

**WHATCOM COUNTY CONTRACT
INFORMATION SHEET**

Whatcom County Contract No.
202201024-3

Originating Department:	Superior Court
Division/Program: <i>(i.e. Dept. Division and Program)</i>	Juvenile Court Administration
Contract or Grant Administrator:	Kristine Glasgow
Contractor's / Agency Name:	Shawna Bosman, ARNP
Is this a New Contract? If not, is this an Amendment or Renewal to an Existing Contract? Yes <input checked="" type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #: 202201024	
Does contract require Council Approval? Yes <input checked="" type="radio"/> No <input type="radio"/> 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 <input type="radio"/> No <input checked="" type="radio"/>	
Is this contract grant funded? If yes, Whatcom County grant contract number(s): _____ Yes <input type="radio"/> No <input checked="" type="radio"/>	
Is this contract the result of a RFP or Bid process? Contract _____ Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, RFP and Bid number(s): _____ Cost Center: _____	
Is this agreement excluded from E-Verify? No <input checked="" type="radio"/> Yes <input type="radio"/> 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): \$ 93,551 Original contract, Amd 1 and Amd 2 This Amendment Amount: \$ 2,128 Total Amended Amount: \$ 95,679	Council approval required for; all property leases, contracts or bid awards exceeding \$40,000 , and professional service contract amendments that have an increase greater than \$10,000 or 10% of contract amount, whichever is greater, except when: 1. Exercising an option contained in a contract previously approved by the council. 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. 3. Bid or award is for supplies. 4. Equipment is included in Exhibit "B" of the Budget Ordinance. 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.
Summary of Scope: Shawna Bosman, Nurse Practitioner, provides sick call, examination, diagnosis, testing, and oversight on all prescribed medications to the youth housed in the Detention Center. Shawna coordinates with Detention staff and Jail Health nurses to ensure youth in Detention received appropriate medical care. This amendment provides funds for up to an additional 14 hours of service needed through the end of 2023.	
Term of Contract: 1 year	Expiration Date: 12/31/2023

Contract Routing:	1. Prepared by: Kristine Glasgow 2. Attorney signoff: <u>Karen Frakes via email</u> 3. AS Finance reviewed: <u>Andrew Tanvia email</u> 4. IT reviewed (if IT related): _____ 5. Contractor signed: <u>Shawna Bosman</u> 6. Submitted to Exec.: <input checked="" type="checkbox"/> 7. Council approved (if necessary): <u>AB2023-774</u> 8. Executive signed: by <u>Carol Frazey</u> 9. Original to Council: _____	Date: <u>10/10/2023</u> Date: <u>10/12/2023</u> Date: <u>11/14/2023</u> Date: _____ Date: <u>11/28/23</u> Date: <u>11/28/23</u> Date: <u>11/21/2023</u> Date: <u>11/29/23</u> Date: _____
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WHATCOM COUNTY
Superior Court Administration
311 Grand Avenue, Suite 301
Bellingham, WA 98225



David Reynolds
Director

RECEIVED

NOV 29 2023

WHATCOM COUNTY
EXECUTIVE'S OFFICE

MEMORANDUM

TO: Satpal Sidhu, County Executive
FROM: Kristine Glasgow, Detention Manager *AKG*
RE: Advanced Registered Nurse Practitioner
DATE: October 10, 2023

Enclosed is a Contract Amendment between Whatcom County and Shawna Bosman, Advanced Registered Nurse Practitioner.

Background and Purpose

Shawna has been Juvenile Detention's Nurse Practitioner for the past 7 years. She works closely with Detention to accommodate the medical needs of youth while in custody. The purpose of this amendment is to add funds for up to an additional 14 hours of service to her 2023 contract and update the total contract amount, described in Exhibit B.

Funding Amount and Source

The amended contract amount for 2023 is \$38,743 and is paid out of the Juvenile Detention 1970 budget.

Differences from Previous Contract

Shawna Bosman, Advanced Registered Nurse Practitioner's original contract amount for 2023 to provide medical services to youth in Juvenile Detention was \$36,615. This amendment increases the contract amount by \$2,128 for up to 14 hours of additional medical services needed through the end of 2023. There are no changes to Exhibit A, Statement of work.

Please contact Kristine Glasgow at extension 5498, if you have any questions or concerns regarding the terms of this agreement.

Encl.

COUNTY ORIGINAL

Whatcom County Contract No.
202201024-3

Amendment No. 3
Whatcom County Contract No. 202201024
CONTRACT BETWEEN WHATCOM COUNTY AND
Shawna Bosman, ARNP

THIS AMENDMENT is to the Contract between Whatcom County and Shawna Bosman, ARNP, dated January 14, 2022 and designated "Whatcom County Contract No.202201024". In consideration of the mutual benefits to be derived, the parties agree to the following:

This Amendment provides \$2,128 for up to 14 additional hours of service through December 31, 2023.

