

CLARK COUNTY STAFF REPORT

DEPARTMENT: Clark County Public Health (CCPH) CCPH SR2015-1559

DATE: September 09, 2015

REQUESTED ACTION:

County Manager approval of Contract HDC.750 between the Foundation for Healthy Generations, acting as fiscal agent of the Southwest Washington Healthy Living Collaborative (SWHLC), and CCPH. This contract provides work and services through in-kind support, in the form of two (2) staff as "Community Health Worker Coaches" for the Rose Village Community Health Worker site. Further, authorization for the Public Health Director to sign future contracts and amendments for this agreement. Total remuneration is in the form of in-kind staff contribution of two (2) 0.25 FTEs.

___ Consent ___ Hearing XX County Manager

BACKGROUND

The Southwest Washington Healthy Living Collaborative (SWHLC) is an organization that grew out of work associated with the Community Transformation Grant that engaged regional community partners for collectively affecting the most vulnerable populations in our region. Member organizations established infrastructure, a policy and steering committee, a fiscal agent, and workgroups dedicated to reducing health and economic disparity and addressing pivotal physical and behavioral health needs. The SWHLC works to develop, implement, and fund a broad spectrum of policy, systems, and environmental strategies and programs to improve the health outcomes of vulnerable populations in Southwest Washington. For example, the collaborative will work to strengthen families and neighborhoods and support strategic areas of active living, healthy eating and tobacco prevention.

This funding will increase community environments that promote and reinforce healthful behaviors and practices related to obesity, diabetes prevention, and cardiovascular health, including key settings that support physical activity and healthful foods and beverages. The CHW pilot provides career development for members of the Rose Village community.

COUNCIL POLICY IMPLICATIONS

N/A

ADMINISTRATIVE POLICY IMPLICATIONS

N/A

COMMUNITY OUTREACH

More than 40 regional community partners have joined and actively participate in the SWHLC, including: Alliance for a Healthier Generation, Burgerville, Clark College, Clark County Community Services, Clark County Public Health, Commission on Hispanic Affairs, Comprehensive Health Education Foundation, Cowlitz County Health and Human Services, Cowlitz-Wahkiakum Council of Governments, Educational Service District 112, Highlands Neighborhood Association, National Alliance on Mental Health Illness, Peace Health Seventh Day Adventist Church, Skamania County Community Health, Support for Early Learning and Families, SW Behavioral Health, SW WA Agency on Aging and Disability, SW WA Behavioral Health Ombudsman, SW WA Regional

Transportation Council, Vancouver Housing Authority, Vancouver Public Schools, WA Department of Health, Wahkiakum County Health and Human Services, Washington State University, and the YMCA.

BUDGET IMPLICATIONS

YES	NO	
X		Action falls within existing budget capacity.
		Action falls within existing budget capacity but requires a change of purpose within existing appropriation
		Additional budget capacity is necessary and will be requested at the next supplemental. If YES, please complete the budget impact statement. If YES, this action will be referred to the county council with a recommendation from the county manager.

BUDGET DETAILS

Local Fund Dollar Amount	
Grant Fund Dollar Amount	\$10,000
Account	1025, Public Health
Company Name	Foundation for Healthy Generations, CHW Coaches

DISTRIBUTION:

Board staff will post all staff reports to The Grid. <http://www.clark.wa.gov/thegrid/>



Kathy Smith
Grant Accounting Specialist



Alan Melnick, MD, MPH, CPH
Public Health Director/Health Officer

APPROVED: _____
CLARK COUNTY, WASHINGTON
BOARD OF COUNTY COUNCILORS

DATE: _____

SR# _____

APPROVED: 
Mark McCauley, Acting County Manager

DATE: 9/14/15

BUDGET IMPACT ATTACHMENT

Part I: Narrative Explanation

I. A – Explanation of what the request does that has fiscal impact and the assumptions for developing revenue and costing information

Part II: Estimated Revenues

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
1025/Federal 1422 Chronic Disease Prevention grant funds		10,000				
Total		10,000				

