

CONTRACT NUMBER: CLH31014

AMENDMENT NUMBER: 19

PURPOSE OF CHANGE: To amend this contract between the DEPARTMENT OF HEALTH hereinafter referred to as “DOH”, and KITSAP PUBLIC HEALTH DISTRICT, a Local Health Jurisdiction, hereinafter referred to as “LHJ”, pursuant to the Modifications/Waivers clause, and to make necessary changes within the scope of this contract and any subsequent amendments thereto.

IT IS MUTUALLY AGREED: That the contract is hereby amended as follows:

1. Exhibit A Statements of Work, includes the following statements of work, which are incorporated by this reference and located on the DOH Finance SharePoint site in the Upload Center at the following URL:
<https://stateofwa.sharepoint.com/sites/doh-ofsfundingresources/sitepages/home.aspx?e1:9a94688da2d94d3ea80ac7fbc32e4d7c>
 - Adds Statements of Work for the following programs:
 Foundational Public Health Services (FPHS) - Effective July 1, 2024
 - Amends Statements of Work for the following programs:
 Executive Office of Resiliency & Health Security-WFD LHJ - Effective July 1, 2023
 Healthcare-Associated Infections & Antimicrobial Resistance (HAI&AR) - Effective September 1, 2022
 HIV Client Services-HOPWA - Effective September 1, 2023
 - Deletes Statements of Work for the following programs:

2. Exhibit B-19 Allocations, attached and incorporated by this reference, amends and replaces Exhibit B-18 Allocations as follows:
 - Increase of **\$2,049,500** for a revised maximum consideration of **\$21,030,471**.
 - Decrease of _____ for a revised maximum consideration of _____.
 - No change in the maximum consideration of _____.
 Exhibit B Allocations are attached only for informational purposes.

Unless designated otherwise herein, the effective date of this amendment is the date of execution.

ALL OTHER TERMS AND CONDITIONS of the original contract and any subsequent amendments remain in full force and effect.

IN WITNESS WHEREOF, the undersigned has affixed his/her signature in execution thereof.

KITSAP PUBLIC HEALTH DISTRICT	STATE OF WASHINGTON DEPARTMENT OF HEALTH
Signature:	Signature:
Date:	Date:

APPROVED AS TO FORM ONLY
Assistant Attorney General

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Chart of Accounts Program Title	Federal Award Identification #	Amend #	Assist List #**	BARS Revenue Code**	Statement of Work		DOH Use Only Chart of Accounts		Amount	Funding Period SubTotal	Chart of Accounts Total
					LHJ Funding Period Start Date	LHJ Funding Period End Date	Funding Period Start Date	Funding Period End Date			
FFY23 IAR SNAP Ed Prog Mgnt-Region 5	NGA Not Received	Amd 9	10.561	333.10.56	10/01/22	09/30/23	10/01/22	09/30/23	\$115,813	\$115,813	\$213,829
FFY22 IAR SNAP Ed Prog Mgnt-Region 5	207WAWA5Q3903	Amd 7	10.561	333.10.56	01/01/22	09/30/22	10/01/21	09/30/22	(\$19,204)	\$98,016	
FFY22 IAR SNAP Ed Prog Mgnt-Region 5	207WAWA5Q3903	Amd 4	10.561	333.10.56	01/01/22	09/30/22	10/01/21	09/30/22	\$12,723		
FFY22 IAR SNAP Ed Prog Mgnt-Region 5	207WAWA5Q3903	Amd 1	10.561	333.10.56	01/01/22	09/30/22	10/01/21	09/30/22	\$104,497		
FFY24 SNAP Ed Prog Mgnt Admin IAR	NGA Not Received	Amd 15	10.561	333.10.56	10/01/23	09/30/24	10/01/23	09/30/24	\$127,434	\$127,434	\$127,434
Hous. Opp. for Ppl w/AIDS CARES COVID-19	WA-H2001W074	Amd 4	14.241	333.14.24	01/01/22	06/30/23	01/01/22	06/30/23	\$11,418	\$11,418	\$11,418
FFY23 Housing People with AIDS Formula HUD	WAH23-F999	Amd 16	14.241	333.14.24	09/01/23	06/30/24	08/10/23	08/09/26	\$300	\$113,064	\$350,432
FFY23 Housing People with AIDS Formula HUD	WAH23-F999	Amd 15	14.241	333.14.24	09/01/23	06/30/24	08/10/23	08/09/26	\$112,764		
FFY22 Housing People with AIDS Formula HUD	WAH21-F999	Amd 14	14.241	333.14.24	10/01/22	08/31/23	09/12/22	09/11/25	\$23,000	\$126,989	
FFY22 Housing People with AIDS Formula HUD	WAH21-F999	Amd 10, 14	14.241	333.14.24	10/01/22	08/31/23	09/12/22	09/11/25	\$103,989		
FFY21 Housing People with AIDS Formula	WAH21-F999	Amd 16	14.241	333.14.24	09/01/23	06/30/24	07/01/20	08/24/24	\$3,200	\$3,200	
FFY21 Housing People with AIDS Formula	WAH21-F999	Amd 10	14.241	333.14.24	07/01/22	06/30/23	07/01/20	06/30/23	(\$103,989)	\$27,229	
FFY21 Housing People with AIDS Formula	WAH21-F999	Amd 5	14.241	333.14.24	07/01/22	06/30/23	07/01/20	06/30/23	\$131,218		
FFY21 Housing People with AIDS Formula	WAH21-F999	Amd 4	14.241	333.14.24	01/01/22	06/30/22	07/01/20	06/30/23	\$28,622	\$49,215	
FFY21 Housing People with AIDS Formula	WAH21-F999	Amd 2	14.241	333.14.24	01/01/22	06/30/22	07/01/20	06/30/23	\$20,593		
FFY20 Housing People with AIDS Formula	WAH20-F999	Amd 4	14.241	333.14.24	01/01/22	06/30/22	07/01/20	06/30/23	\$4,045	\$30,735	
FFY20 Housing People with AIDS Formula	WAH20-F999	Amd 1	14.241	333.14.24	01/01/22	06/30/22	07/01/20	06/30/23	\$26,690		
FFY24 Swimming Beach Act Grant IAR (ECY)	NGA Not Received	Amd 17	66.472	333.66.47	03/01/24	09/30/24	01/01/24	11/30/24	\$25,000	\$25,000	\$75,000
FFY23 Swimming Beach Act Grant IAR (ECY)	01J74301	Amd 11	66.472	333.66.47	03/01/23	10/31/23	03/01/23	10/31/23	\$25,000	\$25,000	
FFY22 Swimming Beach Act Grant IAR (ECY)	01J74301	Amd 2	66.472	333.66.47	03/01/22	10/31/22	01/01/22	11/30/22	\$25,000	\$25,000	
FFY23 PHEP BP5 LHJ Funding	NU90TP922043	Amd 14	93.069	333.93.06	07/01/23	06/30/24	07/01/23	06/30/24	\$295,345	\$295,345	\$790,580
FFY22 PHEP BP4 LHJ Funding	NU90TP922043	Amd 7	93.069	333.93.06	07/01/22	06/30/23	07/01/22	06/30/23	\$295,345	\$295,345	
FFY21 PHEP BP3 LHJ Funding	NU90TP922043	Amd 7	93.069	333.93.06	07/01/22	06/30/23	07/01/21	06/30/23	\$4,176	\$4,176	
FFY21 PHEP BP3 LHJ Funding	NU90TP922043	Amd 2	93.069	333.93.06	01/01/22	06/30/22	07/01/21	06/30/23	\$195,714	\$195,714	
FFY22 TB Uniting for Ukraine Supp	NU52PS910221	Amd 10, 13	93.116	333.93.11	07/01/22	09/30/23	05/21/22	09/30/23	\$7,500	\$7,500	\$7,500
FFY22 Overdose Data to Action Prev	NU17CE925007	Amd 10	93.136	333.93.13	09/01/22	08/31/23	09/01/22	08/31/23	\$57,417	\$107,417	\$127,324
FFY22 Overdose Data to Action Prev	NU17CE925007	Amd 7	93.136	333.93.13	09/01/22	08/31/23	09/01/22	08/31/23	\$50,000		
FFY21 Overdose Data to Action Prev	NU17CE925007	Amd 3	93.136	333.93.13	01/01/22	08/31/22	09/01/21	08/31/22	\$19,907	\$19,907	
COVID19 Vaccines	NH23IP922619	Amd 7	93.268	333.93.26	01/01/22	06/30/24	07/01/20	06/30/24	\$283,424	\$283,424	\$283,424

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COVID19 Vaccines R4	NH23IP922619	Amd 5	93.268	333.93.26	01/01/22	06/30/24	07/01/20	06/30/24	\$5,000	\$1,032,214	\$1,032,214
COVID19 Vaccines R4	NH23IP922619	Amd 1	93.268	333.93.26	01/01/22	06/30/24	07/01/20	06/30/24	\$1,027,214		
FFY24 CDC PPHF Ops	NH23IP922619	Amd 14	93.268	333.93.26	07/01/23	06/30/24	07/01/23	06/30/24	\$250	\$2,750	\$2,750
FFY24 CDC PPHF Ops	NH23IP922619	Amd 13	93.268	333.93.26	07/01/23	06/30/24	07/01/23	06/30/24	\$2,500		
FFY24 CDC VFC Ops	NH23IP922619	Amd 14	93.268	333.93.26	07/01/23	06/30/24	07/01/23	06/30/24	\$1,613	\$17,747	\$17,747
FFY24 CDC VFC Ops	NH23IP922619	Amd 13	93.268	333.93.26	07/01/23	06/30/24	07/01/23	06/30/24	\$16,134		
FFY24 CDC IQIP Regional Rep	NH23IP922619	Amd 14	93.268	333.93.26	07/01/23	06/30/24	07/01/23	06/30/24	\$2,800	\$30,800	\$30,800
FFY24 CDC IQIP Regional Rep	NH23IP922619	Amd 13	93.268	333.93.26	07/01/23	06/30/24	07/01/23	06/30/24	\$28,000		
FFY23 PPHF Ops	NH23IP922619	Amd 7	93.268	333.93.26	07/01/22	06/30/23	07/01/22	06/30/23	\$2,500	\$2,500	\$4,459
FFY22 PPHF Ops	NH23IP922619	Amd 3	93.268	333.93.26	01/01/22	06/30/22	07/01/21	06/30/22	\$1,959	\$1,959	
FFY23 VFC IQIP	NH23IP922619	Amd 7	93.268	333.93.26	07/01/22	06/30/23	07/01/22	06/30/23	\$27,588	\$27,588	\$27,588
FFY23 VFC Ops	NH23IP922619	Amd 5	93.268	333.93.26	07/01/22	06/30/23	07/01/22	06/30/23	\$16,134	\$16,134	\$29,004
FFY22 VFC Ops	NH23IP922619	Amd 3	93.268	333.93.26	01/01/22	06/30/22	07/01/21	06/30/22	\$12,870	\$12,870	
FFY19 COVID CARES	NU50CK000515	Amd 2	93.323	333.93.32	01/01/22	04/22/22	04/23/20	07/31/24	\$314,824	\$314,824	\$314,824
FFY19 ELC COVID Ed LHJ Allocation	NU50CK000515	Amd 7	93.323	333.93.32	01/01/22	10/18/22	05/19/20	10/18/22	(\$989,616)	\$155,419	\$155,419
FFY19 ELC COVID Ed LHJ Allocation	NU50CK000515	Amd 2	93.323	333.93.32	01/01/22	10/18/22	05/19/20	10/18/22	\$1,145,035		
FFY20 ELC EDE LHJ Allocation	NU50CK000515	Amd 7, 9, 11, 16	93.323	333.93.32	01/01/22	06/30/24	01/15/21	07/31/24	(\$199,494)	\$2,720,344	\$2,720,344
FFY20 ELC EDE LHJ Allocation	NU50CK000515	Amd 2, 9, 11, 16	93.323	333.93.32	01/01/22	06/30/24	01/15/21	07/31/24	\$2,919,838		
FFY21 SHARP HAI ELC	NU50CK000515	Amd 19	93.323	333.93.32	09/01/22	12/31/24	08/01/21	07/31/25	\$25,000	\$217,500	\$217,500
FFY21 SHARP HAI ELC	NU50CK000515	Amd 9, 19	93.323	333.93.32	09/01/22	12/31/24	08/01/21	07/31/25	\$192,500		
FFY21 CDC COVID-19 PHWFD-LHJ	NU90TP922181	Amd 19	93.354	333.93.35	07/01/23	12/31/24	07/01/23	06/30/25	\$200,000	\$400,000	\$400,000
FFY21 CDC COVID-19 PHWFD-LHJ	NU90TP922181	Amd 15, 19	93.354	333.93.35	07/01/23	12/31/24	07/01/23	06/30/25	\$200,000		
FFY24 Tobacco-Vape Prev CDC Comp 1	NGA Not Received	Amd 18	93.387	333.93.38	04/29/24	12/31/24	04/29/24	04/28/25	\$19,201	\$19,201	\$92,647
FFY23 Tobacco-Vape Prev Comp 1	NU58DP006808	Amd 12	93.387	333.93.38	04/29/23	04/28/24	04/29/23	04/28/24	\$24,482	\$24,482	
FFY22 Tobacco-Vape Prev Comp 1	NU58DP006808	Amd 5, 9	93.387	333.93.38	04/29/22	04/28/23	04/29/22	04/28/23	\$24,482	\$24,482	
FFY21 Tobacco-Vape Prev Comp 1	NU58DP006808	Amd 2	93.387	333.93.38	01/01/22	04/28/22	04/29/21	04/28/22	\$24,482	\$24,482	

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FFY22 Phys Actvty & Nutrition Prog	NU58DP006504	Amd 11	93.439	333.93.43	09/30/22	09/29/23	09/30/22	09/29/23	\$2,000	\$82,000	\$149,000
FFY22 Phys Actvty & Nutrition Prog	NU58DP006504	Amd 7	93.439	333.93.43	09/30/22	09/29/23	09/30/22	09/29/23	\$80,000		
FFY21 Phys Actvty & Nutrition Prog	NU58DP006504	Amd 7	93.439	333.93.43	01/01/22	09/29/22	09/30/21	09/29/22	\$15,000	\$67,000	
FFY21 Phys Actvty & Nutrition Prog	NU58DP006504	Amd 1	93.439	333.93.43	01/01/22	09/29/22	09/30/21	09/29/22	\$52,000		
FFY22 PH Infrastructure Comp A1-LHJ	NE11OE000053	Amd 16	93.967	333.93.96	01/01/24	12/31/24	12/01/22	06/30/25	\$200,000	\$200,000	\$200,000
FFY24 HRSA MCHBG LHJ Contracts	B04MC52960	Amd 14	93.994	333.93.99	10/01/23	09/30/24	10/01/23	09/30/24	\$159,854	\$159,854	\$292,145
FFY23 HRSA MCHBG LHJ Contracts	B04MC47453	Amd 14	93.994	333.93.99	10/01/22	09/30/23	10/01/22	09/30/23	(\$27,563)	\$132,291	
FFY23 HRSA MCHBG LHJ Contracts	B04MC47453	Amd 7	93.994	333.93.99	10/01/22	09/30/23	10/01/22	09/30/23	\$159,854		
FFY22 HRSA MCHBG Special Proj	B04MC45251	Amd 14	93.994	333.93.99	07/01/23	09/30/23	10/01/22	09/30/23	\$37,563	\$37,563	\$37,563
FFY22 MCHBG LHJ Contracts	B04MC45251	Amd 4	93.994	333.93.99	01/01/22	09/30/22	10/01/21	09/30/22	\$14,691	\$134,581	\$134,581
FFY22 MCHBG LHJ Contracts	B04MC45251	Amd 1	93.994	333.93.99	01/01/22	09/30/22	10/01/21	09/30/22	\$119,890		
SFY1 GFS - Group B		Amd 17	N/A	334.04.90	01/01/24	06/30/24	07/01/23	06/30/25	\$25,230	\$25,230	\$76,985
GFS-Group B (FO-SW)		Amd 10	N/A	334.04.90	01/01/23	06/30/23	07/01/22	06/30/23	\$25,878	\$25,878	
GFS-Group B (FO-SW)		Amd 1	N/A	334.04.90	01/01/22	06/30/22	07/01/21	06/30/22	\$25,877	\$25,877	
State Drug User Health Program		Amd 7	N/A	334.04.91	07/01/22	06/30/23	07/01/21	06/30/23	(\$40,000)	\$0	\$20,000
State Drug User Health Program		Amd 5	N/A	334.04.91	07/01/22	06/30/23	07/01/21	06/30/23	\$40,000		
State Drug User Health Program		Amd 1	N/A	334.04.91	01/01/22	06/30/22	07/01/21	06/30/23	\$20,000	\$20,000	
Rec Shellfish/Biotoxin		Amd 13	N/A	334.04.93	07/01/23	12/31/24	07/01/23	06/30/25	\$20,000	\$20,000	\$40,000
Rec Shellfish/Biotoxin		Amd 1	N/A	334.04.93	01/01/22	06/30/23	07/01/21	06/30/23	\$20,000	\$20,000	
Small Onsite Management (ALEA)		Amd 13	N/A	334.04.93	07/01/24	12/31/24	07/01/23	06/30/25	\$33,333	\$33,333	\$104,166
Small Onsite Management (ALEA)		Amd 13	N/A	334.04.93	07/01/23	06/30/24	07/01/23	06/30/25	\$33,333	\$33,333	
Small Onsite Management (ALEA)		Amd 1	N/A	334.04.93	07/01/22	06/30/23	07/01/21	06/30/23	\$15,000	\$15,000	
Small Onsite Management (ALEA)		Amd 1	N/A	334.04.93	01/01/22	06/30/22	07/01/21	06/30/23	\$22,500	\$22,500	
Small Onsite Management (GFS)		Amd 15	N/A	334.04.93	07/01/24	12/31/24	07/01/23	06/30/25	(\$8,334)	\$0	\$0
Small Onsite Management (GFS)		Amd 13	N/A	334.04.93	07/01/24	12/31/24	07/01/23	06/30/25	\$8,334		
SFY25 Dedicated Cannabis Account		Amd 18	N/A	334.04.93	07/01/24	12/31/24	07/01/24	06/30/25	\$123,755	\$123,755	\$618,773
SFY24 Dedicated Cannabis Account		Amd 13	N/A	334.04.93	07/01/23	06/30/24	07/01/23	06/30/25	\$247,509	\$247,509	
SFY23 Dedicated Cannabis Account		Amd 5, 9	N/A	334.04.93	07/01/22	06/30/23	07/01/22	06/30/23	\$247,509	\$247,509	

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SFY22 Marijuana Education		Amd 2	N/A	334.04.93	01/01/22	06/30/22	07/01/21	06/30/23	\$132,277	\$132,277	\$139,848
SFY22 Marijuana Education		Amd 2	N/A	334.04.93	01/01/22	06/30/22	07/01/21	06/30/23	\$7,571	\$7,571	
SFY25 Nicotine Addict Prev & Ed Pro		Amd 18	N/A	334.04.93	07/01/24	12/31/24	07/01/24	06/30/25	\$50,265	\$50,265	\$50,265
SFY24 Tobacco Prevention Proviso		Amd 14	N/A	334.04.93	07/01/23	06/30/24	07/01/23	06/30/24	\$100,530	\$100,530	\$294,530
SFY23 Tobacco Prevention Proviso		Amd 7, 9	N/A	334.04.93	07/01/22	06/30/23	07/01/22	06/30/23	\$4,000	\$194,000	
SFY23 Tobacco Prevention Proviso		Amd 5, 9	N/A	334.04.93	07/01/22	06/30/23	07/01/22	06/30/23	\$190,000		
SFY25 Youth Tobacco Vapor Products		Amd 18	N/A	334.04.93	07/01/24	12/31/24	07/01/24	06/30/25	\$12,241	\$12,241	\$116,347
SFY24 Youth Tobacco Vapor Products		Amd 13	N/A	334.04.93	07/01/23	06/30/24	07/01/23	06/30/25	\$38,402	\$38,402	
SFY23 Youth Tobacco Vapor Products		Amd 5, 9	N/A	334.04.93	07/01/22	06/30/23	07/01/21	06/30/23	\$38,402	\$38,402	
SFY22 Youth Tobacco Vapor Products		Amd 2	N/A	334.04.93	01/01/22	06/30/22	07/01/21	06/30/23	\$27,302	\$27,302	
SFY25 Wastewater Management-GFS		Amd 15	N/A	334.04.93	07/01/24	12/31/24	07/01/23	06/30/25	\$8,334	\$8,334	\$38,334
Wastewater Management-GFS		Amd 1	N/A	334.04.93	07/01/22	06/30/23	07/01/21	06/30/23	\$30,000	\$30,000	
HIV Local Proviso-RW Grant Year 2023		Amd 5	N/A	334.04.98	04/01/23	06/30/23	04/01/23	06/30/23	\$30,814	\$30,814	\$185,184
HIV Local Proviso-RW Grant Year 2022		Amd 5	N/A	334.04.98	07/01/22	03/31/23	04/01/22	03/31/23	\$92,442	\$92,442	
HIV Local Proviso-RW Grant Year 2022		Amd 10	N/A	334.04.98	04/01/22	06/30/22	04/01/22	03/31/23	(\$19,580)	\$21,174	
HIV Local Proviso-RW Grant Year 2022		Amd 2	N/A	334.04.98	04/01/22	06/30/22	04/01/22	03/31/23	\$19,880		
HIV Local Proviso-RW Grant Year 2022		Amd 1	N/A	334.04.98	04/01/22	06/30/22	04/01/22	03/31/23	\$20,874		
HIV Local Proviso-RW Grant Year 2021		Amd 2	N/A	334.04.98	01/01/22	03/31/22	04/01/21	03/31/22	\$19,880	\$40,754	
HIV Local Proviso-RW Grant Year 2021		Amd 1	N/A	334.04.98	01/01/22	03/31/22	04/01/21	03/31/22	\$20,874		
FFY24 RW Grant Year Rebate		Amd 18	N/A	334.04.98	07/01/24	08/31/24	04/01/24	03/31/25	\$25,178	\$25,178	\$1,901,763
FFY24 RW Grant Year Rebate		Amd 16	N/A	334.04.98	04/01/24	12/31/24	04/01/24	03/31/25	\$568,500	\$568,500	
FFY23 RW Grant Year Rebate		Amd 16	N/A	334.04.98	01/01/24	03/31/24	07/01/23	03/31/24	\$189,500	\$189,500	
RW FFY23 Grant Year Rebate		Amd 13	N/A	334.04.98	07/01/23	12/31/23	07/01/23	12/31/24	\$313,800	\$313,800	
RW FFY23 Grant Year Local (Rebate)		Amd 7	N/A	334.04.98	04/01/23	06/30/23	04/01/23	06/30/23	\$9,940	\$126,086	
RW FFY23 Grant Year Local (Rebate)		Amd 5	N/A	334.04.98	04/01/23	06/30/23	04/01/23	06/30/23	\$116,146		
RW FFY22 Grant Year Local (Rebate)		Amd 7	N/A	334.04.98	07/01/22	03/31/23	04/01/22	03/31/23	\$29,820	\$378,258	
RW FFY22 Grant Year Local (Rebate)		Amd 5	N/A	334.04.98	07/01/22	03/31/23	04/01/22	03/31/23	\$348,438		
RW FFY22 Grant Year Local (Rebate)		Amd 10	N/A	334.04.98	04/01/22	06/30/22	04/01/22	03/31/23	\$19,580	\$135,726	
RW FFY22 Grant Year Local (Rebate)		Amd 1	N/A	334.04.98	04/01/22	06/30/22	04/01/22	03/31/23	\$116,146		
RW FFY21 Grant Year Local (Rebate)		Amd 2	N/A	334.04.98	01/01/22	03/31/22	04/01/21	03/31/22	\$48,569	\$164,715	
RW FFY21 Grant Year Local (Rebate)		Amd 1	N/A	334.04.98	01/01/22	03/31/22	04/01/21	03/31/22	\$116,146		

Indirect Rate January 1, 2022-December 31, 2022: 37.96% Admin & Facilities; 37.96% Community Hlth Pgms (inc. Admin) & 39.47% Environmental Hlth Pgms (inc. Admin)
 Indirect Rate January 1, 2023-December 31, 2023: 30.08% Admin & Facilities; 30.08% Community Hlth Pgms (inc. Admin) & 36% Environmental Hlth Pgms (inc. Admin)
 Indirect Rate January 1, 2024-December 31, 2024: 28.76% Admin & Community Health Pgms; 31.32% Environmental Health Pgms

