



MEMORANDUM

RECEIVED

NOV 29 2023

WHATCOM COUNTY
EXECUTIVE'S OFFICE

TO: Satpal Sidhu, County Executive
FROM: Kristine Glasgow, Detention Manager *King*
RE: Advanced Registered Nurse Practitioner
DATE: October 6, 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 continue her contract through 2024 and update the total contract amount, described in Exhibit B.

Funding Amount and Source

The total contract amount for Shawna Bosman, Advanced Registered Nurse Practitioner to provide medical services to youth in Juvenile Detention is \$35,919 will be paid out of the Juvenile Detention 1970 budget.

Differences from Previous Contract

There are no changes to Exhibit A, Statement of work. This amendment increases the hourly rate to \$167.00 and decreases the amount of funding for training and licensing, for an overall reduction of \$696.00.

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.
202201024-4

Amendment No. 4
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 extends the original contract 202201024 for an additional year, from January 1 through December 31, 2024.

Exhibit A Scope of Work remains the same as was included in Amendment 202201024-3.

This Amendment updates Exhibit B Compensation to provide for a rate increase to \$167.00 per hour and a reduction in training/licensing reimbursements, for an amended total consideration of \$35,919.

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: January 1, 2024, 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

STATE OF WASHINGTON)

) ss.

COUNTY OF WHATCOM)

On this 28 day of Nor, 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.



NOTARY PUBLIC in and for the State of Washington,

Renee L. Nix printed name,

residing at Bellingham

My commission expires 10.19.27.



WHATCOM COUNTY:

Recommended for Approval:

[Signature] 10/9/23
Dave Reynolds Date

Approved as to form:

Karen Frakes per-email 10/10/23
Karen Frakes, Prosecuting Attorney Date

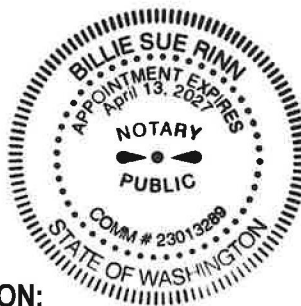
Approved:

Accepted for Whatcom County:

By: [Signature] Exec Pro Tem
Carol Frazey, Whatcom County Executive Pro Tem

STATE OF WASHINGTON)
) SS
COUNTY OF WHATCOM)

On this 29th day of November, 2023, before me personally appeared Carol Frazey 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.
Pro Tem



[Signature]
NOTARY PUBLIC in and for the State of Washington,
Billie Sue Rinn, printed name.
residing at Bellingham. My commission
expires 4/13/27.

CONTRACTOR INFORMATION:

Shawna Bosman, ARNP
1650 Van Dyk Road
Lynden, WA 98264
360-393-8757
shawnabosman@hotmail.com

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 maximum consideration shall not exceed \$35,919. This provides for 205.5 hours of medical services provided, up to \$600 reimbursement for required training/licensing, and an annual \$1,000 administrative fee to assist with contractor liability insurance.
2. The Provider shall provide the County with a monthly invoice for services rendered. 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 @\$167.00 for the first hour or any part thereof. Time in excess of one hour will be billed in increments of one-half hour at \$83.50 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 one-half hour at \$83.50 each half hour, or part thereof. Licensing fees and time required for training will be listed as separate line items on the invoice.

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.