

**CONTRACT INFORMATION SHEET**

|   |  |
|---|--|
| Originating Department:                             | 85 Health and Community Services                     |
| Division/Program: (i.e. Dept. Division and Program) | 8550 Human Services / 855060 Substance Abuse Program |
| Contract or Grant Administrator:                    | Alyssa Pavitt  |
| Contractor's / Agency Name:                         | Cascadia Youth Mental Health PLLC                    |

|   |  |   |                             |
|---|--|---|-----------------------------|
| Is this a New Contract?   | If not, is this an Amendment or Renewal to an Existing Contract?     | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #: | 202102026                               |                             |

|  |  |                             |                     |
|--|--|-----------------------------|---------------------|
| 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): | CFDA#: |
| Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |  |        |

|   |  |           |
|---|--|-----------|
| Is this contract grant funded?                                      | If yes, Whatcom County grant contract number(s): | 202201016 |
| Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |  |           |

|   |                                |                       |   |
|---|--------------------------------|-----------------------|---|
| Is this contract the result of a RFP or Bid process?                | Sole Source                    | Contract Cost Center: | 10008598 (\$40,000) / 10008615 (\$21,640) |
| 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 checked="" 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): | 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><br>1. Exercising an option contained in a contract previously approved by the council.<br>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.<br>3. Bid or award is for supplies.<br>4. Equipment is included in Exhibit "B" of the Budget Ordinance<br>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. |
| \$ 158,270  |   |
| This Amendment Amount:  |   |
| \$ 21,640   |   |
| Total Amended Amount:   |   |
| \$ 179,910  |   |

Summary of Scope: This amendment extends the contract for four months, adds services through the extended contract period, and increases funding to support the added services.

|                   |        |                  |            |
|-------------------|--------|------------------|------------|
| Term of Contract: | 1 Year | Expiration Date: | 06/30/2025 |
|-------------------|--------|------------------|------------|

|                   |                                     |   |       |            |
|-------------------|-------------------------------------|---|-------|------------|
| Contract Routing: | 1. Prepared by:                     | J. Thomson  | Date: | 12/18/2024 |
|                   | 2. Health Budget Approval           | SH  | Date: | 01/10/2025 |
|                   | 3. Attorney signoff:                | Christopher Quinn   | Date: | 01/13/2025 |
|                   | 4. AS Finance reviewed:             | Bbennett  | Date: | 02/13/2025 |
|                   | 5. IT reviewed (if IT related):     |   | Date: |            |
|                   | 6. Contractor signed:               |  | Date: |            |
|                   | 7. Executive Contract Review:       |  | Date: | 2/28/2025  |
|                   | 8. Council approved (if necessary): | AB2025-182  | Date: | 02/25/2025 |
|                   | 9. Executive signed:                |   | Date: | 3/4/2025   |
|                   | 10. Original to Council:            |   | Date: |            |



# Memorandum

**TO:** Satpal Sidhu, County Executive  
**FROM:** Erika Lautenbach, Director  
**RE:** Cascadia Youth Mental Health PLLC – Regional School Discipline Policy Assessment, Technical Assistance and Training Contract Amendment #7  
**DATE:** FEBRUARY 26, 2025

Attached is a contract amendment between Whatcom County and Cascadia Youth Mental Health PLLC (CYMH) for your review and signature. This amendment requests a four-month extension to run the current contract through the end of the state fiscal year. If approved, the amendment would add funding for a Whatcom County focused needs assessment on youth vaping and for additional School Discipline Consulting programs during the extended contract period.

▪ **Background and Purpose**

Whatcom County is the lead agency for the North Sound Regional Youth Cannabis and Commercial Tobacco Prevention Program (YCCTPP), which includes Island, San Juan, Skagit, Snohomish, and Whatcom Counties. One of the strategies outlined in the YCCTPP Strategic Plan is to support school substance use policies and practices that align with effective prevention strategies. CYMH will assess regional school’s substance use school discipline policies and practice needs, support designated schools with individual technical assistance, and provide regional training opportunities.

▪ **Funding Amount and Source**

This amendment adds \$21,640. Funding for this contract, in an amount not to exceed \$61,640 during this contract period (07/01/2024 – 06/30/2025), is provided by the YCCTPP passed through the Washington State Department of Health’s Consolidated Contract and Vape Settlement funding. These funds are included in the 2025 budget. Council approval is required as the additional funding provided through this amendment exceeds 10% of the original consideration, last authorized by Council on 08/10/2021.

▪ **Differences from Previous Contracts**

| Section                                       | Differences  |
|---|--|
| <b>General Terms – Section 10.2 Extension</b> | Extends contract for four months, through 06/30/2025   |
| <b>Exhibit A – Scope of Work</b>              | Adds the completion of a Whatcom County focused needs assessment on youth vaping and additional Whatcom County focused work in the School Substance Use Consulting Program |
| <b>Exhibit B – Compensation</b>               | Increases funding for additional services  |

Please contact Amanda Burnett, Human Services Supervisor at 360-778-6069 ([ABurnett@co.whatcom.wa.us](mailto:ABurnett@co.whatcom.wa.us)) if you have any questions.