Chart of Accounts Program Title	Federal Award Identification #	Amend #	Assist List #**	BARS Revenue Code**	Statement of Work LHJ Funding Period		DOH Use Only Chart of Accounts Funding Period		Amount	Funding Period SubTotal	Chart of Accounts Total
					Start Date	End Date	Start Date	End Date			
YR3 TFAH-Trust for America's Health		Amd 2, 10	N/A	334.04.98	10/01/22	03/31/23	10/01/22	09/30/23	\$5,400	\$5,400	\$10,000
YR2 TFAH-Trust for America's Health		Amd 2	N/A	334.04.98	02/01/22	09/30/22	10/01/21	09/30/22	\$4,600	\$4,600	
FPHS-LHJ-Proviso (YR2)		Amd 12	N/A	336.04.25	07/01/22	06/30/23	07/01/21	06/30/23	\$250,000	\$2,719,000	\$4,064,000
FPHS-LHJ-Proviso (YR2)		Amd 6	N/A	336.04.25	07/01/22	06/30/23	07/01/21	06/30/23	\$2,469,000		
FPHS-LHJ-Proviso (YR2)		Amd 7	N/A	336.04.25	07/01/22	06/30/23	07/01/21	06/30/23	(\$1,345,000)	\$0	
FPHS-LHJ-Proviso (YR2)		Amd 1	N/A	336.04.25	07/01/22	06/30/23	07/01/21	06/30/23	\$1,345,000		
FPHS-LHJ-Proviso (YR1)		Amd 1	N/A	336.04.25	01/01/22	06/30/22	07/01/21	06/30/23	\$1,345,000	\$1,345,000	
SFY25 FPHS-LHJ Funds-GFS		Amd 19	N/A	336.04.25	07/01/24	12/31/24	07/01/24	06/30/25	\$1,824,500	\$1,824,500	\$5,473,500
SFY24 FPHS-LHJ-Funds-GFS		Amd 14	N/A	336.04.25	07/01/23	06/30/24	07/01/23	06/30/24	\$1,180,000	\$3,649,000	
SFY24 FPHS-LHJ-Funds-GFS		Amd 13	N/A	336.04.25	07/01/23	06/30/24	07/01/23	06/30/24	\$2,469,000		
YR 26 SRF - Local Asst (15%) SS		Amd 18	N/A	346.26.64	01/01/24	12/31/24	07/01/23	06/30/25	\$2,250	\$13,000	\$45,250
YR 26 SRF - Local Asst (15%) SS		Amd 15	N/A	346.26.64	01/01/24	12/31/24	07/01/23	06/30/25	\$10,750		
YR 25 SRF - Local Asst (15%) SS		Amd 18	N/A	346.26.64	01/01/23	12/31/23	01/01/23	12/31/23	(\$500)	\$13,250	
YR 25 SRF - Local Asst (15%) SS		Amd 14	N/A	346.26.64	01/01/23	12/31/23	01/01/23	12/31/23	\$500		
YR 25 SRF - Local Asst (15%) SS		Amd 11	N/A	346.26.64	01/01/23	12/31/23	01/01/23	12/31/23	\$13,250		
YR 24 SRF - Local Asst (15%) (FO-SW) SS		Amd 7	N/A	346.26.64	01/01/22	12/31/22	07/01/21	06/30/23	\$1,500	\$19,000	
YR 24 SRF - Local Asst (15%) (FO-SW) SS		Amd 1	N/A	346.26.64	01/01/22	12/31/22	07/01/21	06/30/23	\$17,500		
YR 26 SRF - Local Asst (15%) TA		Amd 18	N/A	346.26.66	01/01/24	12/31/24	07/01/23	06/30/25	\$4,000	\$4,000	\$6,000
YR 25 SRF - Local Asst (15%) TA		Amd 18	N/A	346.26.66	01/01/23	12/31/23	01/01/23	12/31/23	(\$2,000)	\$0	
YR 25 SRF - Local Asst (15%) TA		Amd 11	N/A	346.26.66	01/01/23	12/31/23	01/01/23	12/31/23	\$2,000		
YR 24 SRF - Local Asst (15%) (FO-SW) TA		Amd 18	N/A	346.26.66	01/01/22	12/31/22	07/01/21	06/30/23	\$1,000	\$2,000	
YR 24 SRF - Local Asst (15%) (FO-SW) TA		Amd 1	N/A	346.26.66	01/01/22	12/31/22	07/01/21	06/30/23	\$1,000		
TOTAL									\$21,030,471	\$21,030,471	
Total consideration:	\$18,980,971									GRAND TOTAL	\$21,030,471
GRAND TOTAL	\$21,030,471									Total Fed	\$7,845,526
										Total State	\$13,184,945

*Assistance Listing Number fka Catalog of Federal Domestic Assistance

**Federal revenue codes begin with "333". State revenue codes begin with "334".

**Exhibit A
Statement of Work
Contract Term: 2022-2024**

DOH Program Name or Title: Executive Office of Resiliency & Health Security-
WFD LHJ - Effective July 1, 2023

Local Health Jurisdiction Name: Kitsap Public Health District

Contract Number: CLH31014

SOW Type: Revision **Revision # (for this SOW)** 2

Funding Source	Federal Compliance (check if applicable)	Type of Payment
<input checked="" type="checkbox"/> Federal Subrecipient	<input checked="" type="checkbox"/> FFATA (Transparency Act)	<input checked="" type="checkbox"/> Reimbursement
<input type="checkbox"/> State	<input type="checkbox"/> Research & Development	<input type="checkbox"/> Fixed Price
<input type="checkbox"/> Other		

Period of Performance: July 1, 2023 through December 31, 2024

Statement of Work Purpose: The purpose of this statement of work is to provide funding to establish, expand, train, and sustain the LHJ public health workforce to support jurisdictional COVID-19 prevention, preparedness, response, and recovery initiatives, in accordance with the CDC Crisis Response Cooperative Agreement: COVID-19 Public Health Workforce Development (WFD).

Note: Program does not expect to be able to extend funding beyond June 30, 2024. LHJs will not be provided a fund allocation. Program will review invoices and manage use of funds across all LHJs who want to access these funds. Timely invoicing of costs by LHJs to DOH is essential. The program also asks LHJs to inform DOH as soon as possible if they do not plan to invoice for any of these funds.

Note #2: The current consolidated contract ends December 31, 2024. Once a new contract is in place, the Program plans to submit a new statement of work for January 1 - June 30, 2025. The Program plans to allow LHJs to add any unspent funds from 2024 to the new statement of work, once the 2024 invoices have all been submitted and approved. Deliverable due dates after December 31, 2024 are referenced in this statement of work for informational purposes only and will be updated in the January - June 2025 statement of work.

Revision Purpose: The purpose of this revision is to extend the Period of Performance and Funding Period to 12/31/2024, add an additional due date for data collection, and add funds.

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period		Current Allocation	Allocation Change Increase (+)	Total Allocation
				Start Date	End Date			
FFY21 CDC COVID-19 PHWFD-LHJ	3192621G	93.354	333.93.35	07/01/23	12/31/24	200,000	200,000	400,000
						0	0	0
						0	0	0
						0	0	0
						0	0	0
TOTALS						200,000	200,000	400,000

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1	Submit names, position titles, email addresses and phone numbers of key LHJ staff responsible for this statement of	Submit information by September 15, 2023, and any changes within 30 days of the change.	September 15, 2023	Reimbursement for actual costs not to exceed total funding allocation amount.

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	work, including management, program staff, and accounting and/or financial staff.		Within 30 days of the change.	
2	<p>Develop a plan to use these funds for one or more of the allowable costs listed below.</p> <p>Submit plan to the DOH Program Contact for review and prior approval as soon as possible. We want to be sure your planned activities are allowable, and we will be able to reimburse you for the expenses.</p>	Implementation Plan	December 31, 2023, or sooner <i>or when LHJ requests funds or another change to the Plan.</i>	
3	<p>Funding is intended to establish, expand, train, and sustain public health staff to support LHJ COVID-19 prevention, preparedness, response, and recovery initiatives.</p> <p>Funding can be used for permanent full-time and part-time staff, temporary or term-limited staff, fellows, interns, contractors, and contracted employees.</p> <p>Allowable costs include:</p> <ul style="list-style-type: none"> • Costs including, wages and benefits, related to recruiting, hiring, and training of new or existing public health staff. • Purchase of supplies and equipment to support the expanded and/or current workforce and any training related to the use of supplies and equipment. • Training and education (and related travel) for new and existing staff on topics such as incident management training, health equity issues, working with underserved populations, cultural competency, disease investigations, informatics or data management, or other needs identified by the LHJ. • Costs of contractors and contracted staff. <p>Notes:</p> <ul style="list-style-type: none"> • Preapproval from DOH is required to contract with these funds. • Preapproval is required for the purchase of equipment. (Equipment is a tangible item with an original per-unit cost of \$5,000 or more.) 	<p>Implementation Plan</p> <p>Data on form provided by DOH.</p>	<p>December 31, 2023, or sooner <i>or when LHJ requests funds or another change to the Plan.</i></p> <p>January 10, 2024 July 10, 2024 <i>December 31, 2024</i></p>	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
4	<p>Data collection, as applicable, based on activities LHJ has completed during the reporting period.</p> <p>Data collection includes:</p> <ul style="list-style-type: none"> • Total new hires • Describe challenges or experiences that have impacted progress toward achieving set hiring goals. • Describe promising practices or activities that should be considered for sustained funding. • Explain your approach and mitigation plans to address challenges in meeting these hiring goals. • Health Equity – Identify metrics to address Diversity, Equity, and Inclusion (DEI) in hiring. • Administrative Support Staff – New Hires • Professional or Clinical Staff – New Hires • Disease Investigation Staff – New Hires • Program Management Staff – New Hires • Existing Staff budget for this funding. <p>Note: Reporting periods are July 1 – December 31, 2023, and January 1 – June 30, 2024, <i>and July 1 – December 31, 2024.</i></p>	Data on form provided by DOH.	January 10, 2024 July 10, 2024 <i>December 31, 2024</i>	

DOH Program and Fiscal Contact Information for all ConCon SOWs can be found on the [DOH Finance SharePoint](#) site. Questions related to this SOW, or any other finance-related inquiry, may be sent to finance@doh.wa.gov.

Federal Funding Accountability and Transparency Act (FFATA) (Applies to federal grant awards.)

This statement of work is supported by federal funds that require compliance with the Federal Funding Accountability and Transparency Act (FFATA or the Transparency Act). The purpose of the Transparency Act is to make information available online so the public can see how the federal funds are spent.

To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a Unique Entity Identifier (UEI) generated by SAM.gov.

Information about the LHJ and this statement of work will be made available on [USASpending.gov](#) by DOH as required by P.L. 109-282.

Program Specific Requirements

Follow all Federal requirements for use of Federal funds:

Code of Federal Regulations (CFR), Title 2, Subtitle A, Chapter II, Part 200

Uniform Administrative Requirements, Cost Principle, and Audit Requirements for Federal Awards

[eCFR :: 2 CFR Part 200 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)

The following expenses are not allowable with these funds:

- Clothing (except for vests to be worn during exercises or responses).
- Food or beverages.
- Incentives.
- Items to be given to community members (members of the public).
- Salaries at a rate more than Executive Level II (Federal Pay Scale).
- Vehicles (with preapproval, funds may be used to lease vehicles).

Preapproval from DOH is required to use these funds for:

- Contracting.
- Purchasing equipment. (Equipment is a tangible item with an original per-unit cost of \$5,000 or more.)
- Disposition of equipment with a current value of \$5,000 or more.
(Equipment is a tangible item with an original per-unit cost of \$5,000 or more.)
- Leasing vehicles.
- Out of state travel.

Note: Preapproval is no longer required for paying overtime.

See also DOH *A19 Documentation Matrix* for additional expenses that may require preapproval.

BILLING

All expenses on invoices must be related to statement of work tasks.

Submit invoices monthly on a signed A19 with backup documentation appropriate for risk level. DOH will provide A19 and risk level.

- If your invoice includes indirect costs, you must have an indirect rate cost agreement approved by DOH.
- If you have no expenses related to this contract for a month, let your DOH Primary Point of Contact know via email.
- Submit final billing within 60 days of the end of the contract period.

**Exhibit A
Statement of Work
Contract Term: 2022-2024**

DOH Program Name or Title: Foundational Public Health Services (FPHS) - Effective July 1, 2024

Local Health Jurisdiction Name: Kitsap Public Health District

Contract Number: CLH31014

SOW Type: Original **Revision # (for this SOW)**

Funding Source <input type="checkbox"/> Federal <Select One> <input checked="" type="checkbox"/> State <input type="checkbox"/> Other	Federal Compliance (check if applicable) <input type="checkbox"/> FFATA (Transparency Act) <input type="checkbox"/> Research & Development	Type of Payment <input type="checkbox"/> Reimbursement <input checked="" type="checkbox"/> Periodic Distribution
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Period of Performance: July 1, 2024 through December 31, 2024

Statement of Work Purpose: Per RCW 43.70.512, Foundational Public Health Services (FPHS) funds are for the governmental public health system: local health jurisdictions, Department of Health, state Board of Health, sovereign tribal nations and Indian health programs. These funds are to build the system’s capacity and increase the availability of FPHS services statewide.

Revision Purpose: N/A

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period		Current Allocation	Allocation Change Increase (+)	Total Allocation
				Start Date	End Date			
SFY25 FPHS-LHJ FUNDS-GFS	99210850	N/A	336.04.25	07/01/24	12/31/24	0	1,824,500	1,824,500
						0	0	0
						0	0	0
						0	0	0
						0	0	0
TOTALS						0	1,824,500	1,824,500

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1	FPHS funds to each LHJ – See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details	See below in <u>Program Specific Requirements - Deliverables</u>	See below in <u>Program Specific Requirements - Deliverables</u>	\$639,000
2	Assessment Reinforcing Capacity – See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details	See below in <u>Program Specific Requirements - Deliverables</u>	See below in <u>Program Specific Requirements - Deliverables</u>	\$30,000
3	Assessment – CHA/CHIP – See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details	See below in <u>Program Specific Requirements - Deliverables</u>	See below in <u>Program Specific Requirements - Deliverables</u>	\$15,000
4	Lifecourse - NEW SFY 24 Full Lifecourse Workforce Capacity – See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details	See below in <u>Program Specific Requirements - Deliverables</u>	See below in <u>Program Specific Requirements - Deliverables</u>	\$343,500

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
5	CD - NEW SFY 24 Immunization Outreach, Education & Response – See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details	See below in Program Specific Requirements - Deliverables	See below in Program Specific Requirements - Deliverables	\$112,500
6	EPH - NEW SFY 24 Fully fund Environmental Public Health Policy & Leadership Capacity – See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details	See below in Program Specific Requirements - Deliverables	See below in Program Specific Requirements - Deliverables	\$75,000
7	FC - NEW SFY 24 Strengthening Local Finance Capacity – See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details	See below in Program Specific Requirements - Deliverables	See below in Program Specific Requirements - Deliverables	\$25,000
8	FC - NEW SFY 24 Public Health Communications – See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details	See below in Program Specific Requirements - Deliverables	See below in Program Specific Requirements - Deliverables	\$100,000
9	Lifecourse - NEW SFY 24 Illicit Substance Use and Overdose Response – See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details	See below in Program Specific Requirements - Deliverables	See below in Program Specific Requirements - Deliverables	\$75,000
10	EPR - NEW SFY 24 Emergency Preparedness & Response – Capacity and Capability – See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details	See below in Program Specific Requirements - Deliverables	See below in Program Specific Requirements - Deliverables	\$102,500
11	CD – Hepatitis C – See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details	See below in Program Specific Requirements - Deliverables	See below in Program Specific Requirements - Deliverables	\$18,500
12	CD – Case Investigation Capacity – See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details	See below in Program Specific Requirements - Deliverables	See below in Program Specific Requirements - Deliverables	\$177,000
13	CD – Tuberculosis Program – See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details	See below in Program Specific Requirements - Deliverables	See below in Program Specific Requirements - Deliverables	\$10,500
14	MCH – Child Death Review – See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details	See below in <u>Program Specific Requirements - Deliverables</u>	See below in <u>Program Specific Requirements - Deliverables</u>	\$41,500
15	EPH – Radiation Emergency Preparedness – See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details	See below in Program Specific Requirements - Deliverables	See below in Program Specific Requirements - Deliverables	\$19,000
16	EPH Core Team – Climate Change Response – See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details	See below in Program Specific Requirements - Deliverables	See below in Program Specific Requirements - Deliverables	\$21,500
17	EPH Core Team – Water System Capacity – See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details	See below in Program Specific Requirements - Deliverables	See below in Program Specific Requirements - Deliverables	\$19,000

DOH Program and Fiscal Contact Information for all ConCon SOWs can be found on the [DOH Finance SharePoint](#) site. Questions related to this SOW, or any other finance-related inquiry, may be sent to finance@doh.wa.gov.

FPHS staff from DOH and the Washington State Association of Local Public Health Officials (WSALPHO) will coordinate and communicate together to build and assure common systemwide approaches per FPHS Steering Committee direction and the FPHS framework intent.

- For LHJ questions about the use of funds:
 - Chris Goodwin, FPMS Policy Advisor, WSALPHO – cgoodwin@wsac.org, 564-200-3166
 - Brianna Steere, FPMS Policy Advisor, WSALPHO – bsteere@wsac.org, 564-200-3171

The intent of FPMS funding is outlined in [RCW 43.70.512](#).

Foundational Public Health Services Definitions and related information can be found here: www.doh.wa.gov/fpms.

Stable funding and an iterative decision-making process – The FPMS Steering Committee’s roles and responsibilities are outlined in the [FPMS Committee & Workgroup Charter](#). The Steering Committee is the decision making body for FPMS and operates under a consensus-based decision making model, outlined [here](#). The Steering Committee use an iterative approach to decision making meaning additional tasks and/or funds may be added to a local health jurisdiction’s (LHJ) FPMS Statement of Work (SOW) as funding decisions are made.

Spending of FPMS funds – FPMS funds do not require pre-approval or pre-authorization to spend. FPMS funds are to assure FPMS services are available in each jurisdiction based on the FPMS Definitions ([link](#)) and as reflected in the SOW. Assurance includes providing FPMS as part of your jurisdiction's program operations, contracting with another governmental public health system partner to provide the service, or receiving the service through a new service delivery model such as cross-jurisdictional sharing or regional staff. **FPMS funds are eligible starting at the beginning of each state fiscal year (July 1) regardless of when funds are received by the LHJ, even if the expenditure occurred before the LHJ’s contract was signed.**

These funds are not intended for fee-based services such as select environmental public health services. As state funding for FPMS increases, other funds sources (local revenue, grants, federal block grants) should be directed to the implementation of additional important services and local/state priorities as determined by each agency/jurisdiction.

Annual Allocations – The legislature appropriates FPMS funding on an annual basis and the FPMS Steering Committee allocates funds annually through the FPMS Concurrence Process for the State Fiscal Year (SFY): July - June.

The Legislature appropriates FPMS funding amounts for each fiscal year of the biennium. This means that funds must be spent within that fiscal year and cannot be carried forward. Any funds not spent by June 30th each year must be returned to the State Treasury. Funding allocations reset and begin again at the start of the next fiscal year (July 1).

This Statement of Work is for the period of July 1, 2024-December 31, 2024 and may be included in multiple Consolidated Contracts (ConCons) which are based on the calendar year and renewed every three years.

Disbursement of FPMS funds to LHJs – Unlike other ConCon grants, FPMS bill-back to DOH is NOT required. Half of the annual FPMS funds allocated by the Steering Committee to each LHJ are disbursed each July and January. The July payments to LHJs and access to FPMS allocation for all other parts of the governmental public health system occur upon completion of the FPMS Annual Assessment.

Deliverables – FPMS funds are to be used to assure FPMS services statewide. The FPMS accountability process measures how funds are spent, along with changes in system capacity through the FPMS Annual Assessment, system performance indicators, and other data. DOH, SBOH and local health jurisdictions have agreed to complete:

1. Reporting of spending and spending projections. Process timelines and reporting template are provided by the FPMS Steering Committee via FPMS Support Staff.
2. FPMS Annual Assessment is due each July to report on the previous state fiscal year. Process and reporting template are provided by the FPMS Steering Committee via FPMS Support Staff. System results are published in the annual FPMS Investment Report available at www.doh.wa.gov/fpms.

BARS Revenue Code: 336.04.25

BARS Expenditure Coding – provided for your reference.

562.xx	BARS Expenditure Codes for FPHS activities: see below
10	FPHS Epidemiology & Surveillance
11	FPHS Community Health Assessment
12	FPHS Emergency Preparedness & Response
13	FPHS Communication
14	FPHS Policy Development
15	FPHS Community Partnership Development
16	FPHS Business Competencies
17	FPHS Technology
20	FPHS CD Data & Planning
21	FPHS Promote Immunizations
23	FPHS Disease Investigation – Tuberculosis (TB)
24	FPHS Disease Investigation – Hepatitis C
25	FPHS Disease Investigation – Syphilis, Gonorrhea & HIV
26	FPHS Disease Investigation – STD (other)
27	FPHS Disease Investigation – VPD
28	FPHS Disease Investigation – Enteric
29	FPHS Disease Investigation – General CD
40	FPHS EPH Data & Planning
41	FPHS Food
42	FPHS Recreational Water
43	FPHS Drinking Water Quality
44	FPHS On-site Wastewater
45	FPHS Solid & Hazardous Waste
46	FPHS Schools
47	FPHS Temporary Worker Housing
48	FPHS Transient Accommodations
49	FPHS Smoking in Public Places
50	FPHS Other EPH Outbreak Investigations
51	FPHS Zoonotics (includes vectors)
52	FPHS Radiation
53	FPHS Land Use Planning
60	FPHS MCH Data & Planning
70	FPHS Chronic Disease, Injury & Violence Prevention Data & Planning
80	FPHS Access/Linkage with Medical, Oral and Behavioral Health Care Services Data & Planning
90	FPHS Vital Records
91	FPHS Laboratory – Centralized (PHSKC Only)
92	FPHS Laboratory

Special References (i.e., RCWs, WACs, etc.):

[FPHS Intent - RCW 43.70.512](#)

[FPHS Funding – RCW 43.70.515](#)

[FPHS Committee & Workgroup Charter](#)

[FPHS Steering Committee Consensus Decision Making Model](#)

Activity Special Instructions:**Investments to Each LHJ:****1. FPHS Funds to Each LHJ**

These funds are allocated to be used to provide any programs and services within all of the FPHS Definitions. Each LHJ is empowered to prioritize where and how to use these funds to maximize equitable, effective and efficient delivery of FPHS to every community in Washington.

Use BARS expenditure codes from the list above that most closely align with expenditure made.