II. A – Describe the type of revenue (grant, fees, etc.)

Part III: Estimated Expenditures

III. A – Expenditures summed up

Fund #/Title	FTE's	Current Biennium		Next Biennium		Second Biennium	
		GF	Total	GF	Total	GF	Total
1025 / Public Health			10,000				
Total							

III. B – Expenditure by object category

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
Salary/Benefits						
Contractual		10,000				
Supplies						
Travel						
Other controllables						
Capital Outlays						
Inter-fund Transfers						
Debt Service						
Total		10,000				



foundation for
healthy generations
CREATING ENDURING HEALTH EQUITY

Services Contract: 2015–Clark County Public Health–Coaches

Purpose

Foundation for Healthy Generations (Healthy Gen), formerly known as Comprehensive Health Education Foundation, shall contract **Clark County Public Health** herein referred to as “Contractor”, for work and services relating to **CHW Coaches for the Rose Village CHW site**.

Activities to be carried out by Contractor

Contractor will provide in-kind support to the Healthy Living Collaborative (HLC) of Southwest Washington, in the form of 2 staff as “CHA Coaches” for the Rose Village CHW site.

Staff	FTE
Public Health Nurse	0.25
Health Educator	0.25

Activities to be performed by CHW Coaches:

- Guide CHWs to prioritize work based on neighborhood input
- Guide Community Health Workers (CHWs) to provide outreach, referral, health and safety promotion, and support to residents of the Rose Village community, within Clark County, Washington
- Provide input regarding Community Health Worker Program budget, contracts and Community Health Worker stipend system
- Contribute to goals, objectives, benchmarks, and schedules with Community Health Workers and provide input regarding Community Health Workers’ evaluations
- Track CHW performance; provide on-going training and support; and keep records of CHW activities
- Identify and analyze data to inform strategy and activity development
- Assist HLC Community Linkages Model-Site Coordinator to compile and report on progress and performance to meet HLC, CCPH, and MCHBG reporting requirements
- Represent the HLC Community Health Worker Project at local and national meetings and conferences
- Contributes to board reports, website content, and articles
- Support and maintain an environment that honors cultural awareness and competency
- Perform other related duties to support primary job function
- Participate on special projects as directed/requested

Deliverables

Contractor will provide all attending deliverables as described above, including electronic and physical copies of reports (if applicable) to Foundation for Healthy Generations at the projects close, **or no later than December 31, 2015**.

Project Management and Reporting

Contractor shall submit an invoice along with copies of monthly reports (if applicable) and descriptions of

activities for verification and approval to **Whitney Johnson, Program Infrastructure Coordinator, Foundation for Healthy Generations**, by the 4th of the subsequent month.

Fee Schedule and Payment for Services

The period for contracted services is **January 1, 2015 to December 31, 2015**. Contractor will be paid a maximum of **\$10,000, including funds already billed**.

1. Payment will be made within 30 days upon receipt of an invoice documenting hours worked accompanied by any written report of activities, documents and/or findings.
 - a. Foundation for Healthy Generations shall reimburse the Contractor for the following reasonable and approved expenses which are incurred in connection with the performance as described in this Agreement: all reasonable and approved expenses as incurred for work in partnership with the Healthy Living Collaborative.
 - b. All requests for expense reimbursement, if provided for above, must be received within 30 days of incurring the expense or before the end of the calendar year, whichever comes first. All original receipts must be attached. Reimbursement will be paid after all work has been completed and within 30 days of receipt of properly documented Contractor's invoice.

NOTE: Expenses incurred by or for guests of Contractor will not be reimbursed unless specified otherwise in this Agreement. Expenses for alcohol will not be reimbursed.