Encl.



Whatcom County Contract Number:

202102026 – 7

**WHATCOM COUNTY CONTRACT AMENDMENT**

**PARTIES:**

**Whatcom County  
Whatcom County Health and Community Services  
509 Girard Street  
Bellingham, WA 98225**

**AND CONTRACTOR:  
Cascadia Youth Mental Health PLLC  
2600 St Clair Street  
Bellingham, WA 98226**

**CONTRACT PERIODS:**

|                      |                                |                      |                                |
|----------------------|--------------------------------|----------------------|--------------------------------|
| <b>Original:</b>     | <b>03/01/2021 – 06/30/2021</b> | <b>Amendment #4:</b> | <b>04/24/2023 – 06/30/2023</b> |
| <b>Amendment #1:</b> | <b>07/01/2021 – 02/28/2022</b> | <b>Amendment #5:</b> | <b>07/01/2023 – 06/30/2024</b> |
| <b>Amendment #2:</b> | <b>10/15/2021 – 06/30/2022</b> | <b>Amendment #6:</b> | <b>07/01/2024 – 02/28/2025</b> |
| <b>Amendment #3:</b> | <b>07/01/2022 – 06/30/2023</b> | <b>Amendment #7:</b> | <b>02/26/2025 – 06/30/2025</b> |

**THE CONTRACT IDENTIFIED HEREIN, INCLUDING ANY PREVIOUS AMENDMENTS THERETO, IS HEREBY AMENDED AS SET FORTH IN THE DESCRIPTION OF THE AMENDMENT BELOW BY MUTUAL CONSENT OF ALL PARTIES HERETO**

**DESCRIPTION OF AMENDMENT:**

1. Extend the duration and other terms of this contract for four months, as per the original contract “General Terms, Section 10.2, Extension”.
2. Amend Exhibit A – Scope of Work, to add a Whatcom County needs assessment on youth vaping and additional services within Whatcom County in the School Substance Use Consulting Program.
3. Amend Exhibit B – Compensation, to increase funding by \$11,000 to support the activities added to Section II.B.8 in the scope of work and \$10,640 for additional School Discipline Consulting Program services (as referenced in Section II.C) during the extended contract period.
4. Exhibit C - School Discipline System Check-Up<sup>SM</sup> is attached for reference and without revision.
5. Exhibit F – Learning Network is attached for reference and without revision.
6. Funding for this contract period (07/01/2024 – 06/30/2025) is not to exceed \$61,640.
7. Funding for the total contract period (03/01/2021 – 06/30/2025) is not to exceed \$179,910.
8. All other terms and conditions remain unchanged.
9. The effective start date of the amendment is 02/26/2025.

ALL OTHER TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND ANY PREVIOUS AMENDMENTS THERETO REMAIN IN FULL FORCE AND EFFECT. ALL PARTIES IDENTIFIED AS AFFECTED BY THIS AMENDMENT HEREBY ACKNOWLEDGE AND ACCEPT THE TERMS AND CONDITIONS OF THIS AMENDMENT. Each signatory below to this Contract warrants that he/she is the authorized agent of the respective party; and that he/she has the authority to enter into the contract and bind the party thereto.

APPROVAL AS TO PROGRAM: 

|   |           |
|---|-----------|
| DocuSigned by:<br><i>Ann Beck</i><br>2B365BB0422344A... | 2/26/2025 |
| <hr/>   |           |
| Ann Beck, Community Health & Human Services Manager     | Date      |

DEPARTMENT HEAD APPROVAL: 

|   |           |
|---|-----------|
| DocuSigned by:<br><i>Erika Lautenbach</i><br>955C651A30374BD... | 2/27/2025 |
| <hr/>   |           |
| Erika Lautenbach, Health and Community Services Director        | Date      |

APPROVAL AS TO FORM: 

|  |            |
|--|------------|
| Approved by email CQ/JT                          | 01/13/2025 |
| <hr/>  |            |
| Christopher Quinn, Chief Civil Deputy Prosecutor | Date       |

FOR THE CONTRACTOR:

|   |                        |           |
|---|------------------------|-----------|
| DocuSigned by:<br><i>Tamara Dee</i><br>AF56791B3036499... | Tamara Dee, MSW, LICSW | 2/26/2025 |
| <hr/>   |                        |           |
| Contractor Signature                                      | Printed Name and Title | Date      |

FOR WHATCOM COUNTY:

|   |          |
|---|----------|
| DocuSigned by:<br><i>Satpal Singh Sidhu</i><br>1192C7C18B664E3... | 3/4/2025 |
| <hr/>   |          |
| Satpal Singh Sidhu, County Executive                              | Date     |

CONTRACTOR INFORMATION:

**Cascadia Youth Mental Health PLLC**  
2600 St Clair Street  
Bellingham, WA 98226  
[tammy@cascadiayouthmentalhealth.com](mailto:tammy@cascadiayouthmentalhealth.com)

**EXHIBIT "A" – Amendment #7**  
**(SCOPE OF WORK)**

**I. Background**

This contract provides funding for assessing regional substance use school discipline policy and practice needs, supporting designated schools with individual technical assistance, and providing regional training opportunities. The Contractor is experienced in working with school partners in the region around school policy, training and technical assistance related to substance use.

