

**WHATCOM COUNTY CONTRACT  
INFORMATION SHEET**

Whatcom County Contract No.  
**201911036-7**

Originating Department:	Sheriff's Office
Division/Program: <i>(i.e. Dept. Division and Program)</i>	Corrections Bureau/In Custody
Contract or Grant Administrator:	Caleb Erickson
Contractor's / Agency Name:	Northwest Regional Council

Is this a New Contract?    If not, is this an Amendment or Renewal to an Existing Contract?    Yes     No   
 Yes     No     If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #: 201911036

Does contract require Council Approval?    Yes     No     If No, include WCC: \_\_\_\_\_  
 Already approved? Council Approved Date: \_\_\_\_\_ (Exclusions see: Whatcom County Codes 3.06.010, 3.08.090 and 3.08.100)

Is this a grant agreement?    If yes, grantor agency contract number(s): \_\_\_\_\_ CFDA#: \_\_\_\_\_  
 Yes     No

Is this contract grant funded?    If yes, Whatcom County grant contract number(s): \_\_\_\_\_  
 Yes     No

Is this contract the result of a RFP or Bid process?    Contract \_\_\_\_\_  
 Yes     No     If yes, RFP and Bid number(s): 19-58    Cost Center: 118160

Is this agreement excluded from E-Verify?    No     Yes     If no, include Attachment D Contractor Declaration form.

If YES, indicate exclusion(s) below:

<input checked="" type="checkbox"/> Professional services agreement for certified/licensed professional.	<input type="checkbox"/> Goods and services provided due to an emergency
<input type="checkbox"/> Contract work is for less than \$100,000.	<input type="checkbox"/> Contract for Commercial off the shelf items (COTS).
<input type="checkbox"/> Contract work is for less than 120 days.	<input type="checkbox"/> Work related subcontract less than \$25,000.
<input type="checkbox"/> Interlocal Agreement (between Governments).	<input type="checkbox"/> Public Works - Local Agency/Federally Funded FHWA.

Contract Amount:(sum of original contract amount and any prior amendments): \$ <u>8,357,536.17</u> This Amendment Amount: \$ <u>125,000.00</u> Total Amended Amount: \$ <u>8,482,536.17</u>	Council approval required for; all property leases, contracts or bid awards <b>exceeding \$40,000</b> , and professional service contract amendments that have an increase greater than \$10,000 or 10% of contract amount, whichever is greater, <b>except when:</b> <ol style="list-style-type: none"> <li>1. Exercising an option contained in a contract previously approved by the council.</li> <li>2. Contract is for design, construction, r-o-w acquisition, prof. services, or other capital costs approved by council in a capital budget appropriation ordinance.</li> <li>3. Bid or award is for supplies.</li> <li>4. Equipment is included in Exhibit "B" of the Budget Ordinance.</li> <li>5. Contract is for manufacturer's technical support and hardware maintenance of electronic systems and/or technical support and software maintenance from the developer of proprietary software currently used by Whatcom County.</li> </ol>
Summary of Scope:	

Northwest Regional Council provides nursing services to inmates at the Jail and Work Center. This Amendment adds a Care Coordinator to assist inmates by providing resources to help support them in the community.

Term of Contract:    9 months	Expiration Date:    12/31/24
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Contract Routing:	1. Prepared by: <u>L Reid</u>	Date: <u>04/02/24</u>
	2. Attorney signoff: <u>B Waldron</u>	Date: <u>4-11-24</u>
	3. AS Finance reviewed: <u>A Tan</u>	Date: <u>04/09/24</u>
	4. IT reviewed (if IT related): _____	Date: _____
	5. Contractor signed: _____	Date: _____
	6. Submitted to Exec.: _____	Date: _____
	7. Council approved (if necessary): _____	Date: _____
	8. Executive signed: _____	Date: _____
	9. Original to Council: _____	Date: _____

Amendment No. 7  
Whatcom County Contract No. 201911036  
CONTRACT BETWEEN WHATCOM COUNTY  
AND NORTHWEST REGIONAL COUNCIL (NWRC)

THIS AMENDMENT is to the Contract between Whatcom County and Northwest Regional Council (NWRC), dated November 26, 2019 and designated "Whatcom County Contract No. 201911036". In consideration of the mutual benefits to be derived, the parties agree to the following:

The general purpose or objective of this Amendment is to provide Community Care Coordination Services within the Whatcom County Jail Health Program, as more fully and definitively described in Exhibit A and Exhibit C hereto. The language of Exhibits A and C controls in case of any conflict between it and that provided here.