2. Other: Foundation for Healthy Generations agrees to provide CONTRACTOR with the following:
n/a
3. In performing this Agreement, the Contractor shall be in all respects an Independent Contractor and not an employee of Foundation for Healthy Generations. Foundation for Healthy Generations shall not be responsible for withholding or paying any taxes on behalf of Contractor. Compensation paid to Contractor will be reported to the IRS on a 1099-Misc form, if appropriate. In performing the work described above, Contractor shall be solely responsible for providing his/her equipment and facilities and hiring, supervising, and paying his/her employees and subcontractors, except that Foundation for Healthy Generations shall provide such equipment and facilities as reasonable and requested in advance by Contractor to perform the described Work.
4. Contractor shall establish an account with the Washington State Department of Revenue and other state agencies as required by the particular case for Contractor business, shall pay all federal and state taxes normally paid by employers and businesses (or the applicable state taxing authority for other states). Contractor shall also register for and have received a Unified Business Identifier (UBI) number from the state of Washington (or the applicable state taxing authority for other states), if applicable.
5. Contractor shall file all applicable returns and/or schedules of revenue and expenses required to be filed by a person conducting the type of business conducted described. Contractor shall at all times keep a separate set of books or records that reflect all items of income and expenses of the business carried on by Contractor.
6. Contractor agrees to notify Foundation for Healthy Generations of any potential conflict of interest arising from the provision of services to any other organization, government entity, or corporation.
7. This Agreement contains the entire agreement of the parties, superseding any prior written or oral agreements between them on the same subject matter. Any change, modification, or waiver must be in writing and signed by both parties.

8. Contractor will not assign any of its obligations or duties under this Agreement without the prior written consent of Foundation for Healthy Generations. This Agreement is binding upon and inures to the benefit of the successors and permitted assigns of the parties.
9. Contractor shall indemnify, defend and hold harmless Foundation for Healthy Generations against any and claims, actions, losses, liabilities, damages, expenses and costs (including attorneys' fees) arising from or related to (i) any claim that any of Contractor's work developed herein, or portion thereof, infringes or misappropriates any copyright, patent, trademark, trade secret or other right of any third party; or (ii) any negligent acts or omissions or willful misconduct of Contractor, or its employees, officers, directors, and/or agents.
10. Contractor acknowledges that while providing work to Foundation for Healthy Generations, Contractor may have access to information not generally known or available to the public relating to Foundation for Healthy Generations' business. Contractor agrees that this information is Confidential Information that belongs to Foundation for Healthy Generations and agrees to keep this information confidential both during and after the term of this Agreement. The Contractor agrees and acknowledges that all documents and information in any form whatever which are owned, licensed, or used by Foundation for Healthy Generations in connection with the operation of its business and are not available without restriction to the public, shall constitute trade secrets of Foundation for Healthy Generations. Contractor agrees that he/she will not misappropriate any trade secrets of Foundation for Healthy Generations, either during the term of this Agreement or at any time thereafter. All documents and information relating to the business of Foundation for Healthy Generations, prepared by the Contractor or otherwise coming into the Contractor's possession, shall remain the exclusive property of Foundation for Healthy Generations.
11. Contractor agrees that any inventions and copyrightable work product that Contractor makes, conceives, develops, discovers, reduces to practice or fixes in a tangible medium of expression, alone or with others, on Foundation for Healthy Generations' behalf and which is produced by Contractor under this Agreement shall be "work made for hire" and the exclusive property of Foundation for Healthy Generations. In any event, in consideration of the payments to be made to Contractor hereunder, Contractor hereby assigns to Foundation for Healthy Generations all right, title, and interest in and to the work.
12. Termination
 - a. Termination Without Cause. Either the Executive Director of Foundation for Healthy Generations, or his or her designee, or Contractor may terminate this Agreement on thirty (30) days written notice to the other party.
 - b. Termination for Breach. Either party may terminate this Agreement based upon a material breach of this Agreement by the other party by giving thirty (30) days written notice to the other party. The party asserting breach shall allow the other party during the thirty (30) day notice period the opportunity to demonstrate cure of the asserted breach. If such cure can be demonstrated to the satisfaction of the party asserting breach within such period, the Agreement shall not terminate at the end of the thirty (30) notice period.
 - c. In the event this Agreement is terminated, Foundation for Healthy Generations and Contractor will comply with any termination conditions imposed by funding organizations.
13. Any proposed changes in this contract will be in writing and will be submitted to, approved by, and executed by the parties to this agreement before performance of work involved in the change may begin.