Whatcom County is the lead agency for the North Sound Regional Youth Cannabis and Commercial Tobacco Prevention Program (YCCTPP) serving Whatcom, Skagit, Island, San Juan, and Snohomish Counties. Whatcom County receives funding from the Washington State Department of Health (DOH) to coordinate implementation of strategies aimed at reducing initiation and use of marijuana by youth (ages 12 – 20) in the North Sound Region. As the lead agency, the County contracts with regional partners to carry out strategies outlined in the YCCTPP Strategic Plan. One strategy identified in the plan is to support school substance use policies and practices that align with effective prevention strategies in the North Sound Region.

**II. Statement of Work**

The Contractor will provide assessment, training and technical assistance to support effective school discipline policies and practices related to substance use, in the North Sound Region. The contractor will complete the following activities:

**A. Participation in Regional Youth Cannabis and Commercial Tobacco Prevention Program and Network**

1. Attend bi-monthly Regional Network meetings;
2. Participate in bi-monthly YCCTPP Subcontractor meetings;
3. Participate in regional YCCTPP planning efforts;
4. Participate in statewide YCCTPP discussions/planning around School Substance Use Discipline Policy work, as relevant;
5. Submit the required reporting form, provided by the County, to the YCCTPP Regional Coordinator by the 10<sup>th</sup> of each month.

**B. Provide technical assistance, training, outreach, and assessment support**

1. Continue to assess regional needs and capacity related to substance use school discipline procedures and policies;
2. Provide technical assistance on school substance use discipline policies and procedures to schools and coalitions in the North Sound Region;
3. Conduct outreach and recruitment with schools and community coalitions to participate in the School Substance Use Discipline Project;
4. Provide targeted outreach to regional School Prevention/Intervention Professionals and others who provide substance use interventions in schools to offer technical assistance focused on discipline practice and procedure support;

5. Partner with the County and Northwest Educational Services District 189 to assess related training needs. Provide training, as relevant or partner to support related training provided by outside facilitator.
6. Meet quarterly with the County's Administrative Officer to review training and technical assistance progress and planning.
7. Facilitate at least one youth listening session to better understand youth perspectives on regional trends, strengths and needs related to youth substance use on school campus'.
8. Complete a Whatcom County focused needs assessment on youth vaping, as follows:
  - a. Review existing data and resources to identify strengths and needs related to preventing and responding to youth vaping in Whatcom County;
  - b. Design, coordinate, and implement key stakeholder interviews, surveys, and/or focus groups to gather insights on strengths and needs for preventing and addressing youth vaping in Whatcom County;
  - c. Create and provide resources to partners who work with youth to gather youth input on their perception of strengths and needs related to preventing and addressing youth vaping in Whatcom County.
  - d. Create a report summarizing the findings from stakeholder interviews, surveys, focus groups, and youth input.
  - e. Plan and facilitate a collaborative meeting with key prevention leaders in Whatcom County to review stakeholder input and identify priorities and next steps.
    - i. Create a summary document capturing key takeaways and recommendations from the meeting to inform the next steps.

**C. School Discipline Consulting Programs**

1. Complete an estimated four (4) School Discipline System Check-up Program or Substance Use Discipline Best Practice Audit Program with individual schools/districts. The School Discipline System Check-up Project includes up to four phases (see Exhibit "C" for full description):
  - a. Phase 1 – Assessment of school discipline specific risk and protective factors for substance use via surveys, interviews, Healthy Youth Survey Data, policy and procedure review, and optional discipline data review.
  - b. Phase 2 – Develop School Discipline Feedback Report with school discipline strengths and opportunities and provide school with a Menu of Recommendations with suggested action items related to school discipline procedure and practice.
  - c. Phases 3 and 4 – Action planning and technical assistance to prioritize recommendations, develop action plan, and support implantation of substance use discipline procedure and practice change.
2. Costs per program are set based on the program the school completes (Substance Use Best Practice Audit or School Discipline System Check-Up). An MOU will be established between each participating school and the Contractor that outlines funding allocations provided by each partner to complete the program. The Contractor will submit a copy of each fully-executed MOU with the corresponding invoices. See Exhibit "D" for the MOU template that will be utilized for this purpose.

The county intends to pay for school projects in full, but understands other partners may wish to contribute funding to a specific school project. The established MOUs will outline

any partner funding contributions for each school, and outline the remaining cost that will be the county's responsibility.