The term of this Agreement shall commence on the 1st day of April, 2024, regardless of date of signature and shall terminate on the 31st day of December 2024.

The maximum consideration for this Agreement shall not exceed \$125,000.00 for the period April 1, 2024 to December 31, 2024.

The Contract Number, set forth above, shall be included on all billings or correspondence in connection therewith.

Unless specifically amended by this agreement, all other terms and conditions of the original Contract and any other Amendments shall remain in full force and effect.

This Amendment takes effect: April 1, 2024 regardless of the date of signature and expires December 31, 2024.

IN WITNESS WHEREOF, Whatcom County and Northwest Regional Council (NWRC) have executed this Amendment on the date and year below written.

**CONTRACTOR:**

Northwest Regional Council (NWRC)

*Amanda McDade* 4-15-24  
Amanda McDade, Executive Director Date

STATE OF WASHINGTON )  
 ) ss.  
COUNTY OF Whatcom )


On this 15 day of April, 2024, before me personally appeared Amanda McDade to me known to be the Executive Director of Northwest Regional Council (NWRC) and who executed the above instrument and who acknowledged to me the act of signing and sealing thereof.



*Joan E. Serena-Gole*  
NOTARY PUBLIC in and for the State of Washington, residing at 600 Lakeway Dr. My commission expires 09/28/2027

**WHATCOM COUNTY:**

**Recommended for Approval:**

  
Donnell "Tank" Tanksley, Sheriff  
4/12/24  
Date

**Approved as to form:**

Approved via email 4.11.24 BW (P)  
Brandon Waldron, Prosecuting Attorney  
Date

**Approved:**

Accepted for Whatcom County:

By: \_\_\_\_\_  
Satpal Sidhu, Whatcom County Executive

STATE OF WASHINGTON     )  
  ) ss  
COUNTY OF WHATCOM     )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally appeared Satpal Sidhu, to me known to be the Executive of Whatcom County, who executed the above instrument and who acknowledged to me the act of signing and sealing thereof.

\_\_\_\_\_  
NOTARY PUBLIC in and for the State of Washington, residing at \_\_\_\_\_.  
My commission expires \_\_\_\_\_.

**CONTRACTOR INFORMATION:**

Northwest Regional Council (NWRC)  
Amanda McDade, Executive Director

Address:  
600 Lakeway Drive, Suite 100  
Bellingham, WA 98225

Mailing Address:  
Same as above

Contact Phone: 360-676-6749  
Contact Fax: 360-738-2451

## EXHIBIT "A"

### (SCOPE OF WORK)

1. **Program.** The scope of the Program covered in this Agreement includes community care coordination services operated within the Whatcom County Jail Health Program, and in the community.

**1.2 Outcome of Program.** Program outcomes include;

- Assist individuals in applying for local, state and/or federal assistance to help support them in the community;
- Increase connectivity with existing community organizations and care management systems in the community;
- Accelerate the development of a cross-organizational, integrated community connector system with operational linkages within the jail contractors and other existing community-based agency resources.

### **2. NWRC Responsibilities:**

**2.1. Program Staffing and Oversight.** NWRC will employ a full-time care coordinator as a part of NWRC's interdisciplinary care management team ("NWRC Jail Health Care Coordinator"). NWRC is responsible for the oversight and supervision of the NWRC Jail Health Care Coordinator, and the NWRC Jail Health Care Coordinator will report to a care management supervisor at NWRC. The NWRC Jail Health Care Coordinator, Care Management Supervisor and the NWRC Clinical Director are collectively referred to as "NWRC Program Staff". NWRC shall be solely responsible for the hiring, evaluation, and discipline of the NWRC Program Staff but will involve the jail Chief and the Nursing Program Supervisor. NWRC will select a NWRC Jail Health Care Coordinator who understands how to work with people who are incarcerated. The NWRC Jail Health Care Coordinator shall have access to NWRC's electronic medical record system ("EMR"). Jail staff will not have access to NWRC's patient records or information from NWRC systems except as permitted by NWRC policies.

