

CITY OF MARYSVILLE AGENDA BILL

EXECUTIVE SUMMARY FOR ACTION

CITY COUNCIL MEETING DATE: December 9, 2020

AGENDA ITEM:	
Snohomish County Human Services Grant	
PREPARED BY:	DIRECTOR APPROVAL:
Joanna Martin	
DEPARTMENT:	
Parks, Culture and Recreation	
ATTACHMENTS:	
Snohomish County Human Services Contract	
BUDGET CODE:	AMOUNT:
00110337 370700	\$15,000.00
SUMMARY: The Parks, Culture and Recreation Department was awarded a renewal grant-in-aid agreement through the Snohomish County Human Services Department to offset personnel costs and benefits for senior programs. The total grant of \$15,000 covers part of the salary of the Program Specialist assigned to the Ken Baxter Community Center. The Parks, Culture and Recreation Department generates all reporting documents required by Snohomish County for this grant. This contract was approved earlier in the year and we are now bringing back a Contract Amendment for approval. This amendment reduces or removes a couple of previous included requirements making the process to receive the grant funding easier.	

RECOMMENDED ACTION:

Staff recommends that the Council authorize the Mayor to sign the "Snohomish County Human Service Contract".



SNOHOMISH COUNTY HUMAN SERVICES DEPARTMENT
 3000 ROCKEFELLER AVENUE, M/S 305 | EVERETT, WA 98201
 (425) 388-7200

CONTRACT AMENDMENT

1. Contract Number: A-19-76-01-200	2. Amendment Number: 1	3. This Amendment herein- after identified as: A-19-76-01-200(1)	4. Amount of Contract Award as Amended: \$15,000
5. Name and Address of Contracting Organization: City of Marysville / Ken Baxter Senior Community Center 6915 Armar Road Marysville, WA 98270 <input type="checkbox"/> Subrecipient <input checked="" type="checkbox"/> Contractor		6. Title of Project / Service: Senior Center Projects	

7. THIS ITEM APPLIES ONLY TO BILATERAL AMENDMENTS.
 The Contract identified herein, including any previous amendments thereto, is hereby amended as set forth in Item 8 below by mutual consent of all parties hereto.

8. TERMS OF AMENDMENT. (Indicate the amount of an increase/decrease in contract and new beginning and ending dates, if applicable). The Contract referred to in Item 1 above is revised as follows:

A. Exhibit A, Specific Terms and Conditions, is amended as follows:

1. Section I, Documents Incorporated: All references to "2019 LTCA Program Instructions" have been removed. Referenced documents and exhibits listed have been revised.
2. Section II, Reporting Requirements: The submittal of the 2019 Activities Report, Point in Time (PIT) / Client Satisfaction Annual Survey and Report and 2019 Opioid Education Plan are no longer required and have been removed from Section II.
3. Section IV: Reimbursement: Reimbursement language updated to be consistent with department requirements.

B. Exhibit A, Specific Terms and Conditions, is superseded by Exhibit A-1, as attached.

C. Exhibit B, Statement of Work, Section II, Minimum Service Requirements, is revised to remove references to 2019 Activity Report, 2019 Senior Center PIT / Client Satisfaction Annual Survey and 2019 Opioid Education Plan and revise language in II.B. Unduplicated Participants.

D. Exhibit B, Statement of Work, is superseded by Exhibit B-1, as attached.

9. ALL OTHER TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND ANY PREVIOUS AMENDMENTS THERETO REMAIN IN FULL FORCE AND EFFECT.

FOR THE CONTRACTING ORGANIZATION:

FOR SNOHOMISH COUNTY:

 (Signature) (Date)

 Mary Jane Brell Vujovic, Director (Date)
 Department of Human Services

 (Title)

EXHIBIT A-1

SPECIFIC TERMS AND CONDITIONS

SENIOR CENTER PROJECTS

I. DOCUMENTS INCORPORATED BY REFERENCE

In performing the services under this Contract, the Agency shall comply with the *Senior Center Standards and Self-Assessment Workbook: Guidelines for Practice*, 1990 Edition, National Council on the Aging, incorporated by reference and maintained on file at Snohomish County Human Services Long Term Care & Aging, hereinafter referred to as "County."

II. REPORTING REQUIREMENTS

The Agency shall submit required reports on a format supplied or approved by the County. The County may withhold payment until receipt of overdue reports.

Report Titles	Due
2019 Senior Center Quarterly Report: Unduplicated Participants, Volunteer Hours and Large Events	15th of the month following the reporting quarter
All regularly published and mailed senior center newsletters, brochures, and other documents that detail programs/services	When printed and/or published

III. HOURS OF SERVICE

The Agency shall be open and provide services during its normal business hours of 10:00 a.m. through 3:00 p.m. Monday through Friday.

IV. REIMBURSEMENT

In addition to the Reimbursement Procedures in Section XXXII of the Basic Terms and Conditions agreement, the Agency shall submit monthly requests for reimbursement based on program expenses and be accompanied by monthly expenditure reports showing line item expenditures corresponding to the attached Exhibit C, Contract Budget or amended Exhibit C.

V. TRAINING REQUIREMENTS

The Agency shall establish a training plan for all employees performing services under this Contract. The plan shall provide for orientation of new employees and ongoing in-service training for continuing employees. The training must be provided by qualified persons and will include either formal training sessions or on-the-job training. The dates and topics of training received shall be documented in a central file or in the personnel files of all employees who have received the training.