#### **D. Learning Network**

The Contractor will offer an optional learning network intended to build a community of practice for youth substance use prevention professionals who are participating or previously participated in, the School Discipline consulting projects. See Exhibit "F" for additional information. The goals of the learning network include:

- Increasing substance use prevention professionals' capacity to meaningfully engage and partner with their school during substance use school discipline assessment or re-assessment (for previous projects).
  - Increasing substance use prevention professionals' knowledge of best practices and their role in substance use school discipline change
  - Increasing substance use prevention professionals' capacity to support their schools and district with implementation and monitoring of substance use discipline recommendations.
1. The Contractor will offer a "Standard" plan for participants who are partnered with a school that is completing the project for the first time in the 2024 – 2025 school year. The Standard plan will include at least seven (7) months of access to office hours for 1-1 technical assistance with the Contractor.
  2. The Contractor will offer a "Sustain" plan for partners that previously completed consulting projects and who want additional technical assistance and facilitation support. The Sustain plan will include a) at least seven (7) months of access to office hours for 1-1 technical assistance with the Contractor, b) once monthly learning network sessions from August – February for training and collaborative work/troubleshooting, and 3) up to three (3) facilitated meetings led by the Contractor (up to 1.25 hours each) with Admin or a small team from schools to reassess needs and update action plans collaboratively.
- E.** Other efforts as approved that align with the North Sound Region Youth Cannabis and Commercial Tobacco Prevention Program (YCCTPP) Strategic Plan.

**EXHIBIT “B” – Amendment #7**  
(COMPENSATION)

**Budget and Source of Funding:** The source of funding for this contract, in an amount not to exceed \$61,640 is the Washington State Department of Health Youth Cannabis and Tobacco Prevention Program and Vape Settlement Funds. The budget for this contract period (07/01/2024 – 06/30/2025) is as follows:

| *Item  | Rate            | Documents Required Each Invoice  | Budget          |
|--|-----------------|--|-----------------|
| Participation in Regional Cannabis and Commercial Tobacco Prevention Program (YCCTPP) & Network and Technical Assistance, Staff Training (as pre-approved by the County), Outreach, Assessment, and Other Support  | \$89/hour       | Summary report of activities completed and/or meetings/trainings attended including date and hours spent.  | \$17,500        |
| Live Training for School and Regional Partners   | \$300/hour      | Agenda, dates and attendance log   |                 |
| School Discipline Consulting Programs <ul style="list-style-type: none"> <li>▪ Substance Use Discipline Best Practice Audit<sup>SM</sup></li> <li>▪ School Discipline System Check Up<sup>SM</sup></li> <li>▪ Substance Use Discipline Learning Network</li> </ul> | See table below | <ul style="list-style-type: none"> <li>▪ Summary report of school program phase and deliverables completed including school and district name.</li> <li>▪ Copy of MOU for corresponding school programs and documentation of funding provided to each Program, itemized by all funding sources.</li> <li>▪ For Learning Network, registration and attendance log for Learning Network registration and monthly participation.</li> </ul> | \$44,140        |
| <b>TOTAL</b>   |                 |  | <b>\$61,640</b> |

| Program Pricing 24-25 School Year (Refer to Exhibit C)  | Substance Use Discipline Best Practice Audit <sup>SM</sup>                     | School Discipline System Check-Up <sup>SM</sup>               | Learning Network Standard Plan – for 24-25 school year projects | Learning Network Sustain Plan – For previous partners (2019- June 2024) |
|---|--|---|---|---|
| Program base rate   | \$8,860.00   | \$9,980.00  | \$2,380   | \$3,880   |
| Additional programs   | \$3,900 per additional school in the same district for district-level project. | \$8,260 per additional secondary school in the same district. |   |   |
| <ul style="list-style-type: none"> <li>• Coalitions may opt to pay for partial or full participation in any of the programs above using some of their own funding. Documentation of any funding provided will be itemized and included in reporting and/or on project MOUs.</li> <li>• Learning Network plans include up to 3 slots per coalition or school partner.</li> </ul> |  |   |   |   |

| Contractor’s Invoicing Contact Information: |  |
|---|--|
| Name  | Tamara Dee   |
| Phone                                       | 360-488-6885   |
| Email                                       | <a href="mailto:tammy@cascadiayouthmentalhealth.com">tammy@cascadiayouthmentalhealth.com</a> |

