

AMENDMENT 4 TO AGREEMENT FOR PROFESSIONAL SERVICES

CONSULTANT: Purpose. Dignity. Action.
(f/k/a Public Defender Association)

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COUNTY DEPT: Snohomish County Prosecutor

DEPT. CONTACT PERSON: Michael Held, Chief of Staff

TELEPHONE/FAX NUMBER: 425-388-6357/425-388-6333

PROJECT: Snohomish County LEAD Expansion and
Recovery Navigator Project

AMOUNT: Not to exceed \$435,000 annually

FUND SOURCES: HCA LEAD Grant (Contract #K5738)
North Sound BH-ASO (RNP Contract)

CONTRACT DURATION: July 27, 2020, through October, 2023, as
extended/renewed pursuant to Section 2 hereof

AMENDMENT 4 TO AGREEMENT FOR PROFESSIONAL SERVICES

This Amendment 4 to the Agreement for Professional Services (the “Agreement”), executed on September 8, 2021, by and between Snohomish County, a political subdivision of the State of Washington (“County”) and Public Defender Association, a Washington nonprofit corporation (the “Contractor”), and subsequently amended on September 27, 2021, October 18, 2021, and September 29, 2022, is made and entered into on this _____ day of November 2023.

For and in consideration of the covenants hereinafter set forth and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the County and Contractor agree that the Agreement shall be amended as follows:

Section 1. There is hereby added to Section 1, Purpose of Agreement; Scope of Services the following additional services:

A. LEAD Program Director Services. The LEAD Program Director’s duties shall also include:

- Directly supervise and manage the work assignments of the LEAD and RNP Program Assistant.

E. LEAD and RNP Program Assistant Services.

i. ***LEAD and Recovery Navigator Program Assistant Skills and Abilities.*** Together, Contractor’s Director and LEAD Program Director shall ensure that the LEAD and RNP Program Assistant demonstrates the following skills/qualifications:

- Excellent written and verbal communication skills;
- Self-motivated with strong interpersonal, public speaking and problem-solving skills;
- Exceptional time management and organizational skills with little need for oversight;
- Sharp attention to detail with ability to multitask;
- Advanced computer skills, including ability to create charts, enhance spreadsheets, create flyers and, visual presentations and other documents for public consumption;
- Professional ability to interact with community leaders while representing the Snohomish County LEAD and RNP programs;
- Knowledge of public health is desired, including concepts of harm reduction, health equity, health disparities and cultural humility;
- Experience as an administrative or executive assistant in high volume office environment working with highly sensitive or confidential information;
- Knowledge of medical terminology, behavioral health and human services issues is desired;
- Experience facilitating meetings;

- Experience writing professional letters, taking notes. and producing print materials for a governmental program.

ii ***LEAD and RNP Program Assistant Duties.*** The LEAD and RNP Program Assistant, under the supervision of the Snohomish County LEAD Program Director, shall Assist the Program Direct in managing the everyday operation of the two programs. The LEAD and RNP Program Assistant, duties shall include the following:

- Manage data collection, deadlines and contract reporting and provide to Program Director;
- Prepare statements, reports, flyers and promotional materials;
- Create print materials for staff, officer and community training;
- Develop visual presentations for LEAD program;
- Prepare and distribute agendas, minutes and other documents;
- Attend LEAD Snohomish County meetings and take dictation and transcribe material;
- Partake in community meetings, listen, take notes and report back to Program Director;
- Provide support at Operation Work Group (OWG), Policy Coordinating Group (PCG), and other meetings with community partners
- Maintain records pertaining to program activities;
- Organize calendars, schedule appointments, make travel arrangements.;
- Attend regular one-on-one meetings with Program Director;
- In absence of Program Director, act as liaison for program needs, filter issues, set priorities and serve as primary point of contact for Program Director;
- Perform additional tasks to support and at the direction of the Program Director.

Section 2. Sections 3(A) and 3(F) of the Agreement are hereby deleted and amended as follows:

3. Compensation.

A. Services

The County will reimburse Contractor monthly, upon submission of an invoice for all salary and benefits paid to the Snohomish County LEAD Program Director, the Snohomish County Recovery Navigator Program Coordinator, and the LEAD and RNP Program Assistant. The total cost of wages, benefits and administration incurred shall not exceed the contract maximum agreed to in this contract.

F. Contract Maximum

Total charges under this Agreement, all fees and expenses included, shall not exceed \$265,000 from July 27, 2020, through June 30, 2022.

Within this contract maximum, the total charges for services payable under this Agreement, including all fees and expenses but excluding Limited Financial Support, shall not exceed \$450,000 from July 1, 2022, through September 30, 2023.

Within this contract maximum, in addition to the total charges for services, the total charges payable for Limited Financial Support shall not exceed \$18,000 from July 1, 2022, through September 30, 2023.


Except as set forth in this Amendment, the Agreement is unaffected and shall continue in full force and effect in accordance with its terms. If there is conflict between this Amendment and the Agreement or any earlier amendment, the terms of this Amendment will prevail.

Agreed and Accepted by the Undersigned Parties:

SNOHOMISH COUNTY:

PURPOSE. DIGNITY. ACTION.:

Kenneth Klein Date
Snohomish County Executive Director
On behalf of the County Executive

 12/6/2023

Lisa Dugaard Date
Co-Executive Director/Policy

COUNCIL USE ONLY	
Approved	<u>12/13/2023</u>
ECAF #	<u>2023-1454</u>
MOT/ORD	<u>Motion 23-552</u>