**2.2. NWRC Jail Health Care Coordinator.** NWRC shall provide qualified staff to perform the following NWRC Jail Health Care Coordinator services ("Services") for the Program:

- A. Be integrated into the larger Jail Health team as a team member, working collaboratively with multi-disciplinary teams that may include individuals from a wide variety of community health care providers, members of the corrections staff, attorneys, counselors, case managers, and support staff.
- B. Take referrals from member of the Jail Health Program and Corrections Administration.
- C. Coordinate with the jail mental health and re-entry professionals to help determine how behavioral health challenges are interacting and potentially compounding medical challenges.
- D. Work with the Jail Health Program staff to determine what additional evaluations may be needed to help inform client's health action plan.
- E. Coordinate with the client's legal representative, other health specialists and community contacts, and assist in accessing housing and higher levels of care as appropriate.
- F. Coordinate direct medical care, including attending appointments with client as requested and appropriate.
- G. Enter data into the Program's evaluation database as applicable.
- H. Participate with the other members of the Care Management Team in the development of the Program, including culture, practices, and resources available in the community.
- I. Participate in ongoing quality improvement activities directly related to the Program with other members of the Care Management Team.
- J. Participate in regular Care Management Team meetings.
- K. Follow the Program operating protocols and procedures.
- L. Increase connectivity with existing care management systems in the community and with community-based agency resources.

### **3. Corrections Department Staff Responsibilities:**

**3.1 The Corrections Bureau staff shall:**

- A. Provide timely escort of offenders within the jail to promote the smooth operation of various practitioner clinics and/or outside providers.
- B. Provide transportation of inmates and their medical records to outside facilities when requested by a practitioner or NWRC staff.

- C. Provide security stand-by for offenders needing additional supervision.
- D. Forward copies of reports detailing information that may affect offender's healthcare to NWRC staff.
- E. Employ, at minimum, the following practitioners and provide procedural oversight and supervision to them: jail clinical physician, jail administrative physician who will operate as the Responsible Physician (RP), mental health clinician, dental clinician. This can be done by contracting with individual practitioners or a groups' practice.
- F. Provide appropriate space on location for NWRC staff to operate and access phones and computers as required by the program

**EXHIBIT "B"**

(COMPENSATION)

1. As consideration for the services provided and described in this agreement, the County agrees to reimburse the Contractor, on a monthly basis. Payments by the County will be considered timely if made within 30 days of receipt. Invoices shall be itemized with the actual number of days worked each month, the total number of hours worked each month and the total dollar payment amount requested.
2. The County will be billed at the rate of \$13,888.89 per month for April 2024 to November 2024 and then \$13,888.88 for December 2024. The total compensation for this 9-month contract will not exceed \$125,000.00.
3. The Contract Number, set forth on page one, shall be included on all invoices.
4. The Contractor shall send invoices by email to Laurie Reid at [LReid@co.whatcom.wa.us](mailto:LReid@co.whatcom.wa.us)

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**EXHIBIT "C"**

**NORTHWEST REGIONAL COUNCIL**

**Care Coordinator  
JOB DESCRIPTION**

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***Health Homes, Recovery, Corrections & Hospital Care Coordinators***

**REPORTS TO: Care Management Program Supervisor**

**FLSA STATUS:**

**Non-Exempt**

**JOB SUMMARY**

Care Coordinators provide both intensive care coordination and comprehensive case management, which has documented results in improved health outcomes for our highest-need clients. Uses health screening/assessment tools, health education, and evidence-based practices to help clients establish health action plans and provides ongoing support for clients to achieve established health and recovery goals.

Care Coordinators are assigned to one of the following focus areas:

- **Health Homes:** Based primarily in the field, Health Home Care Coordinators assist individuals with the six Health Home Services.
- **Recovery:** Based primarily in the field, Recovery Care Coordinators assist persons in all stages of recovery from Substance Use Disorders (SUD) and Serious Mental Illness (SMI).
- **Hospital:** located onsite at the hospital, assisting persons in all stages of transition to other settings and with resources and referrals.
- **Corrections:** located primarily onsite at the Whatcom County Jail Facility and in the field, Corrections Care Coordinators assists persons in all stages of transition to other settings and with resources and referrals.