**Refer to Exhibits B.1 and B.2 for additional invoicing requirements and guidelines.**



**EXHIBIT “B.1”  
Invoicing – General Requirements**

1. The Contractor shall submit invoices indicating the County-assigned contract number to [HL-BusinessOffice@co.whatcom.wa.us](mailto:HL-BusinessOffice@co.whatcom.wa.us) and [APavitt@co.whatcom.wa.us](mailto:APavitt@co.whatcom.wa.us).
2. When applicable, the contractor may transfer funds among budget line items in an amount not to exceed 10% of the total budget. Line item changes that exceed 10% must be pre-approved by the County Contract Administrator, prior to invoicing.
3. When applicable, indirect costs may not exceed the amount indicated in Exhibit B or the Contractor’s federally approved indirect cost rate.
4. The Contractor shall submit itemized invoices on a monthly basis in a format approved by the County and by the 15<sup>th</sup> of the month, following the month of service, except for January and July where the same is due by the 10<sup>th</sup> of the month.
5. When applicable, the Contractor will utilize grant funding sources in the order of their expiration date as indicated by the County, prior to spending local funding sources, when no funding restrictions prevent doing so.
6. The contractor shall submit the required invoice documentation identified in Exhibit B.
  - a. The County reserves the right to request additional documentation in order to determine eligible costs. Additional documentation must be received within 10 business days of the County’s request.
  - b. When applicable, if GL reports for personnel reimbursement do not specify position titles, additional documentation must be provided that includes staff name and position title.
  - c. When applicable, mileage will be reimbursed at the current GSA rate ([www.gsa.gov](http://www.gsa.gov)). Reimbursement requests for mileage must include:
    1. Name of staff member
    2. Date of travel
    3. Starting address (including zip code) and ending address (including zip code)
    4. Number of miles traveled
  - d. When applicable, travel and/or training expenses will be reimbursed as follows:
    1. Lodging and meal costs for training are not to exceed the current GSA rate ([www.gsa.gov](http://www.gsa.gov)), specific to location.
    2. Ground transportation, coach airfare and ferries will be reimbursed at cost when accompanied by receipts.
    3. Reimbursement requests for allowable travel and/or training must include:
      - a. Name of staff member
      - b. Dates of travel
      - c. Starting point and destination
      - d. Brief description of purpose
      - e. Receipts for registration fees or other documentation of professional training expenses.
      - f. Receipts for meals are not required.
7. 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 Contractor.
8. The County may withhold payment of an invoice if the Contractor submits it or the required invoice documentation, more than 30 days after the month of services performed and/or the expiration of this contract.
9. 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.**
10. Duplication of billed costs or payments for service: The Contractor shall not bill the County for services performed or provided under this contract, and the County shall not pay the Contractor, if the Contractor 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 Contractor is responsible for any audit exceptions or disallowed amounts paid as a result of this contract.

**EXHIBIT "B.2"**  
**Invoice Preparation Checklist for Vendors**

The County intends to pay you promptly. Below is a checklist to ensure your payment will be processed quickly. Provide this to the best person in your company for ensuring invoice quality control.

- Send the invoices to the correct address:  
[HL-BusinessOffice@co.whatcom.wa.us](mailto:HL-BusinessOffice@co.whatcom.wa.us) and [APavitt@co.whatcom.wa.us](mailto:APavitt@co.whatcom.wa.us)
- Submit invoices monthly, or as otherwise indicated in your contract.

Verify that:

- invoices 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.**
- the time period for services performed is clearly stated and within the contract term beginning and end dates. Also verify any other dates identified in the contract, such as annual funding allocations;
- invoice items have not been previously billed or paid, given the time period for which services were performed;
- enough money remains on the contract and any amendments to pay the invoice;
- the invoice is organized by task and budget line item as shown in Exhibit B;
- the Overhead or Indirect Rate costs match the most current approved rate sheet;
- the direct charges on the invoice are allowable by contract. Eliminate unallowable costs.
- personnel named are explicitly allowed for within the contract and the Labor Rates match the most current approved rate sheet;
- back-up documentation matches what is required as stated in Exhibit B and B.1;
- contract number is referenced on the invoice;
- any pre-authorizations or relevant communication with the County Contract Administrator is included; and
- Check the math.

Whatcom County will not reimburse for:

- Alcohol or tobacco products;
- Traveling Business or First Class; or
- Indirect expenses exceeding 10% except as approved in an indirect or overhead rate agreement.

Exhibit “C” – Amendment #7

# 24-25 School Year Program & Pricing Summary

Cascadia Youth Mental Health PLLC, DBA Transform Discipline. Updated April 2024.



## Strategic Consulting Programs

### Substance Use Discipline Best Practice Audit (SUDBA) - (8-10 months)

**\$8,860**

*Most commonly recommended project. District-level projects available at discounted rate depending on number of schools. Standard rate plus \$3,900 for second school; plus \$2,800 for third school.*

### Substance Use Discipline Best Practice Audit (SUDBA) - Brief Project (4 months)\*

**\$6,640**

*\*Brief projects may be available on a case-by-case basis. These are only recommended for partners with limited budgets, short timelines, and a high degree of capacity to support implementation of recommendations. Brief projects take place over the course of 4 months, and include substance use discipline assessment, feedback report, recommendations, **up to two hours** of small group facilitated meetings, and **up to a half hour** (30 mins) of all staff training. They do not include additional Technical Assistance or meeting facilitation. District-level projects available at discounted rate depending on number of schools. Standard rate plus \$3,160 for second school; plus \$2,060 for third school.*

