

**WHATCOM COUNTY  
CONTRACT INFORMATION SHEET**

Whatcom County Contract Number:

Originating Department:	85 Health and Community Services
Division/Program: (i.e. Dept. Division and Program)	Health Information & Assessment
Contract or Grant Administrator	Danielle Humphreys
Contractor's / Agency Name:	Bellingham Technical College

Is this a New Contract?	If not, is this an Amendment or Renewal to an Existing Contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #:	

Does contract require Council Approval?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	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):	ALN#:
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	

Is this contract grant funded?	If yes, Whatcom County grant contract number(s):
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Is this contract the result of a RFP or Bid process?	Contract Cost Center:
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If yes, RFP and Bid number(s):	

Is this agreement excluded from E-Verify?	No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>
---	-----------------------------	---

If YES, indicate exclusion(s) below:

<input 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 checked="" 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):	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> 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.
\$ 0	
This Amendment Amount:	
\$	
Total Amended Amount:	

Summary of Scope: This agreement outlines the roles and responsibilities for exchanging the service of providing DEI assessments among each agency's staff.

Term of Contract:	9.5 Months	Expiration Date:	12/31/2024
Contract Routing:	1. Prepared by:	JT	Date: 02/26/2024
	3. Attorney signoff:	RB	Date: 02/26/2024
	4. AS Finance reviewed:	N/A	Date:
	5. IT reviewed (if IT related):	N/A	Date:
	6. Contractor signed:		Date:
	7. Submitted to Exec.:		Date:
	8. Council approved (if necessary):	AB2024-186	Date:
	9. Executive signed:		Date:
	10. Original to Council:		Date:

**INTERLOCAL AGREEMENT  
BETWEEN  
BELLINGHAM TECHNICAL COLLEGE  
AND  
WHATCOM COUNTY**

This Agreement is made and entered into by and between Whatcom County, a County in the State of Washington and Bellingham Technical College, a public technical college in the State of Washington, pursuant to the authority granted by Chapter 39.34 RCW, Interlocal Cooperation Act.

**1. PURPOSE**

This Interlocal Agreement (ILA) establishes an agreement between Bellingham Technical College (referred to hereafter as BTC) and Whatcom County Health & Community Services (referred to hereafter as WCHCS) for the purpose of conducting internal assessments and providing training or other consultation work.

**2. TERM**

The effective date of this ILA is date of the last signature. It shall remain in effect until December 31, 2024 or until terminated by either party. All deliverables will be provided by WCHCS prior to June 30, 2024. All deliverables will be provided by BTC by December 31, 2024.

**3. SCOPE**

WCHCS has an existing partnership with BTC through the Snohomish CARE Trauma Informed Organizations cohort. Members of the cohort include BTC, WCHCS, and PeaceHealth, among others. As part of this cohort, BTC and WCHCS may conduct internal assessments of each other's organizations, as well as trainings and other consultation, as needed. Assessments for BTC will occur in the Spring of 2024. Assessments for WCHCS will occur in Fall 2024. This Agreement will outline the roles and responsibilities of each agency. More information on proposed activities to be provided to BTC is provided in Exhibit A. More information on proposed activities to be provided to WCHCS is provided in Exhibit B.

**4. BTC RESPONSIBILITIES**

In implementing this ILA, BTC may:

- a. Provide a staff facilitator to prepare for and conduct focus groups with WCHCS staff;
- b. Code data from the focus groups;
- c. Summarize results and share results with WCHCS Principal Contact(s)
- d. Provide trainings or other consultation work, as requested.

**5. WCHCS RESPONSIBILITIES**

In implementing this ILA, WCHCS may:

- a. Provide a staff facilitator to prepare for and conduct focus groups with WCHCS staff;
- b. Code data from the focus groups;
- c. Summarize results and share results with BTC Principal Contact(s)
- d. Provide trainings or other consultation work, as requested.