Targeted Investments to Each LHJ:**2. Assessment Reinforcing Capacity (FPHS definition G.2)**

Support LHJ assessment capacity with flexible funds to meet locally identified needs. BARS expenditure codes: 562.10 or 11

3. Assessment – CHA/CHIP (FPHS definitions G.3)

Support any CHA/CHIP activity or service (e.g., data analysis, focus groups, report writing, process facilitation) and may be used to contract with other agencies for staff time or services. Use BARS expenditure codes: 562.11

4. Lifecourse - NEW SFY 24 Full Lifecourse Workforce Capacity (FPHS definitions D, E, F)

Infrastructure and workforce investments to each LHJ to meet fundamental needs in three areas: Maternal/Child/Family Health; Access/Linkage with Medical, Oral and Behavioral Health Services; and Chronic Disease, Injury and Violence Prevention. Use BARS expenditure codes: 562.60, 562.70, and/or 562.80

5. CD - NEW SFY 24 Immunization Outreach, Education & Response (FPHS definition C.3)

Promote immunization education and use of the statewide immunization registry through evidence-based strategies. Funding can also be used to support vaccine-preventable disease response. BARS expenditure codes: 562.21 and/or 562.27

6. EPH - NEW SFY 24 Fully fund Environmental Public Health Policy & Leadership Capacity (FPHS definitions B.2, A.C, J.1-3, K.1-2, L.1)

These funds are to be used for staffing costs for environmental health responsibilities and functions (that are not directly fee-based) within leadership, policy development, foundational public health services implementation, evaluation, or administration, including (but not limited to) Environmental Health Directors. Examples of funded roles include work relating to general policy, statewide and/or system-wide, and/or cross-jurisdictional work, legislation, and rulemaking, SBOH engagement, leadership support and/or development, workforce development, leadership within health equity, climate, and environmental justice. Use BARS expenditure codes: 562.14, 562.40 – 562.53

7. FC - NEW SFY 24 Strengthening Local Finance Capacity (FPHS definitions L.2-4, L.6, L.8)

Capacity and infrastructure to assure fiscal management and contract and procurement policies and procedures are effectively implemented to support programs and services. Use BARS expenditure codes: 562.16

8. **FC - NEW SFY 24 Public Health Communications (FPHS definitions I.1-2)**
Capacity to enhance the frequency, accuracy, and accessibility of public health communications to diverse populations via various media to support programs and services. Use BARS expenditure codes: 562.13
9. **Lifecourse - NEW SFY 24 Illicit Substance Use and Overdose Response (FPHS definitions D.1-2, D.4, F.1-3, G.1-3, I.1-2, J.1-J.3, K.1-2)**
Capacity and infrastructure related to addressing overdose crisis. This includes but is not limited to: Overdose response trainings, convening stakeholders or coordination groups, data analysis, and community education. Use BARS expenditure codes: 562.13, 562.14, 562.15, 562.60, 562.70, 562.80
10. **EPR - NEW SFY 24 Emergency Preparedness & Response – Capacity and Capability (FPHS definitions H. 1-4)**
Capacity and infrastructure to support and enhance the local delivery of FPHS Emergency Preparedness and Response services and activities across critical subject matter areas. Use BARS expenditure codes: 562.12

Targeted Investments to Select LHJs – Assuring FPHS Available in Own Jurisdiction:

11. **CD – Hepatitis C (FPHS definitions C.4.o-p)**
Address Hepatitis C cases per guidance developed by the FPHS CD SME Workgroup and [DOH’s Hepatitis C Prioritization document](#) with particular emphasis on lab surveillance and investigation of acute cases. Use BARS expenditure codes: 562.24.
12. **CD – Case Investigation Capacity (FPHS definitions C.2, C. 4)**
Support LHJ communicable disease capacity to conduct case investigation and follow up to reduce gaps and meet locally identified needs that address notifiable conditions responsibilities. Use BARS expenditure codes: 562.23-29.
13. **CD – Tuberculosis Program (FPHS definition C.4.q-v)**
Expand capacity to conduct timely investigation for all infectious TB cases, conduct outreach and evaluation to Class B arrivers and infected contacts, provide education and resources to promote engagement with community providers, and coordinate case management for patients with LTBI. Funding allocated to LHJs with high Tuberculosis (TB) burden. Use BARS expenditure codes: 562.23.
14. **MCH – Child Death Review (FPHS definitions D.1, F.1, F.2, F.3, J.1, J.2, K.1)**
This investment assures LHJs and DOH have adequate staffing to conduct regular Child Death Reviews and use their findings to track fatality data and inform policy recommendations to reduce and eliminate preventable child deaths. Allocations are for staff and associated operating costs. Use BARS expenditure codes: 562.60.
15. **EPH – Radiation Emergency Preparedness (FPHS definitions B.2, B.3, B.5, B.6, B.7)**
The goal of this investment is to sustainably fund planning, training, and response for radiological emergencies. This will include training with agency Incident Management Team members and other Environmental Public Health Division staff outside of the Office of Radiation Protection (ORP) to allow for smoothly coordinated response actions and public messaging. This will allow agencies to respond, investigate, remove and dispose of unwanted and abandoned radioactive materials, and address responsibilities for protection of public health and reducing the inappropriate burden placed on licensees to fund activities outside of their permit/license or registration. Anticipated spending includes, but are not limited to staffing, materials and supplies to support training exercises. Use BARS expenditure code: 562.52

EPH – Core Teams (Applies to all EPH Core Team FPHS Investments) (FPHS definition B.1-7)

Each EPH Core Team investment is for LHJ staff to participate in a cross-jurisdictional topic-specific Core Team. The Core Teams are each tasked with developing one or more model program(s), intended to offer guidance for scalable environmental public health responses relating to their specific sub-topic area(s). Where it makes sense to do so, the Core Teams may also work on implementation of these model programs. The content and output of these model programs will vary depending on the needs and approaches specific to each sub-topic area.

Recipients of these Core Team FPHS funds are required to participate in the associated Core Team for each investment. Recipients may spend these funds towards staffing time necessary to participate and on FPHS-qualifying activities for the specific sub-topic area(s) attached to its associated investment. Each Core Team FPHS investment is distinctive from all other Core Team FPHS investments.

Core Teams exist outside the FPHS structure, in partnership between LHJs and WA DOH, with one co-lead from each. Model programs developed through Core Team work will be made available to all Washington public health agencies.

There are currently six EPH Core Teams. They are listed below, with their sub-topic area(s), as applicable.

- System-Wide Data Management Improvement
- Climate-Change Response
- Lead Exposure
- Water System Capacity
- Homelessness Response
- Safe & Healthy Communities

Kitsap is receiving funds to participate in these EPH Core Teams:

16. **EPH Core Team – Climate-Change Response**

This Core Team will address environmental health concerns related to climate and the effects of climate change.

- Model program development will start with Wildfire Smoke and Harmful Algal Blooms, and may include other priorities and topics.

17. **EPH Core Team – Water System Capacity**

The goal of this Core Team is to increase LHJ capacity for water resource management and planning.

- Use BARS expenditure code: 562.43 or 53.

**Exhibit A
Statement of Work
Contract Term: 2022-2024**

DOH Program Name or Title: Healthcare-Associated Infections & Antimicrobial Resistance (HAI&AR) - Effective September 1, 2022

Local Health Jurisdiction Name: Kitsap Public Health District

Contract Number: CLH31014

SOW Type: Revision **Revision # (for this SOW)** 2

Funding Source	Federal Compliance (check if applicable)	Type of Payment
<input checked="" type="checkbox"/> Federal Subrecipient	<input checked="" type="checkbox"/> FFATA (Transparency Act)	<input checked="" type="checkbox"/> Reimbursement
<input type="checkbox"/> State	<input type="checkbox"/> Research & Development	<input type="checkbox"/> Fixed Price
<input type="checkbox"/> Other		

Period of Performance: September 1, 2022 through December 31, 2024

Statement of Work Purpose: The purpose of this statement of work (SOW) is to provide funding to Kitsap Public Health District (KPHD) to expand healthcare-associated infections & antimicrobial resistance (HAI&AR) resources and activities through the implementation of a new HAI&AR program. KPHD will hire and train a full-time public health nurse (PHN) to oversee the new HAI&AR program, and support local health jurisdictional and local healthcare facility HAI&AR activities.

Revision Purpose: Increase SHARP funding and extend Period of Performance and Funding Period from July 31, 2024 to December 31, 2024.

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period		Current Allocation	Allocation Change Increase (+)	Total Allocation
				Start Date	End Date			
FFY21 SHARP HAI ELC	1831342R	93.323	333.93.32	09/01/22	12/31/24	192,500	25,000	217,500
						0	0	0
						0	0	0
						0	0	0
						0	0	0
TOTALS						192,500	25,000	217,500

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1	Implement a HAI&AR program through the hiring of a 0.7 FTE Public Health nurse (PHN) to develop and implement a HAI&AR program for KPHD.	Written communication to the DOH HAI&AR LHJ Coordinator on the progress of hiring a PHN	9/1/22 – Hire of PHN	Payment for all tasks will be reimbursed for actual expenses up to the maximum available within the funding periods for each source described in the funding table above
2	Provide necessary training and certifications for new staff as needed to support HAI&AR program activities	Report trainings/certifications completed in quarterly email check-in	9/1/22 - 7/31/24	
3	Provide necessary infrastructure and equipment to employ the PHN and support related activities at KPHD including: <ul style="list-style-type: none"> • Computers and data linkages • Office equipment • Program supplies • Workspace 	Provide documentation of the presence of an infrastructure in first quarterly report email (template provided by DOH)	By the start date of hiring PHN	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<ul style="list-style-type: none"> Go Bag (gowns, masks, eye protection, N-95s, hand sanitizer, trash bags, travel bag to store supplies) Transportation cost for conducting site visits and attending in-person training sessions. Translation and interpretation services 			
4	Ensure that the hired PHN can attend periodic relevant training and/or meetings with the DOH HAI&AR Program <ul style="list-style-type: none"> Trainings and/or meetings will occur at least four (4) times 	Report attendance of relevant DOH HAI&AR program activities attended in quarterly email check-in	As trainings and/or meetings are provided by the DOH HAI&AR Program.	
5	The KPHD PHN will help develop and share HAI&AR tools/resources for healthcare facilities and act as a reviewer for other statewide tools developed by the DOH HAI&AR Program.	Report tools/resources that have been created and shared in quarterly email check-in	Quarterly and as needed during the funding period	
6	The PHN will initiate partnership development through outreach and identification of the local healthcare network: <ul style="list-style-type: none"> PHN will host quarterly meetings with local healthcare facilities. Build knowledge related to local issues and data availability regarding antibiotic-resistant organisms and other pathogens of concern 	Share findings and new partnerships with DOH HAI&AR LHJ Coordinator in quarterly email check-in	Quarterly and as needed during the funding period	
7	The PHN will develop and implement, in coordination with local partners including the Olympic College nursing program, an internal and external HAI&AR training plan	Report internal and external training plans, work with local partners, and the Olympic College nursing program in quarterly email check-in	Quarterly and as needed during the funding period	
8	WA DOH partners and stakeholders (local health jurisdictions, healthcare facilities, CDC, etc.) will benefit from learning about ELC funded programs. At least one KPHD staff member will present at the WA DOH HAI & AR Summit on the programs funded by SHARP including projects, success, barriers, lessons learned, and future projections over the course of their funding. Awardees will attend the summit, present, and answer general questions about their activities.	Present at the HAI & AR Summit	May 2024	DOH will provide breakfast(s) and lunch(es) at the conference. LHJs must cover their own travel, rooms, dinner, and any other additional travel costs using funding available within the funding periods for each source described in the Funding Table above.

DOH Program and Fiscal Contact Information for all ConCon SOWs can be found on the [DOH Finance SharePoint](#) site. Questions related to this SOW, or any other finance-related inquiry, may be sent to finance@doh.wa.gov.

Federal Funding Accountability and Transparency Act (FFATA) (Applies to federal grant awards.)

This statement of work is supported by federal funds that require compliance with the Federal Funding Accountability and Transparency Act (FFATA or the Transparency Act). The purpose of the Transparency Act is to make information available online so the public can see how the federal funds are spent.

To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a Unique Entity Identifier (UEI) generated by SAM.gov.

Information about the LHJ and this statement of work will be made available on USASpending.gov by DOH as required by P.L. 109-282.

Program Specific Requirements

This section is for program specific information not included elsewhere. In SOWs where more than one project is listed, each requirement must be identified by MI Code.

Restrictions on Funds (i.e., disallowed expenses or activities, indirect costs, etc.):

- CDC Funding Regulations and Policies: <https://www.cdc.gov/grants/documents/General-Terms-and-Conditions-Non-Research-Awards.pdf>

Monitoring Visits (i.e., frequency, type, etc.): The DOH program contact may conduct monitoring visits during the life of this project. The type, duration, and timing of visit will be determined and scheduled in cooperation with the sub-awardee. The DOH Fiscal Monitoring Unit may conduct fiscal monitoring site visits during the life of this project.

Billing Requirements: A19-1A invoices are required to be submitted at least quarterly.

Special Instructions: Quarterly reporting will be due as follows:

- December 31, 2022
- March 31, 2023
- June 30, 2023
- September 30, 2023
- December 31, 2023
- March 31, 2024
- June 30, 2024

**Exhibit A
Statement of Work
Contract Term: 2022-2024**

DOH Program Name or Title: HIV Client Services-HOPWA - Effective September 1, 2023

Local Health Jurisdiction Name: Kitsap Public Health District

Contract Number: CLH31014

SOW Type: Revision **Revision # (for this SOW)** 2

Funding Source	Federal Compliance (check if applicable)	Type of Payment
<input checked="" type="checkbox"/> Federal Subrecipient	<input checked="" type="checkbox"/> FFATA (Transparency Act)	<input checked="" type="checkbox"/> Reimbursement
<input type="checkbox"/> State	<input type="checkbox"/> Research & Development	<input type="checkbox"/> Fixed Price
<input type="checkbox"/> Other		

Period of Performance: September 1, 2023 through June 30, 2024

Statement of Work Purpose: The purpose of this statement of work is to provide funding to help the housing needs of persons with human immunodeficiency virus/acquired immune deficiency syndrome (HIV/AIDS) or related diseases and their families.

Revision Purpose: The purpose of this revision is to move \$1,500 from TBRA to PHP and \$12,500 from TBRA to STRMU.

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period		Current Allocation	Allocation Change None	Total Allocation
				Start Date	End Date			
FFY23 HSNG-PPL W/AIDS FORMULA HUD	12660231	14.241	333.14.24	09/01/23	06/30/24	113,064	0	113,064
FFY21 HSNG-PPL W/AIDS FORMULA HUD	12660221	14.241	333.14.24	09/01/23	06/30/24	3,200	0	3,200
						0	0	0
						0	0	0
						0	0	0
						0	0	0
TOTALS						116,264	0	116,264

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1	<p>Provide funding to help the housing needs of persons with HIV/AIDS or related diseases and their families.</p> <p>The outcome of this performance-based grant is safe, affordable and stable housing for the clients of the Housing Opportunities for Persons with AIDS (HOPWA) Program.</p> <p>Services are restricted to households with at least one person who has HIV/AIDS and whose total household income is less than 80% of the Area Median Income (AMI) as defined by Housing and Urban Development (HUD).</p>	<p>-Perform prompt housing inspections.</p> <p>-Make prompt rent and deposit payments to landlords and make utility payments to utility companies.</p> <p>-Develop housing plans for clients receiving housing assistance [Short-Term Rent, Mortgage and Utility (STRMU), Tenant-Based Rental Assistance (TBRA), and Facility Based Housing] and update housing plans at least annually.</p>	<p>Required reports are to be submitted in a timely manner.</p> <p>DOH may delay payment until the reports are received or recapture unclaimed funds.</p>	<p>MI 12660231</p> <p>Administrative: \$6,723</p> <p>Support Services: \$4,166</p> <p>STRMU: \$21,875 \$34,375</p>

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
		-Provide or refer eligible clients to supportive services and permanent housing placement when appropriate. -Prepare and submit monthly invoice vouchers by the 25th of the month following provision of services. -Submission of Consolidated Annual Performance Report (CAPER) by requested due date. -Submission of Monitor responses by the due date requested.		Tenant Based Rental Assistance: \$80,000 \$66,000 Permanent Housing Placement: \$300 \$1,800 TOTAL: \$113,064 MI 12660221 Permanent Housing Placement: \$3,200 TOTAL: \$3,200

DOH Program and Fiscal Contact Information for all ConCon SOWs can be found on the [DOH Finance SharePoint](#) site. Questions related to this SOW, or any other finance-related inquiry, may be sent to finance@doh.wa.gov.

Federal Funding Accountability and Transparency Act (FFATA) (Applies to federal grant awards.)

This statement of work is supported by federal funds that require compliance with the Federal Funding Accountability and Transparency Act (FFATA or the Transparency Act). The purpose of the Transparency Act is to make information available online so the public can see how the federal funds are spent.

To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a Unique Entity Identifier (UEI) generated by SAM.gov.

Information about the LHJ and this statement of work will be made available on [USASpending.gov](#) by DOH as required by P.L. 109-282.

Program Specific Requirements

The outcome of this performance-based grant is safe, affordable, and stable housing for the clients of the HOPWA Program.

LHJ shall provide the following inputs:

- Staff who provide services described in this Statement of Work (SOW)

Compensation and Payment:

- The LHJ shall submit all claims for payment for costs due and payable under this SOW and incurred during this period by **July 31, 2024**. DOH will pay belated claims at its discretion, contingent upon the availability of funds.
- The LHJ agrees to reimburse DOH for expenditures billed to DOH for costs that are later determined through audit or monitoring to be disallowed under the requirements of 2 CFR Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- Submission of Invoice Vouchers** – On a monthly basis, the CONTRACTOR shall submit correct A19-1A invoice vouchers amounts billable to DOH under this statement of work. **All A19-1A invoice vouchers must be submitted by the 25th of the following month.**

- (1) The LHJ shall use and adhere to the DOH Infectious Disease Reimbursement Guidelines and Forms when submitting A19 invoice voucher requests to DOH.
- iv) **Advance Payments Prohibited** Funds are “cost reimbursement” funds. DOH will not make payment in advance or in anticipation of services or supplies provided under this agreement. This includes payments of “one-twelfth” of the current fiscal year’s funding.
E-mail invoices to: ID.Operations@doh.wa.gov
Payment to LHJ: The LHJ will be reimbursed the amount for payments listed on the monthly invoice voucher upon receipt and approval of the required reports submitted by the due dates listed.

Contract Modifications:

- (1) **Notice of Change in Services** – LHJ shall notify DOH program staff, within 45 days, if any situations arise that may impede provision of the services contained in this Statement of Work. DOH and LHJ will agree to strategies for resolving any shortfalls. DOH retains the right to withhold funds in the event of noncompliance.
- (2) **Contract Amendments – Effective Date** – LHJ shall not begin providing the services authorized by a contract amendment until such time as LHJ has received a signed, fully executed copy of the contract amendment from DOH.

Confidentiality Requirements:

LHJ must preserve the confidentiality of the clients they serve pursuant to the Washington Administrative Code (WAC) and the Revised Code of Washington (RCW). Failure to maintain client confidentiality could result in civil or legal litigation against employees or agencies per the WAC and RCW.

Category One: Contractors that keep confidential and identifiable records including medical diagnosis and lab slips.

If your agency fits this definition, you must comply with federal and state requirements regarding the confidentiality of client records*. Proof of LHJ meeting these requirements may be requested during a site visit or audit. To meet the requirements LHJ must have the following in place:

- Clearly written agency policies regarding confidentiality and security of records;
- Appropriate physical and electronic security measures to prevent unauthorized disclosures;
- Signed statements of confidentiality and security for the staff member hired under this agreement who has access to sensitive information, either through access to files or through direct contact with clients. This statement will be on file at LHJ’s office and updated yearly; and
- Appropriate confidentiality training provided to the staff member hired under this agreement with records of attendance.

Technical assistance is available through the Washington State Department of Health.

* Disclosure of information is governed by the Washington Administrative Code (WAC) 246-101-120, 520 and 635, and the Revised Code of Washington (RCW) 70.24.080, 70.24.084, and 70.24.105 regarding the exchange of medical information among health care providers related to HIV/AIDS or STD diagnosis and treatment. Please note that contractors fit under the definition of “health care providers” and “individuals with knowledge of a person with a reportable disease or condition” in the WAC and RCW.

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]

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.

<i>Activity</i>	
Planning & Coordination of Regional Network	<p>Coordinate and maintain the Olympic Prevention Partnership steering committee and network.</p> <ul style="list-style-type: none"> • Invite new community partners to join the Olympic Prevention Partnership Steering Committee. • Attend four regional networking meetings (June 2024 – June 2025) • Each subcontractor will be responsible for planning one of the above meetings. Refer to the workplan for schedule.
Implementation	<p><i>2024-2025 Strategies for Youth Cannabis & Commercial Tobacco Prevention:</i></p> <ul style="list-style-type: none"> • Social Norms: Media & Health Communications • Youth Empowerment & Engagement • Decision-maker Engagement • Policy, System, Environmental Changes <p>Specific Jefferson County activities are described in the 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>
Monitoring and Reporting	<p>Monitor progress for each activity as appropriate; submit monthly narrative and data reports as requested by KPHD on the 5th of every month.</p>
Midterm Evaluation	<p>By February 1, 2025, report progress to CTPP Regional Coordinator. If needed, adjust activities to ensure spend down. Conduct a mid-year workplan re-evaluation.</p>
Calls/Meetings	<p>Participate in monthly conference call with KPHD and attend webinars as scheduled; respond to correspondences related to CTPP from the Department of Health; respond to activity assessments/surveys administered by KPHD as appropriate per scope of work.</p>
Invoicing	<p>Submit monthly invoices by the 20th of the month following the month in which costs were incurred, except for the Final Expenditure Report and Request for Reimbursement in each federal fiscal year (due July 1, 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>DCA</i>	<i>Cost</i>	<i>Description</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	
Total Jefferson	\$42,000	

<i>NAPE</i>	<i>Cost</i>	<i>Description</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	
Total Jefferson	\$40,000	

Funding Source

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

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
<ol style="list-style-type: none">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 communities4. Utilizing upstream prevention approach by drawing from existing science-based frameworks to create policy, systems, and environmental change

Deliverables
<ul style="list-style-type: none">• 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

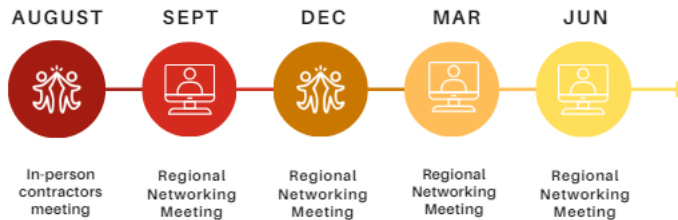
Olympic Prevention Partnership

Work Plan- 2023- 2024 Fiscal Year

Coordination Plan	
Required Activities By DOH	
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	Implement: 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	Release: 12/1/24 Award: 02/15/25 Complete: 06/15/25
Promote and implement youth leadership development programs at local school districts, such as Youth2Youth.	Cannabis & Commercial Tobacco	Both	JCPH	Implement: 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	Complete: 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
Youth Engagement Strategy 5: Workforce Development				
<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 one skill enhancement opportunity per month .	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	Complete: 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	Complete: 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	Complete: 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	Complete: 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	Implement: 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.				
Positive Community Norms Strategy 5: Workforce Development				
<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 one skill enhancement opportunity per month .	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	Complete: 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	Complete: 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	Implement: 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	Complete: 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	Implement: 02/01/2025
Trusted Adults Strategy 4: Education & Technical Assistance				
<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	Complete: 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
Trusted Adults Strategy 5: Workforce Development				
<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

AMENDMENT TO AGREEMENT 2263

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

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

- I. **Amendment of Contract Section 1. Period of Performance.** The date of the contract will extend 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 things necessary for or incidental to the performance of the work set forth in ATTACHEMENT A-2, attached hereto and incorporated herein. ATTACHMENT A of the initial contract remains unchanged.
- III. **Amendment of Contract Section 5. Compensation.** \$26,000 dollars will be added to the total budget for Kitsap County during this amendment period for a total compensation of \$78,129.
- IV. **Other Provisions Unchanged.** The other provisions of the Contract 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.

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

[SIGNATURES FOLLOW ON THE NEXT PAGE]

**KITSAP PUBLIC
HEALTH DISTRICT**

Yolanda Fong
Administrator

Date: _____

Dated this _____ day of _____, 2024.

**KITSAP COUNTY BOARD OF
COMMISSIONERS**

CHARLOTTE GARRIDO, Chair

KATHERINE T. WALTERS, Commissioner

CHRISTINE ROLFES, Commissioner

ATTEST:

Dana Daniels, Clerk of the Board

ATTACHMENT A-2 – SCOPE OF WORK AND BUDGET
Kitsap County Human Services
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)*, Kitsap County Human Services agrees to the following activities funded in full or part by the associated budget.