### School Discipline System Check-Up (SDSCU) (8-10 months)

**\$9,980**

*School-wide discipline culture and substance use-focused project. District-level projects available at discounted rate depending on number of schools. \$8,290 for additional secondary school in the same district.*

## Learning Network Participation

### Learning Network Standard Plan (one school year) 24-25 School Year Consulting Projects

**\$2,380**

Coalitions and Prevention partners linked with a school associated with **current consulting projects** are strongly encouraged to join the Learning Network. Includes up to three slots per Coalition/Partner. Coalition and Prevention partners associated with previous projects may join. Includes monthly trainings for prevention professionals partnered with a school participating in a school discipline project and monthly TA calls with consultant to help school implement project recommendations during course of school year.

### Learning Network Sustain Plan (one school year) - Previous Partners

**\$3,880**

This is only an option for Coalitions and Prevention partners linked with a school who **previously completed consulting project**. Includes Learning Network plus up to three additional facilitated meetings with school during course of school year. If this doesn't meet needs; fully customized consulting packages may be available to previous participants upon request.

## Hourly Rates

### Hourly Rates for Contracts Over \$10,000

**\$89.00**

Work that is not covered by a Consulting Project or Learning Network. Includes time for: reporting, recruitment and outreach, regional meeting attendance, regional planning and needs assessment, meetings with project coordinators.

### Hourly Rates for Contracts Under \$10,000

Hourly rate not available for contracts under \$10,000. Retainer model with \$1,200 monthly minimum required for contracts under \$10,000, and two months minimum commitment (\$2,400 total minimum budget for Consulting/TA). Contact us for more details.

## Training Rates

**\$300** Per live training hour.

Updated April 2024

Cascadia Youth Mental Health PLLC 2023-2024 All Rights Reserved

## School Discipline Consulting Programs Price Sheet 2024-25 School Year

Note: All services are completed virtually. Visit [www.cascadiayouthmentalhealth.com](http://www.cascadiayouthmentalhealth.com) to learn more.

| Strategic Consulting Programs Overview                           |  |   |
|--|--|---|
| Program  | Substance Use Discipline Best Practice Audit (SUBBPA)  | School-Discipline System Check-Up (SDSCU)   |
| <b>Focus</b>   | Substance Use Discipline Assessment, Feedback, Recommendations Action Planning, & Facilitated Meeting Support  | Overall discipline climate assessment and feedback; plus substance use focused audit. *Recommendations remain focused on Substance Use.   |
| <b>Price Per School</b>  | <b>\$8,860</b>   | <b>\$9,980</b>  |
| Discounts for district-level projects                            | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>   |
| Timeline   | 7-11 months  | 7-12 months   |
| Minimum-Maximum Time from Administrator (over course of project) | 4-8 hours  | 4-12 hours  |
| Time for All Staff Training (Optional)                           | Up to 1 hour   | Up to 2 hours   |
| Deliverables   |  |   |
| <b>ASSESSMENT</b>  | Staff & Parent Surveys (to assess perceptions and beliefs about <b>substance use</b> discipline) & analysis (<5 minute survey) <input checked="" type="checkbox"/><br>Staff & Parent Surveys (to assess perceptions and beliefs about <b>overall</b> discipline culture) & analysis (10-15 minute survey) <input type="checkbox"/><br>Administrator Surveys (10 minute survey to assess substance use discipline practice) <input checked="" type="checkbox"/><br>Optional Substance Use Exclusionary Discipline Data Review <input checked="" type="checkbox"/><br>Interviews and thematic analysis with key stakeholders for input on perspectives on strengths and needs in discipline system. <span style="font-size: small;">Focused on substance use only: Up to 4 interviews.</span> <input type="checkbox"/><br>Substance Use & Mental Health Multi-Tiered Intervention Mapping <input checked="" type="checkbox"/><br>Administrator alignment in substance use discipline procedure (for large building or multi-school projects) <input checked="" type="checkbox"/><br>Substance Use Discipline Policy & Handbook/Procedure Review <input checked="" type="checkbox"/><br>Optional Review of HYS Data <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/><br><input checked="" type="checkbox"/><br><input checked="" type="checkbox"/><br><input checked="" type="checkbox"/><br><span style="font-size: small;">Focused on substance use &amp; overall discipline climate: Up to 6 interviews.</span> <input type="checkbox"/><br><input checked="" type="checkbox"/><br><input type="checkbox"/><br><input checked="" type="checkbox"/><br><input checked="" type="checkbox"/> |
| <b>FEEDBACK</b>  | Substance Use Discipline Feedback Report with Strengths/Needs <input checked="" type="checkbox"/><br><b>Overall</b> School Discipline Climate/Culture Feedback Report <input type="checkbox"/><br><b>One-hour facilitated Feedback meeting</b> with Administrative Team to reflect on feedback. <input checked="" type="checkbox"/><br>Substance Use Discipline Menu of Recommendations Report <input checked="" type="checkbox"/>   | <input checked="" type="checkbox"/><br><input checked="" type="checkbox"/><br><input checked="" type="checkbox"/><br><input checked="" type="checkbox"/>  |
| <b>PLAN</b>  | <b>One-hour facilitated Recommendations Review</b> meeting to prioritize recommendations. <input checked="" type="checkbox"/><br>Substance Use Comprehensive Discipline Action Plan working draft. <input checked="" type="checkbox"/>   | <input checked="" type="checkbox"/><br><input checked="" type="checkbox"/>  |
| <b>IMPLEMENTATION</b>  | <b>Additional facilitated meetings</b> with small team(s) from school to further reflect, refine, and implement best practice recommendations. <span style="font-size: x-small;">(Note: all projects include at least two facilitated meetings prior to this point to reflect on feedback and recommendations with a small team).</span><br>Personalized <b>Toolkit</b> with resources to help support school implement and monitor substance use practice recommendations. <input checked="" type="checkbox"/><br><i>Optional</i> all staff or small group personalized <b>trainings</b> in areas of school discipline best practice. Trainings may be live or recorded and shared. <span style="font-size: small;">Up to 1 hr of staff training</span>   | <b>Up to 4 additional facilitated meetings</b><br><input checked="" type="checkbox"/><br><span style="font-size: small;">Up to 2 hours of staff training</span>   |