Exhibit A Scope of Work remains the same as was included in Amendment 202201024-2.

This Amendment updates Exhibit B Compensation to provide for the additional funding for up to 14 additional hours of services.

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

This Amendment takes effect: November 1, 2023, regardless of the date of signature.

IN WITNESS WHEREOF, Whatcom County and Shawna Bosman have executed this Amendment on the date and year below written.

DATED this 28th day of November, 2023.

CONTRACTOR:

Shawna Bosman, ARNP

Shawna Bosman, ARNP

Shawna Bosman, ARNP

STATE OF WASHINGTON)

) ss.

COUNTY OF WHATCOM)

On this 28th day of Nov, 2023 before me personally appeared Shawna Bosman to me known to be the Contractor of the _____ and who executed the above instrument and who acknowledged to me the act of signing and sealing thereof.

Renee L. Nix
NOTARY PUBLIC in and for the State of Washington,
Renee L. Nix printed name,
residing at Bellingham
My commission expires 10.19.27.



EXHIBIT "A"
(SCOPE OF WORK)

Nurse Practitioner duties will include:

- Performs services in Juvenile Detention Center at least two days per week (current schedule is Tuesday and Thursday mornings).
- Holds clinic and sees all youth that have submitted a nurse request and youth that staff have requested be seen. Coordinates with Jail Health Nurses to ensure all youth are seen each week, as needed.
- Reviews booking information, including health history and current medication use for all newly detained youth.
- Pulls and prepares medical records for clinic including filling in the names and dates. Interviews clients to obtain relevant history and records on medical record.
- Communicates, as necessary, with the youth's primary medical provider regarding pertinent past medical history and current medication.
- Approves medications to be continued in the facility. Monitors medication needs of youth to ensure prescriptions and/or prescription refills are ordered and received in a timely manner.
- Confers with detention officers regarding the health of detained youth and the need to see any youth on an urgent basis.
- Assesses, diagnoses, and treats, as medically indicated, any youth who: Requests sick call, has noted an acute or chronic medical problem requiring evaluation or medication on the booking health screen record, or has been referred for evaluation by detention, probation staff, or the youth's parent.
- Assesses and treats opioid addict youth in the custody of Juvenile Detention, which may include implementing withdrawal protocol, prescribing buprenorphine, and referral to community provider upon release. Maintains training and licensing require to provide this service.
- Makes written or verbal referral to outside medical or dental services. Notifies Detention Manager regarding any outside referrals.
- Informs detention staff about medical treatment that will involve them or restrict the youth's activity. Documents instructions in the youth's detention file in addition to their medical chart.
- Consults with the Health Officer of Whatcom County Health and Human Services regarding any significant communicable disease outbreak or other serious concerns.
- Prepares exam room for daily clinics. Keeps clinic area clean and organized. Cleans room at end of day.
- Collects, labels and prepares specimens for transport, including performing lab testing. Appropriately stores specimens awaiting transport.
- Administers and reads Tuberculosis (PPD) skin tests on juvenile detention clients and refers positive results to the TB clinic nurse in the Health Department.
- Maintains medical documentation. Writes medication cards and reviews cards to determine if there are missed or refused doses. Checks for medication errors and reports any found to the Detention Manager.
- Conducts a monthly inventory of medical supplies and notifies the Detention Manager of any items needed.

EXHIBIT "B"
(COMPENSATION)

1. The Provider shall provide the County a monthly invoice for services rendered.
2. The invoice shall be itemized by the date, time, and the number of hours worked. Each in-person session will be billed at a minimum of one hour of service @\$152.00 for the first hour or any part thereof. Time in excess of one hour will be billed in increments of one-half hour at \$76.00 each half hour, or part thereof. When not at the Detention Center, the Provider is available on an on-call basis. Each on-call session will be billed at a minimum of on-half hour at \$76.00 each half hour, or part thereof. The Provider may include an annual administrative fee of \$1,000.00. Licensing fees and time required for training will be listed as separate line items on the invoice.
3. This amendment adds up to 14 additional hours of service, for a total of 219.50 hours of medical services provided through December 31, 2023.
4. The maximum consideration shall not exceed \$38,743 or 219.50 hours of medical services provided at \$152 per hour, plus \$3,648 for time required for training and certification for assessing and treating opioid addicted youth, plus \$731 required for licensing required opioid use treatment and the \$1,000 administrative fee.

Payment for Services:

Invoices received at the beginning of the month shall be paid by the end of the month. It is understood that at the end of the calendar year, all bills for service must be presented to the county by January 10th of the following year, at the latest.