Activity	
Planning & Coordination of Regional Network	<p>Coordinate and maintain the Olympic Prevention Partnership steering committee and network.</p> <ul style="list-style-type: none"> • Invite new community partners to join the Olympic Prevention Partnership Steering Committee. • Attend four regional networking meetings (July 2024 – June 2025) • Each subcontractor will be responsible for planning one of the above meetings. Refer to the workplan for schedule.
Implementation	<p><i>2024-2025 Strategies for Youth Cannabis & Commercial Tobacco Prevention:</i></p> <ul style="list-style-type: none"> • Social Norms: Media & Health Communications • Youth Empowerment & Engagement • Decision-maker Engagement • Policy, System, Environmental Changes <p>Specific Kitsap County activities are described in the 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>
Monitoring and Reporting	<p>Monitor progress for each activity as appropriate; submit monthly narrative and data reports as requested by KPHD on the 5th of every month.</p>
Midterm Evaluation	<p>By February 1, 2025, report progress to CTPP Regional Coordinator. If needed, adjust activities to ensure spend down. Conduct a mid-year workplan re-evaluation.</p>
Calls/Meetings	<p>Participate in monthly conference call with KPHD and attend webinars as scheduled; respond to correspondences related to CTPP from the Department of Health; respond to activity assessments/surveys administered by KPHD as appropriate per scope of work.</p>
Invoicing	<p>Submit monthly invoices by the 20th of the month following the month in which costs were incurred, except for the Final Expenditure Report and Request for Reimbursement in each federal fiscal year (due July 1, 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>Cannabis</i>	<i>Cost</i>	<i>Description</i>
Staff Salary	\$10,000	
Benefits	\$3,400	
Indirect	\$1,600	
Goods & Services		
Mileage		
Travel/Training	\$1,000	YCCTPP Annual, WSPHA, Other approved training
Total Kitsap	\$16,000	

<i>Tobacco</i>	<i>Cost</i>	<i>Description</i>
Staff Salary	\$8,000	
Benefits	\$1,000	
Indirect	\$1,000	
Goods & Services		
Mileage		
Travel/Training		
Total Kitsap	\$10,000	

Funding Source

Chart of Accounts Program Name or Title	BARS Code	7/1/24 – 6/30/25
SFY25 DEDICATED CANNABIS ACCOUNT (DCA)	334.04.93	\$10,000
SFY25 YOUTH TOBACCO VAPOR PRODUCTS (YTVP)	334.04.93	\$16,000
		Total = \$26,000

Olympic Region YCCTPP Workplan

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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.

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- 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
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Deliverables
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Olympic Region YCCTPP Workplan

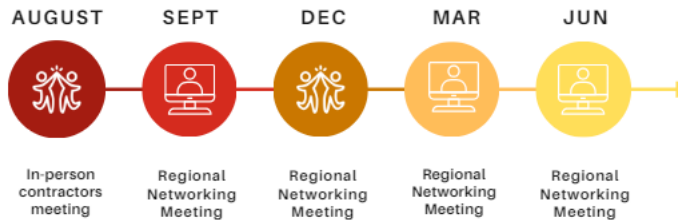
Olympic Prevention Partnership

Work Plan- 2023- 2024 Fiscal Year

Coordination Plan	
<i>Required Activities By DOH</i>	
Hire or assign project staff	
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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	Implement: 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	Release: 12/1/24 Award: 02/15/25 Complete: 06/15/25
Promote and implement youth leadership development programs at local school districts, such as Youth2Youth.	Cannabis & Commercial Tobacco	Both	JCPH	Implement: 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	Complete: 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
Youth Engagement Strategy 5: Workforce Development				
<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 one skill enhancement opportunity per month .	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	Complete: 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	Complete: 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	Complete: 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	Complete: 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	Implement: 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.				
Positive Community Norms Strategy 5: Workforce Development				
<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 one skill enhancement opportunity per month .	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	Complete: 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	Complete: 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	Implement: 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	Complete: 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	Implement: 02/01/2025
Trusted Adults Strategy 4: Education & Technical Assistance				
<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	Complete: 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
Trusted Adults Strategy 5: Workforce Development				
<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

DATA SHARING AGREEMENT
FOR
CONFIDENTIAL INFORMATION OR LIMITED DATASET(S)
BETWEEN
STATE OF WASHINGTON
DEPARTMENT OF HEALTH
AND
Kitsap Public Health District

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	Liz Davis	Kelly Kauber
Title	Program Manager-Immunizations and GCDs	MDRO Epidemiologist Supervisor
Address	345 6 th St. Suite 300 Bremerton, WA 98337	1610 NE 150 th Street Shoreline, WA 98155
Telephone #	360-662-6205	206-418-5589
Email Address	Elizabeth.davis@kitsappublichealth.org	Kelly.Kauber@doh.wa.gov
IT Security Contact	Ed North	John Weeks
Title	IT Program Manager	Chief Information Security Officer
Address	345 6 th St. Suite 300 Bremerton, WA 98337	PO Box 47890 Olympia, WA 98504-7890
Telephone #	360-930-4047	360-999-3454
Email Address	it.manager@kitsappublichealth.org	Security@doh.wa.gov
Privacy Contact Name	April Fisk	Mike Paul
Title	Program Coordinator 2	Chief Privacy Officer
Address	345 6 th St. Suite 300 Bremerton, WA 98337	P. O. Box 47890 Olympia, WA 98504-7890
Telephone #	360-728-2232	564-669-9692
Email Address	Contract.administrator@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.

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.

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

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

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.

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](#).

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 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 DOE through June 30, 2025.

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

INFORMATION PROVIDER

INFORMATION RECIPIENT

State of Washington Department of Health

Kitsap Public Health District

Signature

Signature

Print Name

Print Name

Date

Date

EXHIBIT I**1. PURPOSE AND JUSTIFICATION FOR SHARING THE DATA**

Background: Collective Medical Technologies (CMT) is a clinical care collaboration network. With approval of the Washington State Secretary of Health and the State Health Officer, DOH identifies carbapenemase producing organism (CPO) cases and *Candida auris* (C. auris) cases to this platform in order to: 1) promptly alert a healthcare facility to implement infection control precautions when a patient with CPO and/or C. auris is admitted or readmitted 2) increase provider's awareness of the patient's CPO and/or C. auris status and 3) receive up-to-date client contact information and healthcare exposures for disease investigations activities for CPO and/or C. auris cases in Washington. By quickly sharing information about CPO and C. auris cases, we can limit transmission of these highly resistant organisms and thereby protect public health. Under notifiable conditions rule WAC 246-101 Local Health Jurisdictions (LHJs) are required to perform investigations of communicable disease and may receive assistance from Department of Health to meet these requirements. LHJ's have requested for DOH to assist them in fulfilling their Notifiable Conditions obligations. Carbapenemase producing organisms and *Candida auris* are required to be reported and investigated under the Notifiable Conditions rule.

The purpose of this data sharing agreement is to provide Local Health Jurisdiction (LHJ) investigator access to the CMT portal managed by the DOH Multi-Drug Resistant Organism (MDRO) Team which is part of the Antibiotic Resistance and Healthcare Associated Infections Program in the Office of Communicable Disease Epidemiology. Granting LHJ investigator rights to see these cases will allow for more effective case investigations through the healthcare continuum and across health jurisdiction lines. Faster notification between facilities with support from LHJs will ensure cases can be placed on appropriate infection control measures in a timely manner when admitted to new healthcare facilities, especially when the new healthcare facility is outside of the patient county of residence.

Visit history reports that are downloaded from the portal and used by a jurisdiction should only be downloaded if it is relevant to a resident of their jurisdiction or case currently admitted to a healthcare facility in jurisdiction. These records should be stored securely in the case file.

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 1 shall be effective from DOE through June 30, 2025 .

3. DESCRIPTION OF DATA

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

Database Name(s): Washington Disease Reporting System (WDRS)

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

Highly Antibiotic Resistance Organisms (HARO) cases that meet the CPO and/or *C. auris* case definitions noted above will be pulled from the Washington Disease Reporting System (WDRS). *C. auris* and CPO cases currently fall under the Washington Administrative Code Notifiable conditions: Rare Disease of Public Health Significance (WAC 246-101-101, WAC 246-101-201).

Data elements viewable through secure web portal access to the Collective Medical Network to view data elements such as, healthcare history is available present-24 months:

Patient ID	Encounter Transfer Event
Group [from eligibility file]	Transfer Date
First Name	Encounter Chief Complaint
Last Name	Encounter Diagnosis
Formatted Name	Encounter Attending Physician
Date of Birth	Encounter Discharge Disposition
Full Address	Encounter Admitted Inpatient
Street Address	Encounter Account Number
City	Encounter ID UUID
State	Member/MRN ID At Encounter Facility
Zip Code	1 Month ED Visit Count
Phone Number	3 Month ED Visit Count
Gender	6 Month ED Visit Count
Collective ID	12 Month ED Visit Count
Patient Deceased	Encounter Last Seen
Encounter Facility Name	Patient Care Provider
Encounter Facility Street	Patient Care Provider Phone Number
Encounter Facility City	Encounter Payer Lines of Business
Encounter Facility State	Patient URL
Encounter Facility Zip	Current Timestamp

Encounter Facility Full Address	Encounter Location
Encounter Facility Phone	1 Month IP Visit Count
Encounter Major Class	3 Month IP Visit Count
Encounter Type	6 Month IP Visit Count
Encounter Admit Date	12 Month IP Visit Count
Encounter Discharge Date	Last Seen Phone Number
Encounter Discharge Event	Payers

The information described in this section is:

- Restricted Confidential Information (Category 4)
- Confidential Information (Category 3)
- Potentially identifiable information (Category 3)
- Internal [public information requiring authorized access] (Category 2)
- 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:

RCW 43.20.050 – Powers and duties of state board of health

WAC 246-101-615 - Data dissemination and notification

WAC 246-101-605- Duties--Department

RCW 43.70.050 – Collection, use, and accessibility of health-related data

WAC 246-101-101 – Notifiable conditions – Health care providers and health care facilities.

WAC 246-101-201 – Notifiable conditions – Laboratories.

RCW 70.02.050 – Disclosure without patient’s authorization

WAC 246-08-390– 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 43.20.050 – Powers and duties of state board of health

WAC 246-101-101 – Notifiable conditions – Health care providers and health care facilities.

WAC 246-101-201 – Notifiable conditions – Laboratories.

RCW 70.02.050 – Disclosure without patient's authorization

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

5. ACCESS TO INFORMATION

METHOD OF ACCESS/TRANSFER

- DOH Web Application (indicate application name):
- Washington State Secure File Transfer Service (sft.wa.gov)
- Encrypted CD/DVD or other storage device
- Health Information Exchange (HIE)**
- Other: Portal access is managed through CMT secure online portal and maintained by current MDRO program supervisor and MDRO Epidemiologist.

****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): LHJ should follow the Secretary of State guidance for confidential records as it applies to notifiable condition/disease investigations. Refer to [Managing Health Department and District Records - Washington State Archives - WA Secretary of State](#)

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

INFORMATION RECIPIENT

State of Washington Department of Health

Kitsap Public Health District

Signature

Signature

Print Name

Print Name

Date

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. 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.

K. 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# _____ 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# _____ 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 # _____ have been physically destroyed to prevent any future use of the materials and media.
- All paper copies of the information related to agreement DOH # _____ have been destroyed on-site by cross cut shredding.
- All copies of any Datasets related to agreement DOH # _____ 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 # _____, Section J, Disposition of Information, have been fulfilled as indicated above.

Signature of data recipient

Date

APPENDIX D

DOH SMALL NUMBERS GUIDELINES

- 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%).

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Sold To

Kitsap Public Health
 345 6th Street; 4th Floor
 Bremerton, WA 98337

LoAn Nguyen
 Phone: 360.728.2295
 purchase@kitsappublichealth.org

Install At

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

Eric Evans
 Phone: 360-337-5235
 eric.evans@kitsappublichealth.org

Your Order Team

Salesperson:	Karen Nelson	knelson@catalystactivation.com
Project Manager:	Beverly Milne	bmilne@catalystactivation.com

Kitsap Public Health |4th FloorAreas 1 & 2

Please review your quote carefully as all orders are final.

To order, please send Catalyst a purchase order.

Current lead time for MillerKnoll product is approximately 4-6 weeks plus transit.

Warranty policies vary by manufacturer.

Please let us know if you have any questions.

Thank you!

Line	Quantity	Description	Unit Price	Total Price
1	1	Herman Miller, Inc E1263.24J +Side Cover,2 Recepts 1 Comm Port 24W Option: Surface Finish: WN:+warm grey neutral	29.33	29.33
2	4	Herman Miller, Inc E1263.30J +Side Cover,2 Recepts 1 Comm Port 30W Option: Surface Finish: WN:+warm grey neutral	32.30	129.20
3	1	Herman Miller, Inc E1263.42J +Side Cover,2 Recepts 1 Comm Port 42W Option: Surface Finish: WN:+warm grey neutral	40.59	40.59
4	1	Herman Miller, Inc E1263.48J +Side Cover,2 Recepts 1 Comm Port 48W Option: Surface Finish: WN:+warm grey neutral	44.15	44.15
5	1	Herman Miller, Inc E1260.24S *Top Cap,Frame Std 24W Option: Surface Finish: WN:*warm grey neutral	13.63	13.63



4th Floor Upgrades

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Line	Quantity	Description	Unit Price	Total Price
6	1	Herman Miller, Inc E1260.30S +Top Cap,Frame Std 30W Option: Surface Finish: WN:+warm grey neutral	13.93	13.93
7	1	Herman Miller, Inc E1260.42S *Top Cap,Frame Std 42W Option: Surface Finish: WN:*warm grey neutral	14.81	14.81
8	1	Herman Miller, Inc E1260.48S *Top Cap,Frame Std 48W Option: Surface Finish: WN:*warm grey neutral	16.00	16.00
9	1	Herman Miller, Inc E1109.3848J +Frame,Npwr Access Holes W/Com Pt Lc 38H 48W Option: Top Cap Finish: CN:+metallic champagne Option: Cable Management Finish: WN:+warm grey neutral ITEM TAG: 38/42J 3848 panel	260.15	260.15
10	1	Herman Miller, Inc E1112.42 +Frame,Stacking 42W ITEM TAG: 16/42	123.26	123.26
11	1	Herman Miller, Inc E1120.54 +Draw Rod 54H	14.52	14.52
12	7	Herman Miller, Inc E1130.64N +Wall Strip,No Wall Fastener 64H ITEM TAG: WS/64	34.96	244.72
13	12	Herman Miller, Inc E1131.16 +Tile Adapter 16H	25.78	309.36
14	1	Herman Miller, Inc E1220.38SRN +Conn,2-Way 90 Vinyl,Npwr 38H Option: Surface Finish: WN:+warm grey neutral Option: Top Cap Finish: WN:+warm grey neutral Option: Cable Management Finish: WN:+warm grey neutral ITEM TAG: 38/SRE	118.52	118.52
15	1	Herman Miller, Inc E1230.54SE +Conn,3-Way 90 Vinyl,Pwr 54H Option: Surface Finish: WN:+warm grey neutral Option: Top Cap Finish: WN:+warm grey neutral Option: Cable Management Finish: WN:+warm grey neutral ITEM TAG: 54/SRE	192.89	192.89



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Line	Quantity	Description	Unit Price	Total Price
16	4	Herman Miller, Inc E1250.38S +Fin End,Std 38H Option: Surface Finish: WN:+warm grey neutral ITEM TAG: FE/38S	38.52	154.08
17	3	Herman Miller, Inc E1251.16S +Chg of Ht Fin End Std 16H Option: Surface Finish: WN:+warm grey neutral ITEM TAG: FE/16S	29.93	89.79
18	1	Herman Miller, Inc E1263.24J +Side Cover,2 Recepts 1 Comm Port 24W Option: Surface Finish: WN:+warm grey neutral ITEM TAG: 3824 panel	29.33	29.33
19	1	Herman Miller, Inc E1294. +Hrdwr Kit,Stkng Frm,Chg Ht,Frm to Spcr or 3-/4-Way 90-Dgr/2-Way 120-Dgr Conn	8.59	8.59
20	2	Herman Miller, Inc E1415.1642T +Tile,Window Top 16H 42W Option: Frame Finish: WN:+warm grey neutral Option: Glazing Finish: TV:+dot patterned ITEM TAG: E1415.1642T	102.52	205.04
21	2	Herman Miller, Inc E1415.1648T +Tile,Window Top 16H 48W Option: Frame Finish: WN:+warm grey neutral Option: Glazing Finish: TV:+dot patterned	114.96	229.92
22	2	Herman Miller, Inc E1420.1624F +Tile,Face Fabric 16H 24W Option: Surface Finish: 4N:+horizon-Pr Cat 2 Option: 4N_Colors: 08:+horizon haystack	50.07	100.14
23	9	Herman Miller, Inc E1420.1630F +Tile,Face Fabric 16H 30W Option: Surface Finish: 4N:+horizon-Pr Cat 2 Option: 4N_Colors: 08:+horizon haystack	52.15	469.35
24	1	Herman Miller, Inc E1420.1630P +Tile,Face Pntd 16H 30W Option: Surface Finish: CN:+metallic champagne	29.33	29.33
25	15	Herman Miller, Inc E1420.1642F +Tile,Face Fabric 16H 42W Option: Surface Finish: 4N:+horizon-Pr Cat 2 Option: 4N_Colors: 08:+horizon haystack	60.44	906.60



4th Floor Upgrades

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Line	Quantity	Description	Unit Price	Total Price
26	7	Herman Miller, Inc E1420.1642P +Tile,Face Pntd 16H 42W Option: Surface Finish: CN:+metallic champagne	36.15	253.05
27	1	Herman Miller, Inc E1425.1648 +Tile,Rail 16H 48W Option: Surface Finish: CN:+metallic champagne	125.63	125.63
28	11	Herman Miller, Inc E2393.24L +Support,Work Surf 24D (for 20" or 24" Deep surfaces) Left Option: Surface Finish: CN:+metallic champagne Option: Support Option: SM:+on module ITEM TAG: L	18.07	198.77
29	11	Herman Miller, Inc E2393.24R +Support,Work Surf 24D (for 20" or 24" Deep surfaces) Right Option: Surface Finish: CN:+metallic champagne Option: Support Option: SM:+on module ITEM TAG: R	18.07	198.77
30	7	Herman Miller, Inc EWS10.2448LF +Rect Surf,Sq-Edge,Lam Top/TP Edge,Frame att 24D 48W Option: Top Finish: LBA:+clear on ash Option: Edge Finish: LBA:+clear on ash ITEM TAG: 24/48	133.33	933.31
31	1	Herman Miller, Inc EWS10.2490LF +Rect Surf,Sq-Edge,Lam Top/TP Edge,Frame att 24D 90W Option: Top Finish: LBA:+clear on ash Option: Edge Finish: LBA:+clear on ash ITEM TAG: 24/90	241.48	241.48
32	5	Herman Miller, Inc EWS21.2442LF +Concave Corner Surf,Sq-Edge,Lam Top/TP Edge,Frame att 24D 42W Option: Top Finish: LBA:+clear on ash Option: Edge Finish: LBA:+clear on ash	174.22	871.10
33	1	Herman Miller, Inc FT29B.2 +Surface Ganging Bracket,pair	18.07	18.07
34	2	Herman Miller, Inc Y5010. +Drw,Pencil 21W 16D Option: Surface Finish: LT:+light tone ITEM TAG: PD	32.90	65.80
35	1	Herman Miller, Inc 232776 Ethospace® Wire Manager (qty. 100) ITEM TAG: 3824 panel	16.00	16.00



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Line	Quantity	Description	Unit Price	Total Price
36	4	Herman Miller, Inc 232776 Ethospace® Wire Manager (qty. 100) ITEM TAG: 3830 panels	16.00	64.00
37	8	Herman Miller, Inc 232776 Ethospace® Wire Manager (qty. 100) ITEM TAG: side cover parts for 3830 panels	16.00	128.00
38	1	Herman Miller, Inc 232776 Ethospace® Wire Manager (qty. 100) ITEM TAG: 5442 panel	16.00	16.00
39	1	Herman Miller, Inc 232776 Ethospace® Wire Manager (qty. 100) ITEM TAG: side cover parts for 5442 panels	16.00	16.00
40	1	Herman Miller, Inc 232776 Ethospace® Wire Manager (qty. 100) ITEM TAG: 5448 panel	16.00	16.00
41	1	Herman Miller, Inc 232776 Ethospace® Wire Manager (qty. 100) ITEM TAG: side cover parts for 5448 panels	16.00	16.00
42	6	Herman Miller, Inc 233600 Ethospace® Tile Fastener Hardware Pack ITEM TAG: 16x30 penumbra tile	2.96	17.76
43	9	Herman Miller, Inc 233600 Ethospace® Tile Fastener Hardware Pack ITEM TAG: 16x48 grasscloth reed	2.96	26.64
44	4	Herman Miller, Inc 233600 Ethospace® Tile Fastener Hardware Pack ITEM TAG: 16x48 metal tile	2.96	11.84
45	1	Herman Miller, Inc 238650 Ethospace® Raceway Side Cover Hinge - qty 3 ITEM TAG: 3824 panel	4.74	4.74
46	4	Herman Miller, Inc 238650 Ethospace® Raceway Side Cover Hinge - qty 3 ITEM TAG: 3830 panels	4.74	18.96
47	1	Herman Miller, Inc 238650 Ethospace® Raceway Side Cover Hinge - qty 3 ITEM TAG: 5442 panel	4.74	4.74



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Line	Quantity	Description	Unit Price	Total Price
48	1	Herman Miller, Inc 238650 Ethospace® Raceway Side Cover Hinge - qty 3 ITEM TAG: 5448 panel	4.74	4.74
49	1	Herman Miller, Inc 241285 Ethospace® - Top Cap Clip for product mfg prior to 7/26/2004 - qty 2 ITEM TAG: 3824 panel	8.00	8.00
50	4	Herman Miller, Inc 241285 Ethospace® - Top Cap Clip for product mfg prior to 7/26/2004 - qty 2 ITEM TAG: 3830 panels	8.00	32.00
51	1	Herman Miller, Inc 241285 Ethospace® - Top Cap Clip for product mfg prior to 7/26/2004 - qty 2 ITEM TAG: 5442 panel	8.00	8.00
52	1	Herman Miller, Inc 241285 Ethospace® - Top Cap Clip for product mfg prior to 7/26/2004 - qty 2 ITEM TAG: 5448 panel	8.00	8.00
53	1	Herman Miller, Inc 241366 AO®2 Hardware Pack, Service ITEM TAG: 24"w overhead part	4.64	4.64
54	1	Herman Miller, Inc 241366 AO®2 Hardware Pack, Service ITEM TAG: 30"w overhead part	4.64	4.64
55	1	Herman Miller, Inc 241366 AO®2 Hardware Pack, Service ITEM TAG: 42"w overhead part	4.64	4.64
56	1	Herman Miller, Inc 241366 AO®2 Hardware Pack, Service ITEM TAG: 48"w overhead part	4.64	4.64
57	8	Herman Miller, Inc 241489- Receptacle Cover, Qty 6 Option: WN:warm grey neutral ITEM TAG: side cover parts for 3830 panels	2.32	18.56
58	1	Herman Miller, Inc 241489- Receptacle Cover, Qty 6 Option: WN:warm grey neutral ITEM TAG: side cover parts for 5442 panels	2.32	2.32



4th Floor Upgrades

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Line	Quantity	Description	Unit Price	Total Price
59	1	Herman Miller, Inc 241489- Receptacle Cover, Qty 6 Option: WN:warm grey neutral ITEM TAG: side cover parts for 5448 panels	2.32	2.32
60	2	Herman Miller, Inc 251174 Ethospace® Rail Tile, Stile Hardware Pack ITEM TAG: 16x42 rail	4.74	9.48
61	1	Herman Miller, Inc EWS10V.2446LF Vary Easy Rectangular Surface, squared-edge, 24" deep, 45.5" wide, high-pressure laminate top/thermoplastic edge, Ethospace® frame attached surface Option: S1:1" gap Option: 1T:pre-determined top/edge Option: LBA:clear on ash	128.00	128.00
62	2	Herman Miller, Inc EWS10V.2458LF Vary Easy Rectangular Surface, squared-edge, 24" deep, 57.5" wide, high-pressure laminate top/thermoplastic edge, Ethospace® frame attached surface Option: S1:1" gap Option: 1T:pre-determined top/edge Option: LBA:clear on ash	169.48	338.96
63	24	Herman Miller, Inc UEY0RJ Ethospace®, Side Cover, Extrusion Hinge Clip ITEM TAG: side cover parts for 3830 panels	2.07	49.68
64	3	Herman Miller, Inc UEY0RJ Ethospace®, Side Cover, Extrusion Hinge Clip ITEM TAG: side cover parts for 5442 panels	2.07	6.21
65	3	Herman Miller, Inc UEY0RJ Ethospace®, Side Cover, Extrusion Hinge Clip ITEM TAG: side cover parts for 5448 panels	2.07	6.21
66	6	Herman Miller, Inc UEY0TF Ethospace® Face Tile Fabric/Vinyl, Beltline Face Tile Fabric/Vinyl, Fabric Retainer Clips, qty 4 ITEM TAG: 16x30 penumbra tile	2.37	14.22
67	9	Herman Miller, Inc UEY0TF Ethospace® Face Tile Fabric/Vinyl, Beltline Face Tile Fabric/Vinyl, Fabric Retainer Clips, qty 4 ITEM TAG: 16x48 grasscloth reed	2.37	21.33



