

**WHATCOM COUNTY  
CONTRACT INFORMATION SHEET**

Whatcom County Contract Number:

Originating Department:	85 Health and Community Services
Division/Program: (i.e. Dept. Division and Program)	8550 Community Health & Human Services / 855020 Mental Health
Contract or Grant Administrator:	Joe Fuller
Contractor's / Agency Name:	Mount Baker School District

Is this a New Contract?	If not, is this an Amendment or Renewal to an Existing Contract?	Yes <input type="checkbox"/>	No <input checked="" 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?			
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, grantor agency contract number(s):	CFDA#:	

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

Is this contract the result of a RFP or Bid process?		Contract Cost Center:	124113
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"/>
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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> :
\$ 285,000	
This Amendment Amount:	
\$	
Total Amended Amount:	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: This agreement provides funding for a Mental Health Specialist and professional mental health services for students within the Mount Baker School District.

Term of Contract:	2 Years, 9 Months	Expiration Date:	06/30/2026
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Contract Routing:	1. Prepared by:	JT	Date:	08/11/2023
	2. Health Budget Approval	KR/JS	Date:	09/12/2023
	3. Attorney signoff:	RB	Date:	09/13/2023
	4. AS Finance reviewed:	A Martin	Date:	9/12/2023
	5. IT reviewed (if IT related):		Date:	
	6. Contractor signed:		Date:	
	7. Executive Contract Review:		Date:	
	8. Council approved (if necessary):	AB2023-614	Date:	
	9. Executive signed:		Date:	
	10. Original to Council:		Date:	

INTERLOCAL COOPERATIVE AGREEMENT BETWEEN  
WHATCOM COUNTY  
AND  
MOUNT BAKER SCHOOL DISTRICT

THIS AGREEMENT is made and entered into by and between Whatcom County ("County") and Mount Baker School District (District), both public entities organized pursuant to the provisions of chapters 70.05 and 70.45 RCW in the State of Washington pursuant to the authority granted by Chapter 39.34 RCW, INTERLOCAL COOPERATION ACT.

1. **PURPOSE:** This agreement provides funding for a Mental Health Specialist staff position and subcontracted mental health services for students within the Mount Baker School District, as more fully and definitively described in Exhibit A hereto.
2. **TERM OF AGREEMENT:** This Agreement shall be in effect from September 27, 2023 through June 30, 2026.
3. **EXTENSION:** The duration of this Agreement may be extended by mutual written consent of the parties.
4. **STATEMENT OF WORK:** See attached Exhibit A, incorporated herein by this reference.
5. **FUNDS PROVIDED AND METHOD OF PAYMENT:** See attached Exhibit B, incorporated herein by this reference.
6. **ADMINISTRATION:** The following individuals are designated as representatives of the respective parties. The representatives shall be responsible for the administration of this agreement and for coordinating and monitoring performance under this agreement. In the event such representatives are changed, the party making the change shall notify the other party:  

<p>The County's representative shall be:</p> <p>Joe Fuller, Program Specialist Whatcom County Health and Community Services 509 Girard Street Bellingham, WA 98225 <a href="mailto:JFuller@cowhatcom.wa.us">JFuller@cowhatcom.wa.us</a></p>	<p>The District's representative shall be:</p> <p>Mary Sewright, Superintendent Mount Baker School District PO Box 95 Deming, WA 98244 <a href="mailto:msewright@mtbaker.wednet.edu">msewright@mtbaker.wednet.edu</a></p>
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7. **ASSIGNMENT AND SUBCONTRACTING:** The performance of all activities contemplated by this agreement shall be accomplished by the District. No portion of this agreement may be assigned or subcontracted to any other individual, firm or entity without the express and prior written approval of the County.
8. **TREATMENT OF ASSETS AND PROPERTY:** No fixed assets or personal or real property will be jointly or cooperatively acquired, held, used, or disposed of pursuant to this agreement.
9. **INDEMNIFICATION:** Each party agrees to be responsible and assume liability for its wrongful and/or negligent acts or omissions or those of their officials, officers, agents, or employees to the fullest extent required by law and further agree to save, indemnify, defend, and hold the other party harmless from any such liability. It is further provided that no liability shall attach to the County or the District by reason of entering into this agreement as expressly provided herein.
10. **TERMINATION:** Any party hereto may terminate this agreement upon (30) days notice in writing either personally delivered or mailed to the party's last known address for the purposes of giving notice under this paragraph. 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.



## **EXHIBIT A STATEMENT OF WORK**

### **I. Background and Purpose**

This agreement provides funding for a Mental Health Specialist (approximately .4 FTE) and subcontracted mental health services within the Mount Baker School District for the 2023-2024, 2024-2025 and 2025-2026 school years.

Data from surveys and other collection tools show that youth suffer from a variety of behavioral health concerns including depression, anxiety and substance use. Youth mental health is a priority from a public health perspective to avoid or mitigate continued suffering and poor health over the life course. The magnitude of challenges associated with youth mental health in Whatcom County is supported in recent years by data from the Healthy Youth Survey, Community Health Assessment, and COVID Health Impact Assessment.