***ESSENTIAL JOB FUNCTIONS***

1. Conducts in-person visits and accompanies clients to health and recovery provider appointments, as needed, to ensure continuity of care and coordination;
2. Provides health education and coaching to assist the client in increasing self-management skills, and improve their engagement with health and service providers;
3. Fosters communication between providers (i.e., primary care provider, behavioral health professionals, medical specialists, etc.) and provider networks (i.e., those authorizing behavioral and long term supports and services);
4. Facilitates and encourages client's use of peer supports and/or participation in appropriate support groups and self-care programs in order to increase the client's knowledge of their health care conditions and to improve adherence to paths of recovery and prescribed treatments;
5. Provides supportive functions for the client, including client advocacy, assistance, consultation, family support, and crisis intervention;
6. Assists client in developing a safe, appropriate and client-centered Health Action Plan that documents strategies and measurable objectives to meet health and recovery goals;
7. Administers clinical and functional tools to include depression, pain, and/or alcohol and substance abuse screenings, as well as functional impairment assessments;
8. Works collaboratively with multi-disciplinary team, including behavioral health professionals, medical professionals, case managers, care coordinators, and case aides;
9. Documents in electronic health records as well as other secondary data platforms;
10. Develops and maintains complete, concise case files in compliance with policy;
11. Develops and maintains linkages with community agencies and organizations that could give support to the program and clients;

**OTHER JOB FUNCTIONS**

- Attends meetings, trainings, and seminars as requested or needed for professional development.
- Performs other duties as assigned.

## QUALIFICATIONS

### Knowledge, Skills, and Abilities

- Demonstrated ability to assess client health and functional status, understand and develop appropriate recovery plans and make clear and concise recommendations;
- Demonstrated advocacy skills and sensitivity to the needs and values of diverse groups;
- Demonstrates an ability to engage with communities of color, people with disabilities, LGBTQIA+, and other marginalized communities.
- Demonstrates an understanding of institutional barriers to services.
- Demonstrated ability, willingness and commitment to support an environment that advocates and creates a sense of belonging for individuals of all ethnicities, genders, ages, and backgrounds.
- Knowledge of the local providers, services and resources, as well as the formal and informal support networks available in the service area;
- Ability to communicate effectively in both oral and written format;
- Ability to work independently, with good judgment and a minimum of supervision;
- Ability to plan, prioritize and coordinate work assignments and/or projects;
- Ability to establish and maintain effective working relationships with coworkers, community agencies, and the general public using courtesy, tact, and good judgment,
- Ability to defuse difficult situations recognizing the need for sensitivity as well as assertiveness,
- Demonstrated ability to maintain a high level of confidentiality;

### Education and Experience:

- Master's Degree in Behavioral or Health Sciences or related field **and** 1 year of experience providing direct human services to clients, preferably in a community setting **OR**
- Bachelor's Degree in an equivalent field **and** at least 2 years of experience providing direct human services to clients, preferably in a community setting **OR**
- An equivalent combination of education and experience that provides the skills, knowledge and ability to perform the work.

### Licenses/Certificates:

- Must have a valid Washington State driver's license, a vehicle available for work-related travel, and appropriate liability insurance.
- Recovery focused Care Coordinator only: Chemical Dependency professional credentialing preferred.

### WORKING CONDITIONS/PHYSICAL REQUIREMENTS

Work is performed approximately 30% in an office environment and 70% in field for client visits. The office environment is a shared workspace and may have numerous interruptions. Hospital Care Coordinators will be stationed at a local hospital. Corrections Care Coordinators will be stationed with a workstation at the Whatcom County Jail.

Potential hazards include working with clients who experience significant physical and behavioral health concerns that may manifest in aggressive behaviors and complex family dynamics; significant local travel; driving in inclement weather; second hand tobacco smoke; aggressive animals, exposure to contagious diseases and exposure to repetitive stresses due to prolonged use of computers.

Sufficient mobility is required for the use of office equipment such as computer laptops, telephones, files and copiers as well as for performing in-home assessments of clients which may have limited accessibility. The ability to hear and communicate at a level sufficient to perform the essential functions of the position is required. Ability to move and maneuver a maximum of 30 pounds.

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The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive



listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas, to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

It is the policy of the Northwest Regional Council to not discriminate against any person with regard to race, color, religion, sex, sexual orientation, gender, gender identity, age, national origin, marital status or physical or mental disability. \_\_\_\_\_

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