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68	4	Herman Miller, Inc UEY0TF Ethospace® Face Tile Fabric/Vinyl, Beltline Face Tile Fabric/Vinyl, Fabric Retainer Clips, qty 4 ITEM TAG: 16x48 metal tile	2.37	9.48
69	1	Herman Miller, Inc UEY40B Ethospace® Architectural Cladding, Fabric Tile, Rail Tile, 16" & 24", Tile Hooks Hdwe Pack, qty 4 ITEM TAG: 16x42 rail	5.33	5.33
70	1	Herman Miller, Inc UEY410 Ethospace® Frame, Top Cap Clip, Qty 2, Only Fits Frames Mfgd After July 26, 2004 ITEM TAG: 3824 panel	2.67	2.67
71	4	Herman Miller, Inc UEY410 Ethospace® Frame, Top Cap Clip, Qty 2, Only Fits Frames Mfgd After July 26, 2004 ITEM TAG: 3830 panels	2.67	10.68
72	1	Herman Miller, Inc UEY410 Ethospace® Frame, Top Cap Clip, Qty 2, Only Fits Frames Mfgd After July 26, 2004 ITEM TAG: 5442 panel	2.67	2.67
73	1	Herman Miller, Inc UEY410 Ethospace® Frame, Top Cap Clip, Qty 2, Only Fits Frames Mfgd After July 26, 2004 ITEM TAG: 5448 panel	2.67	2.67
74	8	Herman Miller, Inc UEY412 Ethospace® Frame, Spring Nut Qty 6 ITEM TAG: side cover parts for 3830 panels	1.19	9.52
75	1	Herman Miller, Inc UEY412 Ethospace® Frame, Spring Nut Qty 6 ITEM TAG: side cover parts for 5442 panels	1.19	1.19
76	1	Herman Miller, Inc UEY412 Ethospace® Frame, Spring Nut Qty 6 ITEM TAG: side cover parts for 5448 panels	1.19	1.19
77	1	Herman Miller, Inc UQY00C Panel Glide (Qty 2) ITEM TAG: 3824 panel	2.67	2.67



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78	4	Herman Miller, Inc UQY00C Panel Glide (Qty 2) ITEM TAG: 3830 panels	2.67	10.68
79	1	Herman Miller, Inc UQY00C Panel Glide (Qty 2) ITEM TAG: 5442 panel	2.67	2.67
80	1	Herman Miller, Inc UQY00C Panel Glide (Qty 2) ITEM TAG: 5448 panel	2.67	2.67
81	2	Herman Miller, Inc LW100.20BBF +Ped W-Pull,Freestd 20D B/B/F Option: Slides: SB:+full-extension ball-bearing Option: Paint/Steel Type: SS:+smooth paint on smooth steel Option: Surface Finish: LT:+light tone Option: Lock: KA:+keyed alike Option: Base Height: 1F:+standard height Option: Drawer Interior: 3M:+drawer divider in one box drawer, pencil tray in one box drawer, 2 file converters in file drawer	283.32	566.64
82	5	Herman Miller, Inc LW200.301 +Lat File,W-Pull Freestd 2 Dwr Raised Hgt 30W Option: Paint/Steel Type: SS:+smooth paint on smooth steel Option: Surface Finish: LT:+light tone Option: Lock: KA:+keyed alike Option: Counterweight: CB:+counterweight (recommended) Option: Drawer Interior: 2R:+side-to-side filing rail	453.12	2,265.60
83	2	Herman Miller, Inc LW400.3638 +Storage Case,W-Pull 36W 38H Option: Paint/Steel Type: SS:+smooth paint on smooth steel Option: Surface Finish: LT:+light tone Option: Lock: KA:+keyed alike	653.67	1,307.34
84	5	Herman Miller, Inc E1260.30S +Top Cap,Frame Std 30W Option: Surface Finish: WN:+warm grey neutral	13.93	69.65
85	5	Herman Miller, Inc E1263.30J +Side Cover,2 Recept 1 Comm Port 30W Option: Surface Finish: WN:+warm grey neutral	32.30	161.50



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86	1	Herman Miller, Inc E1109.3824J +Frame,Npwr Access Holes W/Com Pt Lc 38H 24W Option: Top Cap Finish: CN:+metallic champagne Option: Cable Management Finish: WN:+warm grey neutral ITEM TAG: 38/24J	179.85	179.85
87	2	Herman Miller, Inc E1109.5430J +Frame,Npwr Access Holes W/Com Pt Lc 54H 30W Option: Top Cap Finish: CN:+metallic champagne Option: Cable Management Finish: WN:+warm grey neutral ITEM TAG: 54/30J	226.37	452.74
88	5	Herman Miller, Inc E1109.5442J +Frame,Npwr Access Holes W/Com Pt Lc 54H 42W Option: Top Cap Finish: CN:+metallic champagne Option: Cable Management Finish: WN:+warm grey neutral ITEM TAG: 54/42J	267.56	1,337.80
89	5	Herman Miller, Inc E1112.30 +Frame,Stacking 30W ITEM TAG: 16/30	114.67	573.35
90	6	Herman Miller, Inc E1112.42 +Frame,Stacking 42W ITEM TAG: 16/42	123.26	739.56
91	3	Herman Miller, Inc E1120.38 +Draw Rod 38H	14.22	42.66
92	4	Herman Miller, Inc E1120.54 +Draw Rod 54H	14.52	58.08
93	3	Herman Miller, Inc E1219.54A +Conn,Bare 2-Way 90-Deg w/Draw Rod 54H ITEM TAG: 54/A	87.41	262.23
94	3	Herman Miller, Inc E1219.54C +Conn,Bare 3-Way 90-Deg 54H ITEM TAG: 54/C	118.52	355.56
95	3	Herman Miller, Inc E1220.16 +Conn,2-Way 90 Stacking	84.15	252.45
96	3	Herman Miller, Inc E1230.16 +Conn,3-Way 90 Stacking	88.59	265.77



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97	3	Herman Miller, Inc E1250.38S +Fin End,Std 38H Option: Surface Finish: WN:+warm grey neutral ITEM TAG: FE/38S	38.52	115.56
98	4	Herman Miller, Inc E1251.32S +Chg of Ht Fin End Std 32H Option: Surface Finish: WN:+warm grey neutral ITEM TAG: FE/32S	37.04	148.16
99	3	Herman Miller, Inc E1261.2S +Top Cap,Conn Standard 2-Way 90 Deg Radius Conn Option: Surface Finish: WN:+warm grey neutral ITEM TAG: 2S	18.96	56.88
100	4	Herman Miller, Inc E1261.3S +Top Cap,Conn Standard 3-Way 90 Deg Conn Option: Surface Finish: WN:+warm grey neutral ITEM TAG: 3S	18.96	75.84
101	2	Herman Miller, Inc E1261.4S +Top Cap,Conn Standard 4-Way 90 Deg Conn Option: Surface Finish: WN:+warm grey neutral ITEM TAG: 4S	18.96	37.92
102	3	Herman Miller, Inc E1270.70SR +Conn Cover,2-Way 90 Deg Vinyl,Radius 70H Option: Surface Finish: WN:+warm grey neutral ITEM TAG: 70/SR	83.85	251.55
103	3	Herman Miller, Inc E1272.70S +Conn Cover,3-Way 90 Deg Vinyl 70H Option: Surface Finish: WN:+warm grey neutral ITEM TAG: 70/S	72.89	218.67
104	3	Herman Miller, Inc E1278.2 +Conn Side Cover,2-Way 90 Deg Radius Conn Option: Surface Finish: WN:+warm grey neutral ITEM TAG: 2	13.63	40.89
105	3	Herman Miller, Inc E1278.3 +Conn Side Cover,3-Way 90 Deg Conn Option: Surface Finish: WN:+warm grey neutral ITEM TAG: 3	13.63	40.89



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106	1	Herman Miller, Inc E1311.C +15 Amp Receptacle 4 Circuit, Duplex, Circuit C 6/Pkg Option: Surface Finish: WN:+warm grey neutral ITEM TAG: C	100.44	100.44
107	1	Herman Miller, Inc E1311.DN +15 Amp Receptacle 4 Circuit, Duplex, Circuit D 6/Pkg Option: Surface Finish: WN:+warm grey neutral ITEM TAG: DN	100.44	100.44
108	2	Herman Miller, Inc E1354.30E +Harness,Baseline,4-Circ,No Side Covers Pwr 30W ITEM TAG: 30/E	72.00	144.00
109	2	Herman Miller, Inc E1354.42E +Harness,Baseline,4-Circ,No Side Covers Pwr 42W ITEM TAG: 42/E	79.41	158.82
110	1	Herman Miller, Inc E1356.BE +Harness,Pass-Thru Conn,Spacer,Pwr 5/Pkg ITEM TAG: BE	104.00	104.00
111	6	Herman Miller, Inc E1415.1630T +Tile,Window Top 16H 30W Option: Frame Finish: WN:+warm grey neutral Option: Glazing Finish: TV:+dot patterned	83.85	503.10
112	8	Herman Miller, Inc E1415.1642T +Tile,Window Top 16H 42W Option: Frame Finish: WN:+warm grey neutral Option: Glazing Finish: TV:+dot patterned	102.52	820.16
113	33	Herman Miller, Inc E1420.1630F +Tile,Face Fabric 16H 30W Option: Surface Finish: 4N:+horizon-Pr Cat 2 Option: 4N_Colors: 08:+horizon haystack	52.15	1,720.95
114	10	Herman Miller, Inc E1420.1630P +Tile,Face Pntd 16H 30W Option: Surface Finish: CN:+metallic champagne	29.33	293.30
115	28	Herman Miller, Inc E1420.1642F +Tile,Face Fabric 16H 42W Option: Surface Finish: 4N:+horizon-Pr Cat 2 Option: 4N_Colors: 08:+horizon haystack	60.44	1,692.32



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116	10	Herman Miller, Inc E1420.1642P +Tile,Face Pntd 16H 42W Option: Surface Finish: CN:+metallic champagne	36.15	361.50
117	6	Herman Miller, Inc E2393.24L +Support,Work Surf 24D (for 20" or 24" Deep surfaces) Left Option: Surface Finish: CN:+metallic champagne Option: Support Option: SM:+on module ITEM TAG: L	18.07	108.42
118	6	Herman Miller, Inc E2393.24R +Support,Work Surf 24D (for 20" or 24" Deep surfaces) Right Option: Surface Finish: CN:+metallic champagne Option: Support Option: SM:+on module ITEM TAG: R	18.07	108.42
119	3	Herman Miller, Inc EWS10.2430LF +Rect Surf,Sq-Edge,Lam Top/TP Edge,Frame att 24D 30W Option: Top Finish: LBA:+clear on ash Option: Edge Finish: LBA:+clear on ash ITEM TAG: 24/30	94.81	284.43
120	2	Herman Miller, Inc EWS22.4272LF +Ext Corner Surf,Rect End,Sq-Edge,Lam Top/TP Edge,Frame att 24D 42W Lt 72W Rt Option: Top Finish: LBA:+clear on ash Option: Edge Finish: LBA:+clear on ash ITEM TAG: 42/72	358.22	716.44
121	1	Herman Miller, Inc EWS22.7242LF +Ext Corner Surf,Rect End,Sq-Edge,Lam Top/TP Edge,Frame att 24D 72W Lt 42W Rt Option: Top Finish: LBA:+clear on ash Option: Edge Finish: LBA:+clear on ash ITEM TAG: 72/42	369.19	369.19
122	2	Herman Miller, Inc 232776 Ethospace® Wire Manager (qty. 100) ITEM TAG: 3830 panel	16.00	32.00
123	3	Herman Miller, Inc 232776 Ethospace® Wire Manager (qty. 100) ITEM TAG: 5430 panel	16.00	48.00
124	4	Herman Miller, Inc 233600 Ethospace® Tile Fastener Hardware Pack ITEM TAG: 1624 fabric tile	2.96	11.84



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125	1	Herman Miller, Inc 233600 Ethospace® Tile Fastener Hardware Pack ITEM TAG: 1630 fabric tile	2.96	2.96
126	2	Herman Miller, Inc 238650 Ethospace® Raceway Side Cover Hinge - qty 3 ITEM TAG: 3830 panel	4.74	9.48
127	3	Herman Miller, Inc 238650 Ethospace® Raceway Side Cover Hinge - qty 3 ITEM TAG: 5430 panel	4.74	14.22
128	2	Herman Miller, Inc 241285 Ethospace® - Top Cap Clip for product mfg prior to 7/26/2004 - qty 2 ITEM TAG: 3830 panel	8.00	16.00
129	3	Herman Miller, Inc 241285 Ethospace® - Top Cap Clip for product mfg prior to 7/26/2004 - qty 2 ITEM TAG: 5430 panel	8.00	24.00
130	1	Herman Miller, Inc 241449 Ethospace® Stacking Frame Hardware Kit ITEM TAG: 30w stacker	7.11	7.11
131	4	Herman Miller, Inc UEY0TF Ethospace® Face Tile Fabric/Vinyl, Beltline Face Tile Fabric/Vinyl, Fabric Retainer Clips, qty 4 ITEM TAG: 1624 fabric tile	2.37	9.48
132	1	Herman Miller, Inc UEY0TF Ethospace® Face Tile Fabric/Vinyl, Beltline Face Tile Fabric/Vinyl, Fabric Retainer Clips, qty 4 ITEM TAG: 1630 fabric tile	2.37	2.37
133	2	Herman Miller, Inc UEY410 Ethospace® Frame, Top Cap Clip, Qty 2, Only Fits Frames Mfgd After July 26, 2004 ITEM TAG: 3830 panel	2.67	5.34
134	3	Herman Miller, Inc UEY410 Ethospace® Frame, Top Cap Clip, Qty 2, Only Fits Frames Mfgd After July 26, 2004 ITEM TAG: 5430 panel	2.67	8.01
135	2	Herman Miller, Inc UQY00C Panel Glide (Qty 2) ITEM TAG: 3830 panel	2.67	5.34



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136	3	Herman Miller, Inc UQY00C Panel Glide (Qty 2) ITEM TAG: 5430 panel	2.67	8.01
137	2	Herman Miller, Inc LW100.20BBF +Ped W-Pull, Freestd 20D B/B/F Option: Slides: SB:+full-extension ball-bearing Option: Paint/Steel Type: SS:+smooth paint on smooth steel Option: Surface Finish: LT:+light tone Option: Lock: KA:+keyed alike Option: Base Height: 1F:+standard height Option: Drawer Interior: 3M:+drawer divider in one box drawer, pencil tray in one box drawer, 2 file converters in file drawer	283.32	566.64
138	1	DELIVERY & INSTALLATION Delivery and Installation Labor to receive, deliver and install: - ST M-F during normal business hours. - Area to be free and clear prior to Catalyst's arrival. Pricing does not include : - Electrical / data services. - Pulling & delivering of inventory from off site storage facility. - Delivering on-site excess product not used during reconfigure to off site storage facility. .	9,565.00	9,565.00
139	1	DESIGN DESIGN DESIGN SERVICES	10,523.00	10,523.00
140	1	PROJECT MANAGEMENT PROJECT MGMT PROJECT MANAGEMENT	3,875.00	3,875.00

Subtotal:	\$49,987.44
Bremerton-Kitsap-9.200%:	\$3,274.25
Total Order:	\$53,261.69
Required Deposit (50%):	\$26,630.85
<i>A Convenience fee of 3.0% will be added to payments made by credit card</i>	



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NEW! Catalyst Now Provides Financing Options For Qualified Customers

Based on your quote amount you could finance your furniture for \$1,200 per month for 48 months*

For more information or to apply click here to be connected with our financing partner, Leasing Resources Inc. (LRI).**

*Above is an example only, exact financing amount may vary. Other monthly terms and structures may be available. All financing subject to credit approval. For additional information, please contact our team.

**Please note Leasing Resources Inc. emails end in the domain @goleasing.com

Alert: Please know that Quotations may be subject to changes due to unexpected disruptions in supply chain causing delays and/or additional costs in shipping goods. Catalyst is making every effort to meet timelines and to avoid unexpected shipping charges. It is also our commitment to immediately communicate any changes or volatilities.



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Catalyst Workplace Activation Terms and Conditions

Welcome to Catalyst Workplace Activation. d/b/a Business Interiors Northwest, Inc. ("Catalyst"). We are very appreciative of your business and the trust you have placed in us. We believe that providing clarity and a strong mutual understanding will ensure a successful long term relationship. To that end, these terms and conditions of sale ("Terms and Conditions") describe our agreement with you for the sale of Products, as well as our performance of certain Services, as those terms are described below.

DEFINITIONS.

- "Agreement" means these Terms and Conditions of Sale, together with incorporated Orders.
- "Catalyst", "our", "us", or "we" means Business Interiors Northwest, Inc.
- "Customer", "you", or "your" means the party entering into this Agreement with Catalyst, and includes any of your affiliates that place an order with Catalyst for Catalyst Products.
- "Order" means any (a) Catalyst quote or other proposal for Products and/or Services accepted by Customer, or (b) purchase order, work order or other request for Products and/or Services accepted in writing by Catalyst.
- "Products" means any furniture, equipment or other products sold to you provided pursuant to an Order under this Agreement.
- "Services" means any and all services provided pursuant to an Order under this Agreement.

PAYMENT OF ORDER (Customer will be invoiced separately for Products and Service):

Products: For all Product purchased, Customer will pay:

- *For customers without credit approval, a 100% deposit at the time the Order is placed.
- *For customers with credit approval, a 50% deposit at the time the Order is placed and the remaining balance is due 10 days from the delivery of the Product to Customer 1) at a location designated in advance by Customer or 2) Catalyst's warehouse.
- *For customers using our financing option, please follow financing instructions.
- * For incomplete Product deliveries caused by freight damage, missing or incorrect items shipped from the factory, Customer may withhold an amount not to exceed 5% of the Product invoice due until full delivery is made.

Service(s): Customers will pay 100% of the amount due within 10 days of Catalyst's completion of Services per project phase. Services extending beyond 30 days will be invoiced monthly.

Payment: Payment may be made by check, ACH, wire or credit card (a minimum 2% administration fee added to payments made by credit card). Timely payment of the amount due and all other charges is of the essence. Catalyst reserves the right to charge you a late fee of 1.5% per month, at the maximum rate permitted by law, applied against undisputed overdue amounts.

INVOICES AND CREDIT.

Catalyst reserves the right to invoice for product when received at Catalyst warehouse or at a location designated in advance by Customer. Invoices are due and payable within the time period noted on the invoice, or if not noted, then within 10 days from the date of the invoice, subject to continuing credit approval by Catalyst. If in Catalyst's sole judgment Customer's credit shall become impaired at any time, Catalyst shall have the right to cancel or discontinue production and/or decline to make shipments hereunder except for full payment in cash in advance until such time as said credit has been reestablished to Catalyst's satisfaction. Customer agrees that it shall be responsible for all manufacturers' cancellation charges.

SHIPPING; TAXES; ACCEPTANCE; TITLE; RISK OF LOSS.

Unless otherwise specified in writing by Catalyst, Customer shall pay all freight, insurance, international tariffs imposed on production and/or shipment of international Products (if applicable). Unless you provide Catalyst with a valid and accurate tax-exemption certificate applicable to your Product purchase and ship-to location, you are responsible for any taxes or governmental fees associated with your Order. Loss or damage that occurs during shipping by a carrier selected by Catalyst is Catalyst's responsibility. Loss or damage that occurs during shipping by a carrier selected by Customer is your responsibility. Shipping and delivery dates are provided as estimates only. Acceptance of delivery constitutes acceptance of the Product as delivered. Failure to notify Catalyst within 10 days of delivery if you believe any part of your Order is missing, wrong, or damaged shall constitute a waiver of all claims relating to thereto. Title to the subject Products will transfer to you when the Products are delivered to your designated delivery location.



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DEFAULT.

Upon the occurrence of an event of default (including, but not limited to, failure to pay amounts due and owing on Order or breach of the terms of this Agreement): (i) all invoices outstanding, together with accrued interest thereon, and any other sums due under this Agreement, shall, at the option of the Catalyst, become immediately due and payable; (ii) Catalyst may reject any Orders, (iii) Catalyst may cancel, suspend or terminate performance of Services or scheduled delivery of Products, at the sole discretion of Catalyst, at any time prior to delivery without any liability; (iv) Buyer agrees to pay the late payment service fee and all costs of collection, including all attorneys' fees. All of the rights and remedies of Catalyst provided herein shall be cumulative and in addition to any other rights and remedies provided by law or equity. Waiver by Catalyst of any breach of any provision hereof shall not constitute a waiver of any other breach.

ACCEPTED ORDERS; CANCELLATIONS; RETURNS AND CHANGES.

Orders accepted by Catalyst are final and binding and may not be cancelled or modified by Customer (including requests for Product returns) without Catalyst's prior written approval. All Product returns are subject to a restocking fee of 35%, which is due and payable at the time Catalyst approves the return. Requests for modifications, changes in quantity or specifications, are subject to Catalyst's approval, and when applicable, the approval of the manufacturer. Customer is responsible for payment of any resulting additional charges, including those from the manufacturer.



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DELIVERY AND INSTALLATION.

The following provisions apply to Orders involving delivery and/or installation:

- Hours of Operation. Catalyst's normal business hours are Monday through Friday, 7am to 5pm. Any work performed by Catalyst outside of such hours shall be billed to Customer at overtime rates. Services performed by Catalyst on holidays (as such holidays are identified by Catalyst) shall be billed at double time rates.
- Condition of Job Site. Customer's job site shall be in a condition that is clean, clear, and free of debris, other trades, materials, and existing furniture and personal items (unless such items are specifically called out in advance of Catalyst's commencement of its Services) so that there is no interference with Catalyst's ability to commence and complete installation.
- Job Site Services Provided by Customer. Electric current, heat, hoisting and/or freight elevator service shall be furnished at no charge to Catalyst. Customer shall provide adequate facilities for off-loading, staging, moving and handling of Products, including a loading dock and freight elevator dedicated for Catalyst's use, transport, removal, and the scheduled deliveries of Product.
- Access to Job Site. Catalyst shall have access to the job site at all times during the period of time that Catalyst is scheduled to perform its Services (i.e. delivery and installation period).
- Special Packaging or Handling - Extra charges shall apply if special packaging or handling is required that is not specifically identified in the Order.
- Delivery During Normal Business Hours - Delivery and installation will be made during Catalyst's normal business hours. Additional labor charges shall apply to after hours or weekend work performed at Customer's request.
- Storage Space - Unless otherwise agreed by Customer, Products will not be delivered to Customer's site prior to the scheduled delivery date. Customer is responsible for providing a secure, safe and adequate storage space for delivered Products. Customer shall pay any and all costs resulting from improper Product storage locations, including the following: (a) inadequate space (e.g. excessive sorting or additional storage), (b) inconveniently located storage space, including storage on another floor (e.g. extra cost of transporting to and from the storage space), or (c) the need to relocate Product from storage for any reason, including relocation due to progress of other trades. All excess Product shall be stored on-site unless Catalyst has authorized storage of such excess Product at its facilities which such storage costs shall be charged to Customer by the number of pallet locations required to store the excess Product. Payment for these additional costs are due immediately upon invoice.
- Erection and Assembly. Catalyst's ability to erect or assemble furniture knocked-down or to permanently attach, affix, or bolt in place movable furniture is dependent on jurisdictional agreements. If trade regulations enforced at the time of installation require the use of tradesmen at the job site other than the Catalyst's own installation personnel, Customer is responsible for the payment of the resulting additional costs. If Catalyst performs wall application as part of its Services to Customer, Catalyst assumes such walls are sheetrock walls. Catalyst is not responsible for any unknown structures in existing walls. All Services performed by Catalyst shall be completed based only on the approved scope of work, specifications and drawings (contained in the Order); any deviation from such scope of work, specifications and drawings shall result in a change order pursuant to which additional costs may be incurred by and assessed against Customer.
- Loss and Damage. Customer is solely responsible for all Product loss, theft or damage, including by weather, other trades such as painting or plastering, fire or other elements once the Products have been delivered to Customer. Customer agrees to release and waive any claims against Catalyst (and its officers, directors, employees, agents, installation and delivery personnel, and contractors), and hold Catalyst (and its officers, directors, employees, agents, installation and delivery personnel, and contractors) harmless from any such occurrences. Products, including electronics, are considered delivered in good condition unless visibly damaged by Catalyst during relocation.
- Insurance. Public Liability, Workmen's Compensation, Property Damage, Automotive and Occupational Disease Insurance are carried by Catalyst and certificates will be delivered upon request. Fire, Tornado, Flood and other insurance at the job site will be provided and paid for by the Customer.
- Receipt. Customer or its Representative must be present at time of Product delivery to sign for and acknowledge correctness of quantity and condition of delivered Products.
- Coordination. Customer shall designate one person to coordinate with Catalyst for the receipt and installation of Product.
- Cleaning. Catalyst provides cleaning services related to the installation and assembly of the Product at an additional cost but does not guarantee the removal of any or all stains from the job site. Stain guarding services do not guarantee against all future staining.



