WHATCOM COUNTY CONTRACT INFORMATION SHEET

Whatcom County Contract No. 202201024-4

Originating Department:	Superior Court	
Division/Program: (i.e. Dept. Division and Program)	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 Ren Yes O No O If Amendment or Renewal, (per W	newal to an Existing Contract?Yes • No •WCC 3.08.100 (a))Original Contract #:	
Does contract require Council Approval? Yes O No O Already approved? Council Approved Date:	If No, include WCC: Previously approved (Exclusions see: Whatcom County Codes 3.06.010, 3.08.090 and 3.08.100)	
Is this a grant agreement? Yes O No O If yes, grantor agency contract	number(s): CFDA#:	
Is this contract grant funded? Yes O No O If yes, Whatcom County grant contract number(s):		
Is this contract the result of a RFP or Bid process? Yes O No O If yes, RFP and Bid number(s):	Contract Cost Center:	
Is this agreement excluded from E-Verify? No 💽 Yes C	If no, include Attachment D Contractor Declaration form.	
If YES, indicate exclusion(s) below: Professional services agreement for certified/licensed professional. Goods and services provided due to an emergency Contract work is for less than \$100,000. Contract work is for less than 120 days. Interlocal Agreement (between Governments). Contract Amount:(sum of original contract amount and any prior amendments): 95,679 (Orig contract, Amd 1, 2, and 3 This Amendment Amount: 95,679 (Orig contract, Amd 1, 2, and 3 This Amendment Amount: 935,919 (this Amendment for 2024) Total Amended Amount: 9 131,598 Commary of Scope: Commany of Scope: Comma		
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 an hourly rate increase with a reduction in funding for training/licensing.		
Term of Contract: 1 year	Expiration Date: 12/31/2024	
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WHATCOM COUNTY Superior Court Administration 311 Grand Avenue, Suite 301 Bellingham, WA 98225



David Reynolds Director

MEMORANDUM

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WHATCOL JOUNTY EXECUTIVE'S OFFICE

TO: Satpal Sidhu, County Executive

FROM: Kristine Glasgow, Detention Manager

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.



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 _____ day of _____ day of _____ 2023.

CONTRACTOR:

Shawna Bosman, ARNP

oonan Aker

Shawna Bosman, ARNP

STATE OF WASHINGTON)

) ss.	
COUNTY OF WHATCOM)	Shawna
On this 28 day of Nor 202	before me personally appeare of the	to me known to be the and who executed the above instrument and who
acknowledged to me the act of sign		
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E CHEEL NI	N MIL	NOTARY PUBLIC in and for the State of Washington,
THE SOTARL		residing at Bellingham
180865	NON	My commission expires 10.19.27.
111, 0× 10, 10-19.	A CONTRACTOR	
IL E OF WA	an I	

Last edited 10/05/2023

WHATCOM COUNTY: Recommended for Approval:

Dave Reynolds

Approved as to form:

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

Approved: Accepted for Whatcom County:

Exectaten By:

) SS

Whatcom County Executive Pro Term Carol Frazer,

STATE OF WASHINGTON

COUNTY OF WHATCOM

On this 29th day of November, 2023, before me personally appeared Carol Frazer 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.

NOTARY PUBLIC in and for the State of Washington,

ALIMAN AND A minimu

, printed name. Billie Rinn My commission residing at Bellingham expires 4

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 on-half hour at \$83.50 each half hour, or part thereof 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.