## 6. PRINCIPAL CONTACTS

The principal contacts for this agreement shall be:

Danielle Humphreys

Equity Specialist

Whatcom County Health & Community Services

509 Girard Street

Bellingham, WA 98225

[dhumphre@co.whatcom.wa.us](mailto:dhumphre@co.whatcom.wa.us)

하나 (Hannah) Simonetti

Director of Diversity Equity and Inclusion (DEI)

Bellingham Technical College

3028 Lindbergh Avenue

Bellingham, WA 98225

[Hsimonetti@btc.edu](mailto:Hsimonetti@btc.edu)

## 7. FUNDING

Services will be provided based on an in-kind hour for hour framework. No funding will be exchanged between BTC and WCHCS.

## 8. MODIFICATIONS

This ILA may be amended at any time by mutual written agreement of the parties. Such amendments shall not be binding upon either party unless they are in writing and signed by personnel authorized to bind each of the parties.

## 9. INDEMNIFICATION

Each party agrees to be responsible for the actions of its officers, agents, and employees and will assume responsibility for any liability which arises in connection with, any negligent act or omission pertaining to its activities and obligations under this Agreement.

## 10. NONDISCRIMINATION

Nondiscrimination. There will be no discrimination against any participant covered under the Agreement because of race, color, religion, national origin, sex (including pregnancy and parenting status), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information in programs or activities including employment, admissions, and educational programs.

Nondiscrimination Requirement. During the term of this Contract, the Contractor, including any subcontractor, shall not discriminate on the bases enumerated at RCW 49.60.530(3). In addition, the Contractor, including any subcontractor, shall give written notice of this nondiscrimination requirement to any labor organizations with which the Contractor, or subcontractor, has a collective bargaining or other agreement.

## 11. DISPUTE RESOLUTION

Differences between WCHCS and BTC, arising under and by virtue of this Agreement, shall be brought to the attention of the principal contact (listed above) of each Agency at the earliest possible time in order that such matters may be settled or other appropriate action promptly taken.

## 12. TERMINATION

Either party can terminate this ILA, providing written notice is sent to the other party no less than 14 calendar days from the desired termination date.

**13. ENTIRE AGREEMENT**

This Agreement represents all the terms and conditions agreed upon by the parties. No other understandings or representations, oral or otherwise, regarding this Agreement shall be deemed to exist or to bind any of the parties hereto.

**Whatcom County**

**Bellingham Technical College**

\_\_\_\_\_  
Satpal Sidhu, County Executive                      Date

\_\_\_\_\_  
Chad Stiteler, VP Admin Services                      Date

**WHATCOM COUNTY:**

APPROVAL AS TO PROGRAM: \_\_\_\_\_  
Lynnette Bennett, Community & Organizational Development Manager                      Date

DEPARTMENT HEAD APPROVAL: \_\_\_\_\_  
Erika Lautenbach, Health and Community Services Director                      Date

APPROVAL AS TO FORM: \_\_\_\_\_  
Royce Buckingham, Senior Civil Deputy Prosecutor                      Date

## Exhibit A Proposed Bellingham Technical College Spring 2024 Listening Sessions

### Outline

In compliance with RCW 28B.10.147 Diversity, equity, inclusion, and antiracism Campus Climate Assessment expectations, Bellingham Technical College (BTC) will hold their second year of spring focus groups.

BTC DEI Office plans to hold **10 focus groups**, two sections of each of the following groups (one for students and one for employees): All Campus, BIPOC, LGBTQ+, Women, and People with Disabilities.

Focus groups would be **done late April or in May**, in Spring quarter of 2024 and for hour long sessions.