4th Floor Upgrades

Quote Number	103111
Proposal Date	06/25/2024
Customer PO	
Invoice Terms	NET 30 DAYS
Page	20/21
Revision Number	2

Catalyst Workplace Activation.
 Catalyst Workplace Activation.
 1285 122nd Avenue NE Suite 200
 Bellevue, WA 98005
 (206) 762-8818

FREIGHT CLAIMS.

Timely claims for transportation damage will be processed by Catalyst and damaged Products will be repaired to the Customer's reasonable satisfaction or the Product will be replaced. In the case of direct shipments, the Customer will inspect all Products immediately upon arrival for damage and assist in damage description, photography and other documentation used in making freight claims. Catalyst will not cover any claims, repairs or replacements of damaged Product when the freight is not included in the quote and is handled solely by the Customer. Failure of the Customer to present a written claim respecting any shipment within ten days after receipt thereof shall constitute a waiver of all claims thereto.

MANUFACTURER'S WARRANTY

All Products are subject to applicable manufacturer warranties for defects in materials and workmanship. Please ask your Catalyst representative for the specific manufacturer's warranty program included in your order. Catalyst will provide the Services in a good workmanlike manner. EXCEPT AS EXPRESSLY STATED IN THE PRECEDING SENTENCE, CATALYST, (INCLUDING ITS AFFILIATES, CONTRACTORS, AND AGENTS, AND EACH OF THEIR RESPECTIVE EMPLOYEES, DIRECTORS, AND OFFICERS), MAKES NO EXPRESS OR IMPLIED WARRANTY WITH RESPECT TO ANY OF THE PRODUCTS OR SERVICES, INCLUDING BUT NOT LIMITED TO ANY WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, PERFORMANCE, SUITABILITY, OR NON-INFRINGEMENT.

LIMITATION OF LIABILITY.

CATALYST DOES NOT ACCEPT LIABILITY BEYOND THE REMEDIES SET FORTH HEREIN, INCLUDING BUT NOT LIMITED TO ANY LIABILITY FOR PRODUCTS NOT BEING AVAILABLE FOR USE, LOST PROFITS, LOSS OF BUSINESS OR THE PROVISION OF SERVICES. CATALYST WILL NOT BE LIABLE FOR ANY CONSEQUENTIAL, SPECIAL, INDIRECT, OR PUNITIVE DAMAGES, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, OR FOR ANY CLAIM BY ANY THIRD PARTY. YOU AGREE THAT FOR ANY LIABILITY RELATED TO THE PURCHASE OF PRODUCT, CATALYST IS NOT LIABLE OR RESPONSIBLE FOR ANY AMOUNT OF DAMAGES ABOVE THE AMOUNT YOU PAID FOR THE APPLICABLE PRODUCT. NOTWITHSTANDING ANYTHING IN THIS AGREEMENT TO THE CONTRARY, THE REMEDIES SET FORTH IN THIS AGREEMENT SHALL APPLY EVEN IF SUCH REMEDIES FAIL THEIR ESSENTIAL PURPOSE.

DELAYS.

Except as expressly provided in this paragraph, neither party shall be liable to the other for any failure to perform any of its obligations (except payment obligations) under this Agreement during any period in which such performance is delayed by circumstances beyond its reasonable control, such as fire, flood, war, embargo, strike, riot, or the intervention of any governmental authority (a "Force Majeure"). The delayed party's time for performance will be excused for the duration of the Force Majeure. If there are construction delays or other causes not within Catalyst's control that cause the postponement of any Product installation, then (a) Customer shall be responsible for payment of any resulting transfer, handling or storage charges, and (b) delivery of Products shall not be delayed and applicable payment terms shall still apply.

PURCHASE MONEY SECURITY INTEREST.

Upon Customer's failure to pay any amount when due, Catalyst shall have the right, without prejudice to any other rights and remedies available to Catalyst at law or in equity, to terminate this Agreement and take immediate possession and remove the Products, at Customer's expense and risk. Customer may not set off any amount owing by Catalyst against payments due under this Agreement. Catalyst retains a purchase money security interest in the Products sold to Customer until the purchase price has been paid to Catalyst in full. You agree, as security for the repayment of any amounts owing to Catalyst, that Catalyst retains a continuing security interest in, and you grant Catalyst a purchase money security interest in your right, title and interest in all Products wherever located to and in favor of Catalyst until the full amount owing for the applicable Products is paid in full, including any late charges and costs of collection. You agree that Catalyst may file one or more financing statements or other instruments in any relevant jurisdiction for perfecting or protecting this purchase money security interest and appoint CATALYST as your agent for any necessary signatures on such filings.



4th Floor Upgrades

Quote Number	103111
Proposal Date	06/25/2024
Customer PO	
Invoice Terms	NET 30 DAYS
Page	21/21
Revision Number	2

Catalyst Workplace Activation.
 Catalyst Workplace Activation.
 1285 122nd Avenue NE Suite 200
 Bellevue, WA 98005
 (206) 762-8818

GENERAL.

- This Agreement (including the Orders), together with all associated schedules and specifications incorporated herein, constitutes the entire agreement between the parties and supercedes all prior oral and written understandings, communications, or agreements between the parties.
- Customer may use standard business forms or other communications but use of such forms is for convenience only and does not alter the provisions of this Agreement. No provision that conflicts with, modifies or adds terms to this Agreement shall be binding (whether offered verbally or in writing) unless such provision is specifically agreed to in a writing signed by Catalyst.
 - No amendment to or modification of this Agreement, in whole or in part, will be valid or binding unless it is in writing and executed by authorized representatives of both parties.
 - If any provision of this Agreement is found to be void or unenforceable, such provision will be stricken or modified, but only to the extent necessary to comply with the law, and the remainder of this Agreement will remain in full force and will not be terminated.
 - Customer will not assign any part or all of this Agreement without Catalyst's prior written consent. Any attempt to assign in violation of this provision is void in each instance. Catalyst may assign this Agreement (or any of its rights and obligations under this Agreement or any Order): (a) to any of its affiliates; or (b) in connection with any merger, consolidation, reorganization, sale of all or substantially all of its assets or any similar transaction.
 - This Agreement shall be governed by the laws of the State of Washington. The parties irrevocably submit to venue and exclusive personal jurisdiction in the federal and state courts in Washington, for any dispute arising out of this Agreement, and waive all objections to jurisdiction and venue of such courts.
 - In the event of a conflict between these Terms and Conditions and an Order, except as otherwise expressly agreed in writing, the terms of these documents will be interpreted in the following order of precedence: (1) these Terms and Conditions; and (2) the Order.
 - These terms and conditions apply to current and future orders.

I accept the terms and conditions above.

Signed: _____

Printed Name: _____

Title: _____

Date: _____

New or Renewed Contracts for the Period of 05/01/2024 through 05/31/2024

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)

Jefferson County Public Health

ID: 2409	Parent/Child Health, Yolanda Fong	Amendment	Closed	05/07/24	\$191,868.00	05/07/24	07/01/21	06/30/24	N-21-060
<i>Description: Nurse Family Partnership. KPHD and Jefferson County Public Health will share NFP staff, training, and supervision through the Department of Children, Youth, and Families (DCYF) Grant. KPHD will function as a subcontractor to JCPH and provide NFP services in Kitsap County.</i>									

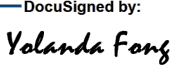
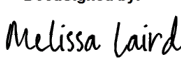
WASHINGTON STATE AUDITORS OFFICE

ID: 2410	Accounting, Melissa Laird	Data Sharing Agreement	Closed	05/07/24	\$0.00	05/08/24	05/24/24	05/23/27	DSA-22-01
<i>Description: DSA is to provide the requirements and authorization for the Agency to exchange confidential information with SAO. This agreement is entered into between Agency and SAO to ensure compliance with legal requirements and Executive Directives (Executive Order 16-01, RCW 42.56, and OCIO policy 141.10) in the handling of information considered confidential.</i>									

Kitsap Public Health Board Meeting
Date: July 2, 2024

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

Approvals:

	Signature	Date
Administrator	DocuSigned by:  04B011B7E67B465...	6/24/2024
Finance Manager	DocuSigned by:  DB9C788E36B1487	6/24/2024

Recommended Motion: Approval

Items:

Type	Warrant/EFT Date	Total Amount
Accounts Payable	5/2/2024	\$ 37,492.01
Accounts Payable	5/3/2024	1,857.03
Accounts Payable	5/9/2024	37,269.21
Accounts Payable	5/16/2024	74,516.14
Accounts Payable	5/23/2024	59,448.69
Accounts Payable	5/30/2024	213,685.28
NDGC Mortgage	5/1/2024	25,013.00
Miscellaneous	5/2-5/20/2024	6,217.00
Vital Records Transfer	5/20/2024	23,323.00
Accounts Payable Total		\$ 478,821.36
Payroll	5/31/2024	584,322.65
Payroll Taxes and Benefits	5/15-5/31/2024	354,785.73
Payroll Total		\$ 939,108.38
Grand Total		\$ 1,417,929.74

Kitsap Public Health Board Action:

- Approve
- Deny
- Table / Continue

	Signature	Date
Kitsap Public Health Board Chair		



View Settlement Run

Settlement Run Information

Settlement Run STL-00003412
Name Kitsap Public Health District HH
Number STL-00003412
Status Complete
Date 05/02/2024
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 37,492.01
Inbound Total 0.00
Miscellaneous Payment Request Count 1
Supplier Invoice Count 15

Payment Groups

Payment Groups

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	05/02/2024	1	250.00	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 05/02/2024	Successfully Completed
Supplier Payment(Check) for Kitsap County Claims Fund Warrant Account	Supplier Payment	Kitsap County Claims Fund Warrant Account	Check	05/02/2024	6	25,336.85	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 05/02/2024	Successfully Completed
Supplier Payment(EFT) for Treasurer's Main account	Supplier Payment	Treasurer's Main account	EFT	05/02/2024	7	11,905.16	USD	Payment Message: ID 2686 for Kitsap Public Health District on 05/02/2024	Successfully Completed



View Settlement Run

12:21 PM
05/02/2024
Page 2 of 4

Miscellaneous Payment Requests

Miscellaneous Payment Request	Company	Payee	Document Number	Payment Type	Request Category	Document Date	Payment Amount	Currency
MPR-15591	Kitsap Public Health District	Robbi Hilton (Inactive)	MPR-15591	Check	One-Time Payment	04/25/2024	250.00	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-2024-02538	Kitsap Public Health District	Lamar Companies	115552737	Lamar Companies	Net 30	SINV-2024-02538	01/25/2024		02/24/2024	0.00	0.00	2,500.00	USD
Supplier Invoice: SINV-2024-14128	Kitsap Public Health District	Blue Sky Printing	N17986	Blue Sky Printing	Net 30	SINV-2024-14128	05/02/2024		06/01/2024	0.00	0.00	62.86	USD
Supplier Invoice: SINV-2024-14129	Kitsap Public Health District	Canon Financial Services, Inc.	#32422775	Canon Financial Services, Inc.	Net 30	SINV-2024-14129	05/02/2024		06/01/2024	0.00	0.00	1,474.04	USD
Supplier Invoice: SINV-2024-14130	Kitsap Public Health District	Control Solutions, Inc	#CS275418	Control Solutions, Inc	Net 30	SINV-2024-14130	05/02/2024		06/01/2024	0.00	0.00	797.16	USD
Supplier Invoice: SINV-2024-14131	Kitsap Public Health District	FedEx	#8-475-31346	FedEx - Remit-To: PO Box 371461 Pittsburgh	Net 30	SINV-2024-14131	05/02/2024		06/01/2024	0.00	0.00	36.26	USD
Supplier Invoice: SINV-2024-14132	Kitsap Public Health District	Kitsap Sun	#6288440	Kitsap Sun - Remit-To: Po Box 52173 Phoenix Az	Net 30	SINV-2024-14132	05/02/2024		06/01/2024	0.00	0.00	2,118.44	USD
Supplier Invoice: SINV-2024-14133	Kitsap Public Health District	Quadient Finance Usa Inc	PO #20824	Quadient Finance Usa Inc	Net 30	SINV-2024-14133	05/02/2024		06/01/2024	0.00	0.00	2,500.00	USD
Supplier Invoice: SINV-2024-14134	Kitsap Public Health District	Clifford A Silliman	MAY 2024 RENT	Clifford A Silliman	Net 30	SINV-2024-14134	05/02/2024		06/01/2024	0.00	0.00	700.00	USD
Supplier Invoice: SINV-2024-14135	Kitsap Public Health District	Stericycle Inc	#8006891884	Stericycle Inc - Remit-To: Stericycle Inc	Net 30	SINV-2024-14135	05/02/2024		06/01/2024	0.00	0.00	2,744.70	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-2024-14136	Kitsap Public Health District	Stericycle Inc	#8006686708	Stericycle Inc - Remit-To: Stericycle Inc	Net 30	SINV-2024-14136	05/02/2024		06/01/2024	0.00	0.00	170.07	USD
Supplier Invoice: SINV-2024-14137	Kitsap Public Health District	Structured	#0240697-IN	Structured	Net 30	SINV-2024-14137	05/02/2024		06/01/2024	0.00	0.00	159.81	USD
Supplier Invoice: SINV-2024-14138	Kitsap Public Health District	United Business Machines of WA	#INV515598	United Business Machines of WA	Net 30	SINV-2024-14138	05/02/2024		06/01/2024	0.00	0.00	89.54	USD
Supplier Invoice: SINV-2024-14156	Kitsap Public Health District	US Bank National Association	04.25.24 stmnt #4246 0445 5568 8591	US Bank National Association - Remit-To: US Bank Junior Dist's Only	Net 30	SINV-2024-14156	05/02/2024		06/01/2024	0.00	0.00	19,795.74	USD
Supplier Invoice: SINV-2024-14160	Kitsap Public Health District	Washington State University	#CI00047834	Washington State University	Net 30	SINV-2024-14160	05/02/2024		06/01/2024	0.00	0.00	3,933.32	USD
Supplier Invoice: SINV-2024-14162	Kitsap Public Health District	Stericycle Inc	#8006686546	Stericycle Inc - Remit-To: Stericycle Inc	Net 30	SINV-2024-14162	05/02/2024		06/01/2024	0.00	0.00	160.07	USD

Remittance
Remittance

Process	Date	Remittance Events
Payment Message: ID 2686 for Kitsap Public Health District on 05/02/2024	05/02/2024	7

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	05/02/2024 12:18:45 PM		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	



View Settlement Run

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

Related Business Processes History

Business Process	Status
Payment Message: ID 2686 for Kitsap Public Health District on 05/02/2024	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 05/02/2024	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 05/02/2024	Successfully Completed
Remittance File: For United Business Machines of WA on 05/02/2024	Successfully Completed
Remittance File: For Quadiant Finance Usa Inc on 05/02/2024	Successfully Completed
Remittance File: For Stericycle Inc - Remit-To: Stericycle Inc on 05/02/2024	Successfully Completed
Remittance File: For Washington State University on 05/02/2024	Successfully Completed
Remittance File: For FedEx - Remit-To: PO Box 371461 Pittsburgh on 05/02/2024	Successfully Completed
Remittance File: For Canon Financial Services, Inc. on 05/02/2024	Successfully Completed
Remittance File: For Control Solutions, Inc on 05/02/2024	Successfully Completed

Background Processes

Created Date and Time	Started Date and Time	Process Type	Process	Request	Status	Total Processing Time	Submitted by	Errors & Warnings
05/02/2024 12:18 PM	05/02/2024 12:18 PM	Job	Settlement Run Complete	Settlement Run Complete for STL-00003412	Completed	00:00:09	Heather Hunsaker	



View Settlement Run

Settlement Run Information	
Settlement Run	STL-00003426
Name	KPHD expense reports. HH
Number	STL-00003426
Status	Complete
Date	05/03/2024
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	1,857.03
Inbound Total	0.00
Expense Report Count	13

Payment Groups									
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	05/03/2024	2	213.06	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 05/03/2024	Successfully Completed
Expense Payment(Direct Deposit) for Treasurer's Main account	Expense Payment	Treasurer's Main account	Direct Deposit	05/03/2024	11	1,643.97	USD	Payment Message: ID 2687 for Kitsap Public Health District on 05/03/2024	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-0008677	Kitsap Public Health District	Amy Anderson (419470)	Employee	EXP-0008677	05/02/2024		124.87	USD
Expense Report: EXP-0008678	Kitsap Public Health District	Callie Burton (434296)	Employee	EXP-0008678	05/02/2024		66.33	USD
Expense Report: EXP-0008679	Kitsap Public Health District	Ashley Duren (430735)	Employee	EXP-0008679	05/02/2024		184.05	USD
Expense Report: EXP-0008680	Kitsap Public Health District	George Fine (421693)	Employee	EXP-0008680	05/02/2024		32.23	USD
Expense Report: EXP-0008681	Kitsap Public Health District	Yaneisy Griego (410072)	Employee	EXP-0008681	05/02/2024		99.83	USD
Expense Report: EXP-0008682	Kitsap Public Health District	William Harmon (434977)	Employee	EXP-0008682	05/02/2024		80.40	USD
Expense Report: EXP-0008683	Kitsap Public Health District	Albert Lawver (434888)	Employee	EXP-0008683	05/02/2024		34.13	USD
Expense Report: EXP-0008687	Kitsap Public Health District	Gabriel Outlaw-Spencer (434984)	Employee	EXP-0008687	05/02/2024		762.17	USD
Expense Report: EXP-0008688	Kitsap Public Health District	Khushnum Sauna (435096)	Employee	EXP-0008688	05/02/2024		20.10	USD
Expense Report: EXP-0008689	Kitsap Public Health District	Nolan Simmons (434365)	Employee	EXP-0008689	05/02/2024		36.85	USD
Expense Report: EXP-0008690	Kitsap Public Health District	Kelly Snow (435021)	Employee	EXP-0008690	05/02/2024		132.66	USD
Expense Report: EXP-0008691	Kitsap Public Health District	Susan Van Ort (392243)	Employee	EXP-0008691	05/02/2024		213.73	USD
Expense Report: EXP-0008692	Kitsap Public Health District	Jan Wendt (397255)	Employee	EXP-0008692	05/02/2024		69.68	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	05/03/2024 10:43:15 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 2687 for Kitsap Public Health District on 05/03/2024	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 05/03/2024	Successfully Completed

Background Processes

Created Date and Time	Started Date and Time	Process Type	Process	Request	Status	Total Processing Time	Submitted by	Errors & Warnings
05/03/2024 10:43 AM	05/03/2024 10:43 AM	Job	Settlement Run Complete	Settlement Run Complete for STL-00003426	Completed	00:00:08	Heather Hunsaker	



View Settlement Run

Settlement Run Information	
Settlement Run	STL-00003437
Name	Kitsap Public Health District JS
Number	STL-00003437
Status	Complete
Date	05/09/2024
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	37,269.21
Inbound Total	0.00
Expense Report Count	10
Miscellaneous Payment Request Count	1
Supplier Invoice Count	13

Payment Groups									
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	05/09/2024	1	91.79	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 05/09/2024	Successfully Completed
Expense Payment(Direct Deposit) for Treasurer's Main account	Expense Payment	Treasurer's Main account	Direct Deposit	05/09/2024	9	1,278.61	USD	Payment Message: ID 2698 for Kitsap Public Health District on 05/09/2024	Successfully Completed



View Settlement Run

09:06 AM

05/09/2024

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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	05/09/2024	1	75.00	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 05/09/2024	Successfully Completed
Supplier Payment(Check) for Kitsap County Claims Fund Warrant Account	Supplier Payment	Kitsap County Claims Fund Warrant Account	Check	05/09/2024	10	30,406.25	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 05/09/2024	Successfully Completed
Supplier Payment(EFT) for Treasurer's Main account	Supplier Payment	Treasurer's Main account	EFT	05/09/2024	1	5,417.56	USD	Payment Message: ID 2699 for Kitsap Public Health District on 05/09/2024	Successfully Completed

Expense Reports

Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0008772	Kitsap Public Health District	Sam Ader (413193)	Employee	EXP-0008772	05/09/2024		156.78	USD
Expense Report: EXP-0008773	Kitsap Public Health District	Nathan Anderson-Hobbs (435083)	Employee	EXP-0008773	05/09/2024		115.66	USD
Expense Report: EXP-0008774	Kitsap Public Health District	Cheryl Clark (435043)	Employee	EXP-0008774	05/09/2024		223.53	USD
Expense Report: EXP-0008775	Kitsap Public Health District	Paul Giuntoli (337331)	Employee	EXP-0008775	05/09/2024		91.79	USD
Expense Report: EXP-0008776	Kitsap Public Health District	Siri Kushner (327580)	Employee	EXP-0008776	05/09/2024		72.34	USD
Expense Report: EXP-0008777	Kitsap Public Health District	Melissa O'Brien (433907)	Employee	EXP-0008777	05/09/2024		72.02	USD
Expense Report: EXP-0008778	Kitsap Public Health District	Antonio Romaele (435094)	Employee	EXP-0008778	05/09/2024		338.46	USD
Expense Report: EXP-0008779	Kitsap Public Health District	Brittany Sample (434976)	Employee	EXP-0008779	05/09/2024		69.14	USD
Expense Report: EXP-0008780	Kitsap Public Health District	Jacob Wimpenny (434923)	Employee	EXP-0008780	05/09/2024		102.44	USD
Expense Report: EXP-0008781	Kitsap Public Health District	Layken Winchester (431493)	Employee	EXP-0008781	05/09/2024		128.24	USD

Miscellaneous Payment Requests

Miscellaneous Payment Request	Company	Payee	Document Number	Payment Type	Request Category	Document Date	Payment Amount	Currency
MPR-15625	Kitsap Public Health District	PUD No 1 of Kitsap County (Inactive)	MPR-15625	Check	One-Time Payment	05/02/2024	75.00	USD



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05/09/2024

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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-2024-14800	Kitsap Public Health District	Comcast	ACCT 4737 04.26.24 STMNT	Comcast - Remit-To: PO Box 60533	Net 30	SINV-2024-14800	05/09/2024		06/08/2024	0.00	0.00	458.95	USD
Supplier Invoice: SINV-2024-14801	Kitsap Public Health District	Comcast	ACCT #5177 - 05.01.24 STMNT	Comcast - Remit-To: PO Box 60533	Net 30	SINV-2024-14801	05/09/2024		06/08/2024	0.00	0.00	449.37	USD
Supplier Invoice: SINV-2024-14802	Kitsap Public Health District	Fusion Creative Works	#4867	Fusion Creative Works	Net 30	SINV-2024-14802	05/09/2024		06/08/2024	0.00	0.00	525.00	USD
Supplier Invoice: SINV-2024-14803	Kitsap Public Health District	Hummingbird Insights LLC	#0151	Hummingbird Insights LLC	Net 30	SINV-2024-14803	05/09/2024		06/08/2024	0.00	0.00	1,721.50	USD
Supplier Invoice: SINV-2024-14804	Kitsap Public Health District	Johns Hopkins University	#1800374150	Johns Hopkins University	Net 30	SINV-2024-14804	05/09/2024		06/08/2024	0.00	0.00	9,683.73	USD
Supplier Invoice: SINV-2024-14806	Kitsap Public Health District	Kitsap County	1ST QUARTER 2024 SERVICES	Kitsap County - Remit-To: KC Prosecuting Dept (Hold)	Net 30	SINV-2024-14806	05/09/2024		06/08/2024	0.00	0.00	11,816.40	USD
Supplier Invoice: SINV-2024-14807	Kitsap Public Health District	Loomis	#13475546	Loomis - Remit- To: Palatine, IL	Net 30	SINV-2024-14807	05/09/2024		06/08/2024	0.00	0.00	616.92	USD
Supplier Invoice: SINV-2024-14808	Kitsap Public Health District	ODP Business Solutions, LLC	#364268103001	ODP Business Solutions, LLC	Net 30	SINV-2024-14808	05/09/2024		06/08/2024	0.00	0.00	89.38	USD
Supplier Invoice: SINV-2024-14809	Kitsap Public Health District	The People's Harm Reduction Alliance	KPHD-2024-Q1	The People's Harm Reduction Alliance	Net 30	SINV-2024-14809	05/09/2024		06/08/2024	0.00	0.00	5,417.56	USD
Supplier Invoice: SINV-2024-14811	Kitsap Public Health District	Post Cottage Bay, LP	APRIL 2024 RENT	Post Cottage Bay, LP	Net 30	SINV-2024-14811	05/09/2024		06/08/2024	0.00	0.00	924.00	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-2024-14813	Kitsap Public Health District	Post Cottage Bay, LP	MAY 2024 RENT	Post Cottage Bay, LP	Net 30	SINV-2024-14813	05/09/2024		06/08/2024	0.00	0.00	1,221.00	USD
Supplier Invoice: SINV-2024-14817	Kitsap Public Health District	Kitsap County	#0002169	Kitsap County - Remit-To: KC Parks & Recreation	Net 30	SINV-2024-14817	05/09/2024		06/08/2024	0.00	0.00	900.00	USD
Supplier Invoice: SINV-2024-14818	Kitsap Public Health District	Secured Holdings LLC	MAY 2024 RENT	Secured Holdings LLC	Net 30	SINV-2024-14818	05/09/2024		06/08/2024	0.00	0.00	2,000.00	USD