In the Mount Baker School District, there are no incorporated towns and only a dearth of agencies and businesses that support student and family needs. As a result, families often need to drive into incorporated towns to access most basic needs, health and mental health services. Through this agreement, Mount Baker School District will have the resources to triage immediate mental health needs and assist families with services and referrals.

### **II. Statement of Work**

The Mount Baker School District (District) will employ a Mental Health Specialist staff position and subcontract for additional mental health services. The services funded by this agreement will strengthen the skills of staff in working with students and provide guidance to parents in how to advocate for the mental health needs of their children. Activities conducted within the scope of this agreement must be compliant with the intent of RCW 82.14.460.

#### **A. The District will employ a Mental Health Specialist that will:**

1. Provide direct mental health counseling services to students in order to triage immediate and short-term needs;
2. Provide consultation to parents, if needed, to support parents;
3. Address parent-child relational challenges linked to issues with anxiety, depression, trauma, and/or other mental health needs;
4. Track attendance, grades and/or discipline to explore the effectiveness of the mental health services provided by the District; and
5. Participate in County evaluation efforts, including evaluation planning, data collection and reporting.

#### **B. The District will subcontract for mental health services. The subcontractor will:**

1. Perform student intake/needs assessments.
2. Assist parents with completing needs assessments (virtual or in-person);
3. Provide family-based services or referrals to outside agencies to address issues associated with trauma, anxiety, depression, or other mental health issues.

#### **C. Anticipated long-term outcomes include:**

1. District improves connections with families;
2. Reduced discipline and disciplinary exclusions from school; and
3. Improved student attendance and grades.

### **III. Reporting**

- A. Reports will be submitted on January 31<sup>st</sup> (for services from the start of school through December) and June 30<sup>th</sup> (for services from the start of school through the end of school).
- B. The County will provide all required report forms. Reports will include information related to the anticipated long-term outcomes described in the Scope of Work, above, in addition to any other outcome/output measures that are developed through County evaluation efforts.
- C. By 07/15/2024, the District will provide a narrative report on student utilization of behavioral health professionals or new programs/services available as a result of the funding provided by this agreement.
- D. By 09/01/2025, the District will provide a written plan for sustainable funding following the expiration of this agreement on 06/30/2026.
- E. Any changes related to reporting requirements, including timeline, forms or measures, will be communicated by the County.

**EXHIBIT B  
COMPENSATION**

I. **Budget and Source of Funding:** The source of funding for this agreement, in a total amount not to exceed \$285,000 (\$95,000 per budget period specified in the tables below), is the local behavioral health sales tax. The budgets for this agreement are as follows:

<b>BUDGET 09/27/2023 – 06/30/2024</b>		
<b>Item</b>	<b>Documents Required with Each Invoice</b>	<b>*Budget</b>
Personnel – Mental Health Specialist (salary & benefits)	General Ledger (GL) Detail	\$65,000
Subcontracted Services	Copies of paid invoices that as applicable, include dates, number of hours and rate	\$30,000
<b>TOTAL</b>		<b>\$95,000</b>

<b>BUDGET 07/01/2024 – 06/30/2025</b>		
<b>Item</b>	<b>Documents Required with Each Invoice</b>	<b>*Budget</b>
Personnel – Mental Health Specialist (salary & benefits)	General Ledger (GL) Detail	\$65,000
Subcontracted Services	Copies of paid invoices that as applicable, include dates, number of hours and rate	\$30,000
<b>TOTAL</b>		<b>\$95,000</b>

<b>BUDGET 07/01/2025 – 06/30/2026</b>		
<b>Item</b>	<b>Documents Required with Each Invoice</b>	<b>*Budget</b>
Personnel – Mental Health Specialist (salary & benefits)	General Ledger (GL) Detail	\$65,000
Subcontracted Services	Copies of paid invoices that as applicable, include dates, number of hours and rate	\$30,000
<b>TOTAL</b>		<b>\$95,000</b>

\* Changes to the line item budget that exceed 10% of the total budget for the budget period must be pre-approved in writing by the County's Representative.

II. **Invoicing**

1. The District shall submit invoices to (include contract #) [HL-BusinessOffice@co.whatcom.wa.us](mailto:HL-BusinessOffice@co.whatcom.wa.us).
2. The District shall submit itemized invoices on a monthly basis in a format approved by the County. Monthly invoices must be submitted by the 15<sup>th</sup> of the month following the month of service. Invoices submitted for payment must include the items identified in the table above.
3. Payment by the County will be considered timely if it is made within 30 days of the receipt and acceptance of billing information from the District. The County may withhold payment of an invoice if the District submits it more than 30 days after the expiration of this contract.
4. Invoices must include the following statement, with an authorized signature and date:  
  
**I certify that the materials have been furnished, the services rendered, or the labor performed as described on this invoice.**
5. Duplication of Billed Costs or Payments for Service: The District shall not bill the County for services performed or provided under this contract, and the County shall not pay the District, if the District has been or will be paid by any other source, including grants, for those costs used to perform or provide the services in this contract. The District is responsible for any audit exceptions or disallowed amounts paid as a result of this contract.