VI. EMERGENCY PROCEDURES

- A. The Agency shall establish written procedures to be followed in the event a client becomes ill or is injured while at the Agency senior center or if staff is at the client's home. The plan must be thoroughly explained to staff and volunteers.

- B. The Agency shall have a plan for serving clients during periods when normal services may be disrupted. Disruption to normal services may include earthquakes, floods, snowstorms, and other natural disasters. Particular attention should be made for those clients who are most at risk.
 - 1. When services are delivered at the Agency senior center, the plan will include contact information for high-risk clients, a list of emergency services, and stores of emergency provisions.
 - 2. When services are delivered off site, the plan will include contact information for high-risk clients.

VII. CLIENT GRIEVANCE PROCEDURES

Written information regarding Grievance Procedures shall be posted in the Agency senior center in a location readily visible to clients.

VIII. INTERAGENCY COORDINATION

The Agency shall identify agencies with whom it has regular relationships and whose activities bear a substantial impact upon the delivery of services under this Contract.

IX. STAFF REQUIREMENTS

The Agency shall retain sufficient qualified staff (paid or volunteer) to perform the following services:

- A. Administration and staff supervision;

- B. Accounting;
- C. Clerical services; and
- D. Custodial services.

X. NONDISCRIMINATION

In addition to the provisions contained in Section XVII of the Basic Terms and Conditions agreement referenced on the Contract face page, the following terms apply:

The Agency and any subagencies shall comply with International Building Code Requirements for Barrier-Free Accessibility, WAC 51-50-005, as amended. The Agency and subagencies shall provide barrier-free access to and egress procedures from facilities, meeting places, and structures that will enable the use of all programs and services for the disabled community.

XI. ENTIRE AGREEMENT

This Contract, including all documents attached to or incorporated by reference, contains all the terms and conditions agreed upon by the parties. No other understandings or representations, oral or otherwise, regarding the subject matter of this Contract, shall be deemed to exist or bind the parties.

EXHIBIT B-1

STATEMENT OF WORK

SENIOR CENTER PROJECTS

I. SERVICE DEFINITION

The Agency shall operate, or provide for the operation of, a senior center. A senior center is a community facility where Snohomish County residents, age 55 and over meet, receive services and participate in activities that enhance their dignity and support their involvement in the life and affairs of the community. The Agency shall meet the minimum service requirements described in Section II below.

II. MINIMUM SERVICE REQUIREMENTS

A. Reports

The Agency shall promptly submit all required reporting forms completed in prescribed detail on the dates set forth in Exhibit A, Specific Terms and Condition. The County may withhold payment until receipt of overdue reports.

B. Unduplicated Participants

The Agency shall provide programs, services and activities to a minimum of two hundred fifty (250) unduplicated participants per year. The Agency service area is identified by relevant zip codes detailed in the 2019 Senior Center Quarterly Report program instructions provided to the Agency.

C. Quarterly Reports

The Agency shall submit Quarterly Reports that document verifiable unduplicated participant data and total volunteer hours for the quarter. To be eligible as a participant, a person must be a Snohomish County resident, aged 55 or older, who has signed in and participated in a center-sponsored activity and for whom the Agency has a name, date of birth and/or age, and address. The Agency shall also report data for large and/or special events held at the senior center.

D. Opioid Education Project Requirements

1. Opioid Education Training and/or Presentation Objectives

- a. The Agency shall, at a minimum, provide two (2) opioid education trainings and/or presentations that includes the proper use, handling and

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disposal of prescription medication with an emphasis on opioids. Trainings and/or presentations should, at a minimum, focus on meeting the following objectives:

- 1) Participants should have a better understanding of what opiates are and how they work;
 - 2) Participants should be provided information about opiate use, misuse and abuse;
 - 3) Participants should have a better understanding of opiate overdose and poisoning;
 - 4) Participants should be more aware of prevention resources in the community (such as medication storage, medication disposal and education);
 - 5) Participants should understand how to administer Narcan and Naloxone; and
 - 6) Participants should have a better understanding of preventing overdose.
- b. The presenter (volunteer and professional) must receive and use the Human Services Department Senior Center Opioid Training PowerPoint as guidance in order to focus the training on meeting training objectives.
 - c. The Agency must verify participant attendance using a sign-in sheet for any trainings offered.
 - d. After each training, the Senior Center Opioid Education Survey must be offered to participants and collected upon completion. Completed surveys will be submitted to the County for analysis.
2. The Agency shall provide opioid abuse prevention curriculum in five (5) senior center activities.
 3. The Agency shall complete and submit the end-of-year 2019 Senior Center Opioid Education Project Questionnaire by January 31, 2020.

E. Snohomish County Senior Center Standards

The Agency shall organize and operate the senior center in compliance with the attached Exhibit M, Snohomish County Senior Center Standards, which are derived from the National Council on Aging (NCOA) and National Institute of Senior Centers (NISC) accreditation standards.

H. Council on Aging Senior Center Committee

The Agency shall send a representative to scheduled Council on Aging Senior Center Committee meetings.

III. MONITORING AND EVALUATION

The Agency shall cooperate with the County in monitoring activities of senior center operations annually or as deemed appropriate by the County.