Remittance
Remittance

Process	Date	Remittance Events
Payment Message: ID 2699 for Kitsap Public Health District on 05/09/2024	05/09/2024	1

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	05/09/2024 07:54:56 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 2698 for Kitsap Public Health District on 05/09/2024	Successfully Completed
Payment Message: ID 2699 for Kitsap Public Health District on 05/09/2024	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 05/09/2024	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 05/09/2024	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 05/09/2024	Successfully Completed
Remittance File: For The People's Harm Reduction Alliance on 05/09/2024	Successfully Completed

Background Processes



View Settlement Run

Created Date and Time	Started Date and Time	Process Type	Process	Request	Status	Total Processing Time	Submitted by	Errors & Warnings
05/09/2024 07:54 AM	05/09/2024 07:54 AM	Job	Settlement Run Complete	Settlement Run Complete for STL-00003437	Completed	00:00:13	Junille Schmeling	



View Settlement Run

Settlement Run Information

Settlement Run STL-00003460
Name Kitsap Public Health District HH
Number STL-00003460
Status Complete
Date 05/16/2024
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 74,516.14
Inbound Total 0.00
Expense Report Count 19
Supplier Invoice Count 28

Payment Groups

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	05/16/2024	19	5,566.21	USD	Payment Message: ID 2718 for Kitsap Public Health District on 05/16/2024	Successfully Completed
Supplier Payment(Check) for Kitsap County Claims Fund Warrant Account	Supplier Payment	Kitsap County Claims Fund Warrant Account	Check	05/16/2024	19	23,945.70	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 05/16/2024	Successfully Completed
Supplier Payment(EFT) for Treasurer's Main account	Supplier Payment	Treasurer's Main account	EFT	05/16/2024	8	45,004.23	USD	Payment Message: ID 2719 for Kitsap Public Health District on 05/16/2024	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-0008870	Kitsap Public Health District	Jami Armstrong (434291)	Employee	EXP-0008870	05/16/2024		78.07	USD
Expense Report: EXP-0008871	Kitsap Public Health District	Leslie Banigan (215189)	Employee	EXP-0008871	05/16/2024		230.89	USD
Expense Report: EXP-0008872	Kitsap Public Health District	Richard Bazzell (328436)	Employee	EXP-0008872	05/16/2024		374.53	USD
Expense Report: EXP-0008873	Kitsap Public Health District	Callie Burton (434296)	Employee	EXP-0008873	05/16/2024		125.96	USD
Expense Report: EXP-0008874	Kitsap Public Health District	Elizabeth Davis (433997)	Employee	EXP-0008874	05/16/2024		331.06	USD
Expense Report: EXP-0008875	Kitsap Public Health District	Dara Deseamus (434593)	Employee	EXP-0008875	05/16/2024		244.89	USD
Expense Report: EXP-0008876	Kitsap Public Health District	George Fine (421693)	Employee	EXP-0008876	05/16/2024		48.51	USD
Expense Report: EXP-0008877	Kitsap Public Health District	Kimberly Jones (358933)	Employee	EXP-0008877	05/16/2024		275.43	USD
Expense Report: EXP-0008878	Kitsap Public Health District	Brandon Kindschy (421430)	Employee	EXP-0008878	05/16/2024		8.04	USD
Expense Report: EXP-0008879	Kitsap Public Health District	Albert Lawver (434888)	Employee	EXP-0008879	05/16/2024		68.47	USD
Expense Report: EXP-0008880	Kitsap Public Health District	Ross Lytle (285038)	Employee	EXP-0008880	05/16/2024		269.34	USD
Expense Report: EXP-0008881	Kitsap Public Health District	Anne Moen (279971)	Employee	EXP-0008881	05/16/2024		737.82	USD
Expense Report: EXP-0008882	Kitsap Public Health District	Alexandra Moore (434254)	Employee	EXP-0008882	05/16/2024		710.68	USD
Expense Report: EXP-0008883	Kitsap Public Health District	Melissa O'Brien (433907)	Employee	EXP-0008883	05/16/2024		296.82	USD
Expense Report: EXP-0008885	Kitsap Public Health District	Nolan Simmons (434365)	Employee	EXP-0008885	05/16/2024		367.44	USD
Expense Report: EXP-0008886	Kitsap Public Health District	Kelsey Stedman (347366)	Employee	EXP-0008886	05/16/2024		353.66	USD
Expense Report: EXP-0008887	Kitsap Public Health District	Tobbi Stewart (423168)	Employee	EXP-0008887	05/16/2024		215.74	USD
Expense Report: EXP-0008888	Kitsap Public Health District	Lisa Warren (434273)	Employee	EXP-0008888	05/16/2024		49.71	USD
Expense Report: EXP-0008889	Kitsap Public Health District	Laura Westervelt (434382)	Employee	EXP-0008889	05/16/2024		779.15	USD

Supplier Invoices



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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-2024-15710	Kitsap Public Health District	City of Bremerton	#BKAT000838	City of Bremerton - Remit-To: Finance Dept BKAT	Net 30	SINV-2024-15710	05/16/2024		06/15/2024	0.00	0.00	510.27	USD
Supplier Invoice: SINV-2024-15711	Kitsap Public Health District	Comcast	#201158107	Comcast - Remit-To: PO Box 37601	Net 30	SINV-2024-15711	05/16/2024		06/15/2024	0.00	0.00	579.29	USD
Supplier Invoice: SINV-2024-15717	Kitsap Public Health District	Compensation Connections LLC	#3264	Compensation Connections LLC	Net 30	SINV-2024-15717	05/16/2024		06/15/2024	0.00	0.00	1,260.00	USD
Supplier Invoice: SINV-2024-15724	Kitsap Public Health District	Dept Of Social & Health Services	#2024-064	Dept Of Social & Health Services	Net 30	SINV-2024-15724	05/16/2024		06/15/2024	0.00	0.00	750.00	USD
Supplier Invoice: SINV-2024-15725	Kitsap Public Health District	EKang Consulting	#400	EKang Consulting	Net 30	SINV-2024-15725	05/16/2024		06/15/2024	0.00	0.00	160.00	USD
Supplier Invoice: SINV-2024-15727	Kitsap Public Health District	Infused Innovations	#3921	Infused Innovations	Net 30	SINV-2024-15727	05/16/2024		06/15/2024	0.00	0.00	5,700.00	USD
Supplier Invoice: SINV-2024-15729	Kitsap Public Health District	Iron Mountain	#202859039	Iron Mountain - Remit-To: Po Box 27128	Net 30	SINV-2024-15729	05/16/2024		06/15/2024	0.00	0.00	194.40	USD
Supplier Invoice: SINV-2024-15731	Kitsap Public Health District	Jefferson County	JAN-MAR 2024 VELONI	Jefferson County - Remit-To: Health/Human Svc	Net 30	SINV-2024-15731	05/16/2024		06/15/2024	0.00	0.00	390.00	USD
Supplier Invoice: SINV-2024-15734	Kitsap Public Health District	Jefferson County	MAR 2024 CONTRACT #2262	Jefferson County - Remit-To: Health/Human Svc	Net 30	SINV-2024-15734	05/16/2024		06/15/2024	0.00	0.00	9,195.03	USD
Supplier Invoice: SINV-2024-15735	Kitsap Public Health District	Kitsap Community Resources	2024 MINI GRANT	Kitsap Community Resources - Remit-To: 845 8Th Street	Net 30	SINV-2024-15735	05/16/2024		06/15/2024	0.00	0.00	500.00	USD
Supplier Invoice: SINV-2024-15736	Kitsap Public Health District	Ozark Underground Laboratory	#20240429WA49	Ozark Underground Laboratory	Net 30	SINV-2024-15736	05/16/2024		06/15/2024	0.00	0.00	1,638.00	USD



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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-2024-15738	Kitsap Public Health District	Propio LS, LLC	#0310070424	Propio LS, LLC	Net 30	SINV-2024-15738	05/16/2024		06/15/2024	0.00	0.00	174.15	USD
Supplier Invoice: SINV-2024-15740	Kitsap Public Health District	Screen 13	#807	Screen 13	Net 30	SINV-2024-15740	05/16/2024		06/15/2024	0.00	0.00	1,037.40	USD
Supplier Invoice: SINV-2024-15741	Kitsap Public Health District	SHI International Corp	#B18235114	SHI International Corp	Net 30	SINV-2024-15741	05/16/2024		06/15/2024	0.00	0.00	30,164.51	USD
Supplier Invoice: SINV-2024-15745	Kitsap Public Health District	Spectra Laboratories - Kitsap, LLC	#24-03467	Spectra Laboratories - Kitsap, LLC - Remit-To: 2221 Ross Way Tacoma	Net 30	SINV-2024-15745	05/16/2024		06/15/2024	0.00	0.00	1,662.00	USD
Supplier Invoice: SINV-2024-15746	Kitsap Public Health District	Taylor Water Technologies, LLC	#515645	Taylor Water Technologies, LLC	Net 30	SINV-2024-15746	05/16/2024		06/15/2024	0.00	0.00	359.57	USD
Supplier Invoice: SINV-2024-15747	Kitsap Public Health District	Toyota Financial Services	05.2024 STATEMENT	Toyota Financial Services	Net 30	SINV-2024-15747	05/16/2024		06/15/2024	0.00	0.00	460.71	USD
Supplier Invoice: SINV-2024-15749	Kitsap Public Health District	United Business Machines of WA	#INV516304	United Business Machines of WA	Net 30	SINV-2024-15749	05/16/2024		06/15/2024	0.00	0.00	625.29	USD
Supplier Invoice: SINV-2024-15751	Kitsap Public Health District	VectorUSA	#100480	VectorUSA	Net 30	SINV-2024-15751	05/16/2024		06/15/2024	0.00	0.00	5,632.10	USD
Supplier Invoice: SINV-2024-15752	Kitsap Public Health District	Wex Bank	#96981789	Wex Bank	Net 30	SINV-2024-15752	05/16/2024		06/15/2024	0.00	0.00	770.21	USD
Supplier Invoice: SINV-2024-15754	Kitsap Public Health District	Griffin Glen Apartments LLC	JUNE 2024 RENT	Griffin Glen Apartments LLC	Net 30	SINV-2024-15754	05/16/2024		06/15/2024	0.00	0.00	1,360.00	USD
Supplier Invoice: SINV-2024-15755	Kitsap Public Health District	The Heights at Sheridan Road	JUNE 2024 RENT	The Heights at Sheridan Road	Net 30	SINV-2024-15755	05/16/2024		06/15/2024	0.00	0.00	585.00	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-2024-15756	Kitsap Public Health District	Indigo Apartments	JUNE 2024 RENT	Indigo Apartments	Net 30	SINV-2024-15756	05/16/2024		06/15/2024	0.00	0.00	660.00	USD
Supplier Invoice: SINV-2024-15758	Kitsap Public Health District	Kania, Sharon Faye	JUNE 2024 RENT	Kania, Sharon Faye	Net 30	SINV-2024-15758	05/16/2024		06/15/2024	0.00	0.00	635.00	USD
Supplier Invoice: SINV-2024-15759	Kitsap Public Health District	Daniel R. Niblock	JUNE 2024 RENT	Daniel R. Niblock	Net 30	SINV-2024-15759	05/16/2024		06/15/2024	0.00	0.00	1,080.00	USD
Supplier Invoice: SINV-2024-15760	Kitsap Public Health District	Post Cottage Bay, LP	JUNE 2024 RENT	Post Cottage Bay, LP	Net 30	SINV-2024-15760	05/16/2024		06/15/2024	0.00	0.00	1,221.00	USD
Supplier Invoice: SINV-2024-15761	Kitsap Public Health District	Paul Simmons	JUNE 2024 RENT	Paul Simmons	Net 30	SINV-2024-15761	05/16/2024		06/15/2024	0.00	0.00	950.00	USD
Supplier Invoice: SINV-2024-15763	Kitsap Public Health District	Washington Home Solutions	JUNE 2024 RENT	Washington Home Solutions	Net 30	SINV-2024-15763	05/16/2024		06/15/2024	0.00	0.00	696.00	USD

Remittance
Remittance

Process	Date	Remittance Events
Payment Message: ID 2719 for Kitsap Public Health District on 05/16/2024	05/16/2024	8

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	05/16/2024 09:47:14 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 2718 for Kitsap Public Health District on 05/16/2024	Successfully Completed
Payment Message: ID 2719 for Kitsap Public Health District on 05/16/2024	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 05/16/2024	Successfully Completed
Remittance File: For Kania, Sharon Faye on 05/16/2024	Successfully Completed
Remittance File: For United Business Machines of WA on 05/16/2024	Successfully Completed
Remittance File: For Spectra Laboratories - Kitsap, LLC - Remit-To: 2221 Ross Way Tacoma on 05/16/2024	Successfully Completed
Remittance File: For Ozark Underground Laboratory on 05/16/2024	Successfully Completed
Remittance File: For Iron Mountain - Remit-To: Po Box 27128 on 05/16/2024	Successfully Completed
Remittance File: For Jefferson County - Remit-To: Health/Human Svc on 05/16/2024	Successfully Completed
Remittance File: For SHI International Corp on 05/16/2024	Successfully Completed
Remittance File: For Kitsap Community Resources - Remit-To: 845 8Th Street on 05/16/2024	Successfully Completed

Background Processes

Created Date and Time	Started Date and Time	Process Type	Process	Request	Status	Total Processing Time	Submitted by	Errors & Warnings
05/16/2024 09:47 AM	05/16/2024 09:47 AM	Job	Settlement Run Complete	Settlement Run Complete for STL-00003460	Completed	00:00:13	Heather Hunsaker	



View Settlement Run

Settlement Run Information

Settlement Run STL-00003485
Name Kitsap Public Health District JS
Number STL-00003485
Status Complete
Date 05/23/2024
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 59,448.69
Inbound Total 0.00
Expense Report Count 13
Miscellaneous Payment Request Count 2
Supplier Invoice Count 17

Payment Groups

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	05/23/2024	1	89.11	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 05/23/2024	Successfully Completed
Expense Payment(Direct Deposit) for Treasurer's Main account	Expense Payment	Treasurer's Main account	Direct Deposit	05/23/2024	12	4,315.85	USD	Payment Message: ID 2742 for Kitsap Public Health District on 05/23/2024	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	05/23/2024	2	554.90	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 05/23/2024	Successfully Completed
Supplier Payment(Check) for Kitsap County Claims Fund Warrant Account	Supplier Payment	Kitsap County Claims Fund Warrant Account	Check	05/23/2024	10	46,675.51	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 05/23/2024	Successfully Completed
Supplier Payment(EFT) for Treasurer's Main account	Supplier Payment	Treasurer's Main account	EFT	05/23/2024	4	7,813.32	USD	Payment Message: ID 2741 for Kitsap Public Health District on 05/23/2024	Successfully Completed

Expense Reports

Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0008947	Kitsap Public Health District	Leslie Banigan (215189)	Employee	EXP-0008947	05/23/2024		307.72	USD
Expense Report: EXP-0008948	Kitsap Public Health District	Callie Burton (434296)	Employee	EXP-0008948	05/23/2024		78.39	USD
Expense Report: EXP-0008949	Kitsap Public Health District	Paul Giuntoli (337331)	Employee	EXP-0008949	05/23/2024		89.11	USD
Expense Report: EXP-0008950	Kitsap Public Health District	Yaneisy Griego (410072)	Employee	EXP-0008950	05/23/2024		87.81	USD
Expense Report: EXP-0008951	Kitsap Public Health District	Karen Holt (2726)	Employee	EXP-0008951	05/23/2024		94.40	USD
Expense Report: EXP-0008952	Kitsap Public Health District	Jakob Hughes (434256)	Employee	EXP-0008952	05/23/2024		486.07	USD
Expense Report: EXP-0008953	Kitsap Public Health District	Cristian Inga Dominguez (434769)	Employee	EXP-0008953	05/23/2024		55.68	USD
Expense Report: EXP-0008954	Kitsap Public Health District	Thomas Jury (434709)	Employee	EXP-0008954	05/23/2024		749.85	USD
Expense Report: EXP-0008955	Kitsap Public Health District	Albert Lawver (434888)	Employee	EXP-0008955	05/23/2024		348.94	USD
Expense Report: EXP-0008957	Kitsap Public Health District	Nathan Morrow (433895)	Employee	EXP-0008957	05/23/2024		1,168.28	USD
Expense Report: EXP-0008958	Kitsap Public Health District	Kayla Petersen (434695)	Employee	EXP-0008958	05/23/2024		447.87	USD
Expense Report: EXP-0008959	Kitsap Public Health District	Emmy Shelby (434658)	Employee	EXP-0008959	05/23/2024		121.94	USD
Expense Report: EXP-0008960	Kitsap Public Health District	Jacob Wimpenny (434923)	Employee	EXP-0008960	05/23/2024		368.90	USD



View Settlement Run

Miscellaneous Payment Requests

Miscellaneous Payment Request	Company	Payee	Document Number	Payment Type	Request Category	Document Date	Payment Amount	Currency
MPR-16024	Kitsap Public Health District	Nicholson Drilling (Inactive)	MPR-16024	Check	POS Customer Refund	05/23/2024	200.00	USD
MPR-16025	Kitsap Public Health District	SERVPRO OF KITSAP (Inactive)	MPR-16025	Check	One-Time Payment	05/23/2024	354.90	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-2024-16644	Kitsap Public Health District	Olympic NW Property Management	JUNE 2024 RENT	Olympic NW Property Management	Net 30	SINV-2024-16644	05/23/2024		06/22/2024	0.00	0.00	1,380.00	USD
Supplier Invoice: SINV-2024-16647	Kitsap Public Health District	Oxford House Naval	JUNE 2024 RENT	Oxford House Naval	Net 30	SINV-2024-16647	05/23/2024		06/22/2024	0.00	0.00	550.00	USD
Supplier Invoice: SINV-2024-16649	Kitsap Public Health District	Clifford A Silliman	JUNE 2024 RENT	Clifford A Silliman	Net 30	SINV-2024-16649	05/23/2024		06/22/2024	0.00	0.00	700.00	USD
Supplier Invoice: SINV-2024-16650	Kitsap Public Health District	Comcast	CCAST #1975 05.09.24 STMNT	Comcast - Remit-To: PO Box 60533	Net 30	SINV-2024-16650	05/23/2024		06/22/2024	0.00	0.00	449.37	USD
Supplier Invoice: SINV-2024-16657	Kitsap Public Health District	Lingo	#33941746	Lingo - Remit-To: PO Box 660344	Net 30	SINV-2024-16657	05/23/2024		06/22/2024	0.00	0.00	14.13	USD
Supplier Invoice: SINV-2024-16659	Kitsap Public Health District	Mckesson Medical Surgical	#33941746	Mckesson Medical Surgical	Net 30	SINV-2024-16659	05/23/2024		06/22/2024	0.00	0.00	413.88	USD
Supplier Invoice: SINV-2024-16660	Kitsap Public Health District	Mckesson Medical Surgical	#22084979	Mckesson Medical Surgical	Net 30	SINV-2024-16660	05/23/2024		06/22/2024	0.00	0.00	242.77	USD
Supplier Invoice: SINV-2024-16662	Kitsap Public Health District	Mckesson Medical Surgical	#22071357	Mckesson Medical Surgical	Net 30	SINV-2024-16662	05/23/2024		06/22/2024	0.00	0.00	264.69	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-2024-16663	Kitsap Public Health District	ODP Business Solutions, LLC	#367507548001	ODP Business Solutions, LLC	Net 30	SINV-2024-16663	05/23/2024		06/22/2024	0.00	0.00	87.45	USD
Supplier Invoice: SINV-2024-16665	Kitsap Public Health District	ODP Business Solutions, LLC	#365796509001	ODP Business Solutions, LLC	Net 30	SINV-2024-16665	05/23/2024		06/22/2024	0.00	0.00	513.14	USD
Supplier Invoice: SINV-2024-16667	Kitsap Public Health District	Quest Diagnostics	#T1489590	Quest Diagnostics	Net 30	SINV-2024-16667	05/23/2024		06/22/2024	0.00	0.00	62.59	USD
Supplier Invoice: SINV-2024-16668	Kitsap Public Health District	Stericycle Inc	#8006992170	Stericycle Inc - Remit-To: Stericycle Inc	Net 30	SINV-2024-16668	05/23/2024		06/22/2024	0.00	0.00	387.37	USD
Supplier Invoice: SINV-2024-16669	Kitsap Public Health District	United Business Machines of WA	#INV517021	United Business Machines of WA	Net 30	SINV-2024-16669	05/23/2024		06/22/2024	0.00	0.00	1,162.58	USD
Supplier Invoice: SINV-2024-16673	Kitsap Public Health District	Verizon Wireless	#9963918407	Verizon Wireless	Net 30	SINV-2024-16673	05/23/2024		06/22/2024	0.00	0.00	6,276.88	USD
Supplier Invoice: SINV-2024-16675	Kitsap Public Health District	Waxie Sanitary Supply	#82461392	Waxie Sanitary Supply	Net 30	SINV-2024-16675	05/23/2024		06/22/2024	0.00	0.00	42.97	USD
Supplier Invoice: SINV-2024-16677	Kitsap Public Health District	Spectra Laboratories - Kitsap, LLC	APRIL 2024 TESTING	Spectra Laboratories - Kitsap, LLC - Remit-To: 2221 Ross Way Tacoma	Net 30	SINV-2024-16677	05/23/2024		06/22/2024	0.00	0.00	6,220.40	USD
Supplier Invoice: SINV-2024-16690	Kitsap Public Health District	Bremerton Government Center Association	#1152	Bremerton Government Center Association	Net 30	SINV-2024-16690	05/23/2024		06/22/2024	0.00	0.00	35,720.61	USD

Remittance
Remittance

Process	Date	Remittance Events
Payment Message: ID 2741 for Kitsap Public Health District on 05/23/2024	05/23/2024	4



View Settlement Run

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	05/23/2024 08:12:01 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 2742 for Kitsap Public Health District on 05/23/2024	Successfully Completed
Payment Message: ID 2741 for Kitsap Public Health District on 05/23/2024	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 05/23/2024	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 05/23/2024	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 05/23/2024	Successfully Completed
Remittance File: For United Business Machines of WA on 05/23/2024	Successfully Completed
Remittance File: For Spectra Laboratories - Kitsap, LLC - Remit-To: 2221 Ross Way Tacoma on 05/23/2024	Successfully Completed
Remittance File: For Waxie Sanitary Supply on 05/23/2024	Successfully Completed
Remittance File: For Stericycle Inc - Remit-To: Stericycle Inc on 05/23/2024	Successfully Completed

Background Processes

Created Date and Time	Started Date and Time	Process Type	Process	Request	Status	Total Processing Time	Submitted by	Errors & Warnings
05/23/2024 08:12 AM	05/23/2024 08:12 AM	Job	Settlement Run Complete	Settlement Run Complete for STL-00003485	Completed	00:00:16	Junille Schmeling	



View Settlement Run

Settlement Run Information	
Settlement Run	STL-00003508
Name	Kitsap Public Health District HH
Number	STL-00003508
Status	Complete
Date	05/30/2024
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	213,685.28
Inbound Total	0.00
Expense Report Count	18
Miscellaneous Payment Request Count	1
Supplier Invoice Count	18