Two Sessions per day 11:40-12:40 or 12-1 and 3-4

All in Morse Center 210

April 16<sup>th</sup> Tuesday (All Campus Employee and Student)

April 17<sup>th</sup> Wednesday (BIPOC Students and Employees)

April 22<sup>nd</sup> Monday (Students and Employees with Disabilities)

April 24<sup>th</sup> Wednesday (LGBTQ+ Students and Employees)

April 29<sup>th</sup> Monday (Women Identifying Students and Employees)

May 1<sup>st</sup> Wednesday (Flex Day in case we want to mix up dates or one of these dates doesn't work)

BTC Staff would create advertisements and announcements, hold space, and set up all items including incentives for the focus groups.

Last year (spring '23) listening sessions BTC contracted with the Whatcom Dispute Resolution Center (WDRC). The WDRC asked 6 questions to each of our 8 focus groups (Student and Employee: All Campus, BIPOC, LGBTQ+, and Women). Spring '24 listening sessions would likely ask a similar number of questions based on the Campus Climate survey, Listening Sessions from 2023, Instructional Dashboard information, and the new DEI Strategic plan. BTC is looking also to add a question or questions that ask more specifically about basic needs this coming year.

Questions can be formulated by the facilitator with support from BTC staff or BTC staff can formulate the questions for the listening sessions.

BTC can but does not have to supply a note taker for each session.

After sessions are complete the facilitator of the listening sessions would **generate a report** of findings along with **an executive summary and presented** to the BTC Presidential Leadership team.

### Spring 23 Question List:

1. You are all here as a part of the BTC community on campus: Let us start with what is your experience like here at BTC in relation to Diversity Equity and Inclusion (DEI)?
2. Group Specific Questions based on 2022 Campus Climate survey info

EXPAMPLE: In the 2022 Campus Climate Survey, 58% of Transgender/Non-Binary staff felt their ideas are seriously considered in their area compared to 80% of Women and 82% of Men. Why do you think this is?

EXAMPLE: A slightly higher percentage of women students stated they faced discrimination in the last 12 months at BTC as compared to their men student counterparts. Why do you think that is?

[7.4% females said yes they experienced discrimination in the last 12 months where 4.5% of males]

3. What are your experiences in relation to value, respect, belonging, and/or opportunities for growth on campus as \_\_\_\_FILL IN AS NEEDED IDENTITY (BIPOC, LGBTQ+,Women)\_\_\_\_\_ student/employee?

4. Group Specific Questions based on 2022 Campus Climate survey info

EXAMPLE: In the 2022 Campus Climate Survey findings a majority of respondents did not express feeling frequently concerned about their safety on campus, the most frequently avoided areas due to concern for physical safety were walking around campus at night and secluded areas of campus. BIPOC students reported greater concern for their physical safety on campus compared to White respondents. Why do you think this might be?

5. Group Specific Questions based on 2022 Campus Climate survey info

EXAMPLE: In the 2022 Campus Climate Survey 27% of BIPOC faculty reported having considered leaving BTC because they felt isolated or unwelcome compared to only 15% of White faculty. Why do you think this might be?

6. What additional (or different) experiences, resources or support will encourage you to be YOU while at BTC?

**Exhibit B**  
**Proposed WCHCS 2024 Listening Sessions**

**Outline**

As part of WCHCS internal assessment focusing on diversity, equity, inclusion, belonging and healing-centered engagement, focus groups will be held **in 2024**. There **may be 5-10 total focus groups** for employees. Each focus group will be 1 hour long. Time and location is TBD.

If the number of WCHCS focus groups is less than 10, BTC may provide other services, for example, professional development training or consultation, to complete an equal trade in services.

WCHCS would create advertisements and announcements, hold space, and set up all items for the focus groups.

The 2024 listening sessions would likely ask a number of questions based on the Internal Assessment survey, and data collected will help inform the new Health Equity work plan.

Questions can be formulated by the facilitator with support from WCHCS staff or WCHCS staff can formulate the questions for the listening sessions.

WCHCS can but does not have to supply a note taker for each session.

After sessions are complete the facilitator of the listening sessions would **generate a report** of findings along with **an executive summary and presented** to the WCHCS Leadership team.