Contact [Tammy@cascadiayouthmentalhealth.com](mailto:Tammy@cascadiayouthmentalhealth.com) with questions.

Updated April 2024

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Exhibit F – Amendment #7



## Learning Network: 24-25 School Year

|  |  |
|--|--|
| <b>Target Audience</b>                   | For Prevention Professionals (Coalition Coordinators, Student Assistance Professionals, and other youth prevention roles) who are partnered with a school or district that is <b>currently or previously</b> completed a school discipline consulting project with Cascadia Youth Mental Health PLLC.  |
| <b>Goals</b>                             | <ol style="list-style-type: none"> <li>1. Build a <b>community of practice</b> for youth substance use prevention professionals who are <i>participating or previously participated</i> in the School Discipline consulting projects.</li> <li>2. Increase substance use prevention professionals' capacity to <b>meaningfully engage and partner</b> with their school during substance use school discipline assessment or <i>re-assessment (for previous projects)</i>.</li> <li>3. Increase substance use prevention professionals' <b>knowledge of best practices and their role in substance use school discipline change</b>.</li> <li>4. Increase <b>substance use prevention professionals' capacity to support</b> their schools and district with <b>implementation and monitoring of substance use discipline recommendations</b>.</li> </ol>  |
| <b>Funding &amp; Participation Notes</b> | <p>The Learning Network is a recommended "add-on" to the consulting service packages for Coalitions and/or Student Assistance Professionals that are partnered with schools participating in school discipline consulting project. It is also available for Coalitions and Prevention professionals whose schools previously participated in a consulting project. <b>The deliverables provided in the Learning Network are not otherwise provided during the consulting project.</b> The Learning Network follows the timeline and focus of the consulting project; and utilizes the feedback and data from current and previous consulting projects. The consulting project's target audience is the school; while the Learning Network's target audience is the Coalition or prevention partner. The goal of the Learning Network is primarily to build the capacity of Prevention Partners to participate in the consulting project and provide support with implementation of recommendations provided by the consultant. The Learning Network intends to build local capacity to implement best practices in preventing and responding to substance use.</p> |

**Learning Network Standard Plan: \$2,380**

- Includes at least seven, once monthly **1-1 Consulting Calls** (up to 1 hr per call, 1 call per month per Coalition) between prevention professional (e.g., SAP, Coalition Coordinator) and the Consultant.
- Once Monthly **Learning Network Session** from Aug-June (at least 10 hours of Training and Collaborative Work). Includes up to 3 slots per Coalition to attend Live sessions.

*Coalitions associated with current consulting projects are strongly encouraged to join the Learning Network. You will have access to consultant-facilitated meetings with school partners as part of that SUDBPA project scope and budget.*

**Learning Network Plus Plan: \$3,880**

*This is only an option for Coalitions who previously completed consulting project.*

- Includes at least seven, 1-1 Consulting Calls (up to 1 hr per call, 1 call per month) between prevention professional (e.g., SAP, Coalition Coordinator) and Tammy Dee.
- Once Monthly **Learning Network Session** from Aug-June (at least 10 hours of Training and Collaborative Work). Includes up to 3 slots per Coalition to attend Live sessions.
- Up to 3 facilitated meetings with Admin/Small Team from School to reassess needs and refine action plan (includes time for prep, facilitation, and follow-up).