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	05/30/2024	2	91.79	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 05/30/2024	Successfully Completed
Expense Payment(Direct Deposit) for Treasurer's Main account	Expense Payment	Treasurer's Main account	Direct Deposit	05/30/2024	16	3,473.75	USD	Payment Message: ID 2762 for Kitsap Public Health District on 05/30/2024	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	05/30/2024	1	435.00	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 05/30/2024	Successfully Completed
Supplier Payment(Check) for Kitsap County Claims Fund Warrant Account	Supplier Payment	Kitsap County Claims Fund Warrant Account	Check	05/30/2024	14	204,981.01	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 05/30/2024	Successfully Completed
Supplier Payment(EFT) for Treasurer's Main account	Supplier Payment	Treasurer's Main account	EFT	05/30/2024	4	4,703.73	USD	Payment Message: ID 2761 for Kitsap Public Health District on 05/30/2024	Successfully Completed

Expense Reports

Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0009015	Kitsap Public Health District	Zachary Ahlin (434420)	Employee	EXP-0009015	05/30/2024		629.79	USD
Expense Report: EXP-0009017	Kitsap Public Health District	Brian Burchett (409212)	Employee	EXP-0009017	05/30/2024		213.13	USD
Expense Report: EXP-0009018	Kitsap Public Health District	Christine Bronder (434436)	Employee	EXP-0009018	05/30/2024		237.12	USD
Expense Report: EXP-0009019	Kitsap Public Health District	Callie Burton (434296)	Employee	EXP-0009019	05/30/2024		257.49	USD
Expense Report: EXP-0009020	Kitsap Public Health District	Kelly Dowless (340919)	Employee	EXP-0009020	05/30/2024		419.07	USD
Expense Report: EXP-0009021	Kitsap Public Health District	George Fine (421693)	Employee	EXP-0009021	05/30/2024		31.69	USD
Expense Report: EXP-0009022	Kitsap Public Health District	Yolanda Fong (356883)	Employee	EXP-0009022	05/30/2024		351.15	USD
Expense Report: EXP-0009024	Kitsap Public Health District	Paul Giuntoli (337331)	Employee	EXP-0009024	05/30/2024		27.47	USD
Expense Report: EXP-0009025	Kitsap Public Health District	William Harmon (434977)	Employee	EXP-0009025	05/30/2024		64.32	USD
Expense Report: EXP-0009026	Kitsap Public Health District	John Kiess (250913)	Employee	EXP-0009026	05/30/2024		130.00	USD
Expense Report: EXP-0009027	Kitsap Public Health District	Melina Knoop (16125)	Employee	EXP-0009027	05/30/2024		268.41	USD
Expense Report: EXP-0009028	Kitsap Public Health District	Anne Moen (279971)	Employee	EXP-0009028	05/30/2024		76.64	USD
Expense Report: EXP-0009029	Kitsap Public Health District	Alexandra Moore (434254)	Employee	EXP-0009029	05/30/2024		207.03	USD



View Settlement Run

Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0009031	Kitsap Public Health District	Nathan Sidell (435084)	Employee	EXP-0009031	05/30/2024		324.07	USD
Expense Report: EXP-0009032	Kitsap Public Health District	Jan Wendt (397255)	Employee	EXP-0009032	05/30/2024		60.97	USD
Expense Report: EXP-0009033	Kitsap Public Health District	Erica Whares (434641)	Employee	EXP-0009033	05/30/2024		62.51	USD
Expense Report: EXP-0009034	Kitsap Public Health District	Jacob Wimpenny (434923)	Employee	EXP-0009034	05/30/2024		82.41	USD
Expense Report: EXP-0009035	Kitsap Public Health District	Layken Winchester (431493)	Employee	EXP-0009035	05/30/2024		122.27	USD

Miscellaneous Payment Requests

Miscellaneous Payment Request	Company	Payee	Document Number	Payment Type	Request Category	Document Date	Payment Amount	Currency
MPR-16146	Kitsap Public Health District	Jordyn Phillips (Inactive)	MPR-16146	Check	POS Customer Refund	05/30/2024	435.00	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-2024-17411	Kitsap Public Health District	American Family Life Assurance Company	MAY 2024 BENEFITS	American Family Life Assurance Company	Net 30	SINV-2024-17411	05/30/2024		06/29/2024	0.00	0.00	2,249.63	USD
Supplier Invoice: SINV-2024-17413	Kitsap Public Health District	WA State Employment Security	MAY 2024 BENEFITS	WA State Employment Security - Remit-To: PO Box 84249 Paid Family & Medical	Net 30	SINV-2024-17413	05/30/2024		06/29/2024	0.00	0.00	6,322.59	USD
Supplier Invoice: SINV-2024-17414	Kitsap Public Health District	WA State Employment Security	MAY 2024 BENEFITS	WA State Employment Security - Remit-To: WA Cares Fund PO Box 3537	Net 30	SINV-2024-17414	05/30/2024		06/29/2024	0.00	0.00	3,443.22	USD
Supplier Invoice: SINV-2024-17416	Kitsap Public Health District	Health Equity	MAY 2024 BENEFITS	Health Equity	Net 30	SINV-2024-17416	05/30/2024		06/29/2024	0.00	0.00	1,865.00	USD
Supplier Invoice: SINV-2024-17418	Kitsap Public Health District	Hra Veba Trust	MAY 2024 BENEFITS	Hra Veba Trust	Net 30	SINV-2024-17418	05/30/2024		06/29/2024	0.00	0.00	10,662.21	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-2024-17420	Kitsap Public Health District	Nationwide Retirement Solutions	MAY 2024 BENEFITS	Nationwide Retirement Solutions	Net 30	SINV-2024-17420	05/30/2024		06/29/2024	0.00	0.00	7,645.00	USD
Supplier Invoice: SINV-2024-17424	Kitsap Public Health District	A.W. Rehn & Associates, Inc	MAY 2024 PARKING	A.W. Rehn & Associates, Inc	Immediate	SINV-2024-17424	05/30/2024		05/30/2024	0.00	0.00	575.25	USD
Supplier Invoice: SINV-2024-17425	Kitsap Public Health District	A.W. Rehn & Associates, Inc	MAY 2024 DCSFA	A.W. Rehn & Associates, Inc	Net 30	SINV-2024-17425	05/30/2024		06/29/2024	0.00	0.00	2,296.67	USD
Supplier Invoice: SINV-2024-17427	Kitsap Public Health District	Prof & Technical Eng XPH	MAY 2024 BENEFITS	Prof & Technical Eng XPH - Remit-To: Local Union 17	Net 30	SINV-2024-17427	05/30/2024		06/29/2024	0.00	0.00	3,605.78	USD
Supplier Invoice: SINV-2024-17429	Kitsap Public Health District	Prof & Technical Eng XPH	MAY 2024 BENEFITS	Prof & Technical Eng XPH - Remit-To: Local 17 Union/PAC	Net 30	SINV-2024-17429	05/30/2024		06/29/2024	0.00	0.00	42.00	USD
Supplier Invoice: SINV-2024-17430	Kitsap Public Health District	Voya Institutional Trust Company	MAY 2024 BENEFITS	Voya Institutional Trust Company - Remit-To: Voya Institutional Trust Co (Public Health Payroll)	Net 30	SINV-2024-17430	05/30/2024		06/29/2024	0.00	0.00	275.00	USD
Supplier Invoice: SINV-2024-17431	Kitsap Public Health District	WA State Dept of Labor & Industries	MAY 2024 BENEFITS	WA State Dept of Labor & Industries - Remit-To: Industrial Insurance Po Box 34022	Net 30	SINV-2024-17431	05/30/2024		06/29/2024	0.00	0.00	6,178.64	USD
Supplier Invoice: SINV-2024-17432	Kitsap Public Health District	WA State Retirement	MAY 2024 BENEFITS	WA State Retirement - Remit-To: Drs Deferred Comp Program	Net 30	SINV-2024-17432	05/30/2024		06/29/2024	0.00	0.00	12,344.20	USD
Supplier Invoice: SINV-2024-17433	Kitsap Public Health District	WA Health Care Authority	MAY 2024 BENEFITS	WA Health Care Authority	Net 30	SINV-2024-17433	05/30/2024		06/29/2024	0.00	0.00	132,410.28	USD
Supplier Invoice: SINV-2024-17434	Kitsap Public Health District	Vimly Benefit Solutions Inc	MAY 2024 BENEFITS	Vimly Benefit Solutions Inc	Net 30	SINV-2024-17434	05/30/2024		06/29/2024	0.00	0.00	6,497.36	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-2024-17436	Kitsap Public Health District	Whit-Delta Dental Of Washington	MAY 2024 BENEFITS	Whit-Delta Dental Of Washington	Net 30	SINV-2024-17436	05/30/2024		06/29/2024	0.00	0.00	11,440.10	USD
Supplier Invoice: SINV-2024-17439	Kitsap Public Health District	Canon Financial Services, Inc.	#32589893	Canon Financial Services, Inc.	Net 30	SINV-2024-17439	05/30/2024		06/29/2024	0.00	0.00	1,474.04	USD
Supplier Invoice: SINV-2024-17440	Kitsap Public Health District	Stericycle Inc	#8006991523	Stericycle Inc - Remit-To: Stericycle Inc	Net 30	SINV-2024-17440	05/30/2024		06/29/2024	0.00	0.00	357.77	USD

Remittance
Remittance

Process	Date	Remittance Events
Payment Message: ID 2761 for Kitsap Public Health District on 05/30/2024	05/30/2024	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	05/30/2024 09:16:07 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

Business Process	Status
Payment Message: ID 2761 for Kitsap Public Health District on 05/30/2024	Successfully Completed
Payment Message: ID 2762 for Kitsap Public Health District on 05/30/2024	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 05/30/2024	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 05/30/2024	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 05/30/2024	Successfully Completed
Remittance File: For A.W. Rehn & Associates, Inc on 05/30/2024	Successfully Completed
Remittance File: For Stericycle Inc - Remit-To: Stericycle Inc on 05/30/2024	Successfully Completed
Remittance File: For Canon Financial Services, Inc. on 05/30/2024	Successfully Completed



View Settlement Run

Background Processes

Created Date and Time	Started Date and Time	Process Type	Process	Request	Status	Total Processing Time	Submitted by	Errors & Warnings
05/30/2024 09:16 AM	05/30/2024 09:16 AM	Job	Settlement Run Complete	Settlement Run Complete for STL-00003508	Completed	00:00:13	Heather Hunsaker	

TREAS RPT - Detail Cash Report - Cash

Treasurer's Detail Report
 For 2024 - May

Fund: FD00969 Kitsap Public Health General

Ledger Account	Revenue or Spend Category	Journal	Posting Date	Debit	Credit	Balance
	5780 - Intergovernmental Loans	JE-00057032 - Kitsap Public Health District - 05/01/2024 - 2024	5/1/2024	0.00	16,667.00	-16,667.00
5700:Debt Service Principa		Mortgage Payment - May				
	5830 - Interest on Long-Term External Debt	JE-00057032 - Kitsap Public Health District - 05/01/2024 - 2024	5/1/2024	0.00	8,346.00	-8,346.00
5800:Debt Service Interest		Mortgage Payment - May				

-25,013.00

TREAS RPT - Detail Cash Report - Cash

Treasurer's Detail Report
 For 2024 - May

Fund: FD00969 Kitsap Public Health General

Ledger Account	Revenue or Spend Category	Journal	Posting Date	Debit	Credit	Balance
	5493 - Bank and Credit Card Service Fees	JE-00058160 - Kitsap Public Health District - 05/20/2024 - Correction - PH - R00228454 - 2024-05-20	5/20/2024	0.00	5.00	-5.00
5400:Other Services and C						
	5493 - Bank and Credit Card Service Fees	Operational Journal: Kitsap Public Health District - 05/02/2024	5/2/2024	0.00	62.50	-62.50
5400:Other Services and C						
	5493 - Bank and Credit Card Service Fees	Operational Journal: Kitsap Public Health District - 05/03/2024	5/3/2024	0.00	4,673.03	-4,673.03
5400:Other Services and C						
	5493 - Bank and Credit Card Service Fees	Operational Journal: Kitsap Public Health District - 05/07/2024	5/7/2024	0.00	1,476.47	-1,476.47
5400:Other Services and C						

-6,217.00

TREAS RPT - Detail Cash Report - Cash

Treasurer's Detail Report
For 2024 - May

Fund: FD00969 Kitsap Public Health General

Ledger Account	Revenue or Spend Category	Journal	Posting Date	Debit	Credit	Balance
	3860 - Agency Deposits	JE-00057867 - Kitsap Public Health District - 05/20/2024 - Public Health monthly vital stats transfer	5/20/2024	0.00	23,323.00	-23,323.00
3800:Other Increases in Fu						

-23,323.00

Kitsap Public Health District - 05/31/2024

Name	Hours	Gross Pay	Employer Paid Taxes	Employer Paid Benefits	Net Pay
Acosta (278956) Nancy	173.33	\$10,143.00			\$6,339.31
Ader (413193) Sam	173.33	\$6,539.00			\$4,457.72
Ahlin (434420) Zachary	173.33	\$5,380.00			\$4,034.39
Alexander (435070) Katharine	166.33	\$6,329.58			\$4,278.35
Anderson (419470) Amy	173.33	\$6,964.00			\$4,497.02
Anderson-Hobbs (435083)	172.83	\$5,230.86			\$3,947.46
Archer (434384) James	104.00	\$2,770.56			\$2,187.16
Armstrong (434291) Jami	173.33	\$6,402.00			\$4,490.87
Atisme-Bevins (433909) Kandice	173.33	\$8,747.00			\$5,476.18
Baker (435044) Katie	173.33	\$5,508.00			\$4,203.50
Banigan (215189) Leslie	173.33	\$7,614.00			\$5,463.98
Baum (434397) Rudy	173.33	\$6,282.00			\$4,630.27
Bazzell (328436) Richard	173.33	\$7,614.00			\$5,385.22
Bell (419805) Gus	173.33	\$7,733.00			\$5,154.08
Berger (407902) Angeline	173.33	\$6,282.00			\$4,463.99
Bierman (404611) Dana	173.33	\$9,643.00			\$7,125.30
Borja (426250) Windie	173.33	\$6,402.00			\$4,451.46
Boysen-Knapp (2058) Karen	173.33	\$7,636.00			\$5,276.54
Bronder (434436) Christine	173.33	\$5,649.00			\$4,303.68
Brown (271677) Steven	173.33	\$9,643.00			\$5,748.07
Burchett (409212) Brian	173.33	\$5,931.00			\$4,324.05
Burke (434463) Lenore	173.33	\$4,814.00			\$3,481.39
Burton (434296) Callie	173.33	\$4,648.00			\$3,417.21
Byrd (434085) Stephanie	173.33	\$4,574.00			\$3,675.54
Cadorna (434932) Jessi	169.83	\$3,712.49			\$2,613.93
Calderon (434768) Brenda	173.33	\$4,297.00			\$3,268.95
Camarena (434536) Daniel	173.33	\$5,760.00			\$3,950.82
Chang (411387) Margo	173.33	\$5,427.00			\$3,915.93
Chen (434841) Jessica	173.33	\$6,596.00			\$5,128.20
Clark (435043) Cheryl	173.33	\$6,680.00			\$4,799.07
Collins (434101) Lori	173.33	\$7,351.00			\$5,089.16
Currie (400651) Krista	173.33	\$5,077.00			\$3,800.92
Davis (433997) Elizabeth	173.33	\$9,184.00			\$6,386.46
Degracia (435196) Allison	72.00	\$2,401.92			\$1,926.56
Deseamus (434593) Dara	173.33	\$4,648.00			\$3,494.32
Dowless (340919) Kelly	173.33	\$7,636.00			\$5,237.08
Duren (430735) Ashley	175.33	\$6,512.82			\$4,792.71
Evans (4565) Eric	173.33	\$11,163.00			\$2,820.78
Fergus (434648) Maria	0.00	\$0.00			\$0.00
Fine (421693) George	86.67	\$2,387.00			\$1,849.34
Fisk (321284) April	173.33	\$8,840.00			\$5,006.74
Fong (356883) Yolanda	173.33	\$12,903.00			\$8,400.94
Fuchs (435045) Molly	173.33	\$4,605.00			\$3,369.63
Fucini (434997) Heather	173.33	\$6,228.00			\$4,999.64
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	156.00	\$5,065.00			\$3,838.16
Guidry (355732) Jessica	173.33	\$10,125.00			\$7,223.52
Hammond (434978) Gabriel	173.33	\$6,596.00			\$4,503.30
Hampton (434838) Adrienne	173.33	\$8,018.00			\$5,800.46
Hansen (435085) Isabella	173.33	\$4,666.00			\$3,416.00
Harmon (434977) William	173.33	\$7,733.00			\$6,021.95
Hartman (434642) Melissa	173.33	\$6,072.00			\$4,578.84
Holdcroft (270783) Jodie	80.25	\$3,525.38			\$2,867.12
Holdcroft (4579) Grant	173.33	\$9,643.00			\$5,647.14
Holt (2726) Karen	173.33	\$10,631.00			\$6,955.38
Howard (434057) Anne	138.67	\$4,687.00			\$3,560.68
Hubert (435172) Joaquin	189.33	\$5,899.56			\$4,359.93
Hughes (434256) Jakob	173.33	\$5,931.00			\$4,384.04
Hunter (409213) Kari	173.33	\$9,643.00			\$6,232.38
Inga Dominguez (434769)	173.33	\$4,878.00			\$3,670.15
Inouye (434255) Wendy	173.33	\$8,840.00			\$6,068.51
Jenkins (434053) Andrea	173.33	\$4,814.00			\$3,628.01
Jones (358933) Kimberly	173.33	\$9,643.00			\$6,578.76
Jury (434709) Thomas	173.33	\$5,649.00			\$4,317.44
Katula (393427) Dayna	173.33	\$9,184.00			\$5,670.03
Kench (245476) Donald	173.33	\$4,481.00			\$2,657.12

Kitsap Public Health District - 05/31/2024

Name	Hours	Gross Pay	Employer Paid Taxes	Employer Paid Benefits	Net Pay
Kiess (250913) John	173.33	\$11,721.00			\$8,724.80
Kimes (433908) Alexandra	173.33	\$8,270.00			\$5,913.36
Kindschy (421430) Brandon	173.33	\$7,066.00			\$4,969.32
Kinnear (434099) Sarah	173.33	\$6,316.00			\$4,849.71
Knoop (16125) Melina	173.33	\$7,614.00			\$5,023.50
Kruse (243184) Charles	173.33	\$7,719.00			\$5,070.66
Kushner (327580) Siri	173.33	\$11,721.00			\$7,165.83
Laird (416539) Melissa	173.33	\$10,631.00			\$6,678.27
Lawver (434888) Albert	173.33	\$5,931.00			\$4,459.38
Lytle (285038) Ross	173.33	\$7,614.00			\$5,178.50
Madden (434318) Shannon	173.33	\$4,814.00			\$3,520.66
May (434674) Martha	173.33	\$4,694.00			\$3,257.81
Mazur (388104) Karina	173.33	\$8,995.00			\$5,950.98
McMillan (434052) Michelle	173.33	\$6,133.00			\$4,424.68
Miller (435008) Christopher	173.33	\$8,510.00			\$5,621.35
Moen (279971) Anne	173.33	\$8,114.00			\$5,578.66
Moore (434254) Alexandra	173.33	\$5,649.00			\$4,210.92
Morris (312378) Dawn	173.33	\$7,555.00			\$5,305.27
Morris (434567) Amanda	173.33	\$4,814.00			\$3,573.49
Morrow (433895) Nathan	173.33	\$17,214.00			\$8,848.04
Neff Warner (435082) Leah	173.33	\$6,596.00			\$4,323.11
Nguyen (295033) Loan	173.33	\$5,598.00			\$4,034.67
Nielson (434638) Brian	173.33	\$6,852.00			\$5,107.88
Noriega (435095) Yolanda	161.83	\$3,826.14			\$2,966.08
North (22459) Edwin	173.33	\$10,631.00			\$240.35
O'Brien (433907) Melissa	173.33	\$5,124.00			\$4,043.66
Onarheim (426938) Carin	173.33	\$5,983.00			\$4,508.82
Outlaw-Spencer (434984)	173.33	\$6,072.00			\$4,586.95
Pandino (419118) Linda	173.33	\$5,077.00			\$3,838.87
Perry (306605) Rachel	173.33	\$4,605.00			\$3,336.70
Petersen (434695) Kayla	173.33	\$4,648.00			\$3,374.23
Pittsinger (435173) Lynn	213.33	\$14,426.20			\$9,231.44
Plemmons (433994) Suzanne	73.41	\$4,110.96			\$3,071.43
Romaele (435094) Antonio	173.33	\$5,649.00			\$4,239.10
Rork (404613) Ian	173.33	\$6,906.00			\$5,043.41
Sample (434976) Brittany	173.33	\$5,456.00			\$4,120.00
Sauna (435096) Khushnum	173.33	\$5,508.00			\$4,087.02
Shelby (434658) Emmy	151.15	\$6,848.29			\$4,648.35
Sherman (434949) Linnea	173.33	\$4,585.00			\$3,298.71
Shoriz (434893) Justin	173.33	\$5,019.00			\$3,844.56
Shuhler (425553) Yana	173.33	\$4,775.00			\$3,183.55
Sidell (435084) Nathan	173.33	\$4,996.00			\$3,009.23
Simmons (434365) Nolan	173.33	\$5,649.00			\$4,274.89
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			\$6,894.99
Stedman (347366) Kelsey	173.33	\$9,643.00			\$6,226.09
Stewart (423168) Tobbi	173.33	\$6,228.00			\$4,368.50
Turner (1682) Denise	173.33	\$5,598.00			\$3,458.39
Van Ort (392243) Susan	173.33	\$7,914.00			\$5,450.20
Wagner (426251) Mary	121.34	\$3,224.00			\$2,317.78
Warren (434273) Lisa	173.33	\$8,330.00			\$5,501.94
Wellborn (14545) Brian	173.33	\$4,481.00			\$2,960.73
Wendt (397255) Jan	173.33	\$7,733.00			\$5,719.76
Westervelt (434382) Laura	173.33	\$6,539.00			\$4,707.75
Whares (434641) Erica	173.33	\$6,926.00			\$5,429.23
Whitford (434292) Tiffany	173.33	\$4,574.00			\$3,371.62
Wickhamshire (434070) Mark	86.67	\$2,287.00			\$1,820.10
Wimpenny (434923) Jacob	173.33	\$6,866.00			\$4,964.12
Winchester (431493) Layken	173.33	\$5,649.00			\$4,122.70
Wyatt (434415) Janet	137.67	\$6,142.21			\$3,843.89
	21,349.61	\$854,407.97	\$69,784.89	\$226,116.21	\$584,322.65

TREAS RPT - Detail Cash Report - Cash

Treasurer's Detail Report

For 2024 - May

Fund: FD00969 Kitsap Public Health General

Ledger Account	Revenue or Spend Category	Journal	Posting Date	Debit	Credit	Balance
		Operational Journal: Kitsap Public Health District - 05/15/2024	5/15/2024	0.00	133,296.15	-133,296.15
2315:Employee Benefits Payable		Operational Journal: Kitsap Public Health District - 05/31/2024	5/31/2024	0.00	221,489.58	-221,489.58
2317:Payroll Tax Payable						

-354,785.73

Certificate Of Completion

Envelope Id: FFE4A64C7AE04BDD9665CE695D2444A9	Status: Completed
Subject: Complete with DocuSign: 05.2024 Warrants and EFTs.pdf	
Source Envelope:	
Document Pages: 36	Signatures: 2
Certificate Pages: 2	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Melissa Laird
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	345 6th Street, Suite 300
	Bremerton, WA 98337
	melissa.laird@kitsappublichealth.org
	IP Address: 146.218.141.198

Record Tracking

Status: Original	Holder: Melissa Laird	Location: DocuSign
6/24/2024 8:28:55 AM	melissa.laird@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: 6/24/2024 8:30:36 AM
 Viewed: 6/24/2024 8:30:55 AM
 Signed: 6/24/2024 8:31:06 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: 6/24/2024 8:30:36 AM
 Viewed: 6/24/2024 2:14:28 PM
 Signed: 6/24/2024 2:23:04 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	6/24/2024 8:30:36 AM
Certified Delivered	Security Checked	6/24/2024 2:14:28 PM
Signing Complete	Security Checked	6/24/2024 2:23:04 PM

Envelope Summary Events	Status	Timestamps
Completed	Security Checked	6/24/2024 2:23:04 PM

Payment Events	Status	Timestamps
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