*If this doesn't meet your needs; fully customized consulting packages may be available to **previous participants** upon request.*



# SUBSTANCE USE DISCIPLINE LEARNING NETWORK

A Learning network for Prevention Professionals Supporting Schools with Substance Use Discipline Best Practices

For **Coalition Coordinators, SAPs, and Prevention Professionals in WA!**

## PURPOSE

Build a community of practice for youth substance use prevention professionals who are participating or previously participated in the School Discipline consulting projects.

You will collaborate and learn from similar roles who are currently and previously participated in a school discipline consulting project, and increase your capacity to support your schools as they develop plans to implement best practices in substance use proactive and reactive discipline.

## WHAT YOU CAN EXPECT BY JOINING

- Meaningful contribution to the School Discipline System Check-Up<sup>SM</sup> and Substance Use Discipline Best Practice Audit<sup>SM</sup> projects.
- Clear strategy for engaging youth in school discipline culture change.
- Enhanced ability to support schools in implementing discipline project recommendations.

## WHO THIS IS FOR

Coalition Coordinators, Student Assistance Professionals (SAPs), and other youth substance use prevention roles in schools **who are participating, or previously participated (since 2020)**, in either the *Substance Use Discipline Best Practice Audit<sup>SM</sup>* or the *School Discipline System Check-Up Project<sup>SM</sup>*.

## FREQUENCY

Optional once monthly meeting for duration of consulting project (10 sessions total), access to monthly Office Hours for TA.

## Format



- Virtual sessions on Zoom
- Meetings will include:
  - Presentations
  - Small group discussions
  - Q&A/Troubleshooting, and
  - Work sessions

All focused on Substance Use Discipline and designed to complement consulting project process & timeline.

## Resources Provided



- Facilitated sessions will be recorded and shared with participants;
- At least 7 months of Office Hours available for 1-1 Technical Assistance;
- Worksheets and resource sharing provided before & after sessions.



# SUBSTANCE USE DISCIPLINE LEARNING NETWORK

## SAMPLE SESSION TOPICS



- Facilitating **Youth Listening Sessions** about on-campus substance use;



- **Motivational Interviewing** for Policy, Systems, and Environmental Changes;



- **Analyzing Youth Listening Session Data** and next steps for youth engagement;



- **School Discipline Culture** & the role substance use prevention professionals;



- Role of Prevention Professionals in best practice **Proactive Communication** of Substance-Free Campus to all stakeholders;



- **Substance Use Enforcement Strategies in Schools** and how to support schools in implementing best practices;



- Substance Use **Alternative to Suspension** best practices, referral pathways, communication, and evaluation strategies;



- Strategies for **Coalition Coordinators and SAPs to improve outcomes and sustainability of changes** associated with the school discipline consulting projects.

## PARTICIPANT LIMITATIONS

This Learning Network is only available to substance use prevention professionals who are partnered with a school or district that is participating, or previously (since 2020) participated, in either the *Substance Use Discipline Best Practice Audit<sup>SM</sup>* or the *School Discipline System Check-Up Project<sup>SM</sup>* offered by Cascadia Youth Mental Health PLLC. The target audience is Prevention Professionals who are helping their Schools implement recommendations from discipline consulting projects. Some Learning Network sessions may be appropriate for **School Administrators** to attend as well.

Contact: Tammy Dee, MSW, LICSW  
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# SUBSTANCE USE DISCIPLINE LEARNING NETWORK

## PRICING SHEET 2024-2025 SCHOOL YEAR PER COALITION OR SCHOOL DISTRICT

### STANDARD \$2,380

*Current or former projects*

- ✓ At least 7 months of access to Office Hours for 1-1 Technical Assistance Calls
- ✓ Once Monthly Learning Network Sessions From Aug-June (Training and Collaborative work/troubleshooting)

Standard plan is for participants who are partnered with a school that is completing the project for the first time in the 24-25 school year. Participants who sign up for a school discipline consulting project after Oct 2024 will be able to join at a prorated rate.

\***Office Hours** means calls will be available to be scheduled on a specific day and time range. For example, 2nd & 4th Thursdays from 9am-3pm.

Note: Current (24-25 school year) consulting project participants will have access to up to 6 facilitated meetings **as part of the consulting project**, which is a separate project and budget.

### SUSTAIN \$3,880

*For partners that previously completed consulting project who want additional Technical Assistance & facilitation support.*

- ✓ At least 7 months of access to Office Hours for 1-1 Technical Assistance Calls
- ✓ Once Monthly Learning Network Sessions From Aug-June (Training and Collaborative work/troubleshooting)
- ✓ Up to **3 facilitated meetings led by Consultant (up to 1.25 hours each)** with Admin or a Small Team from school to reassess needs & update action plan collaboratively.

\*Sustain Plan is focused on implementing, refining, and sustaining changes resulting from previous consulting projects. It is only available for schools and Coalitions who previously participated in a school discipline consulting project and are looking to revisit or sustain implementation of project recommendations. Also available for Coalitions or Schools with staff turnover since previous project was completed.

**Regional funding sources may be available to support eligible Coalition or SAP participation in Learning Network**