



SCOTT COUNTY HEALTH DEPARTMENT  
Administrative Center  
600 W. 4<sup>th</sup> Street  
Davenport, Iowa 52801-1030  
Office: (563) 326-8618 Fax: (563)326-8774  
[www.scottcountyiowa.com/health](http://www.scottcountyiowa.com/health)



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September 16, 2013

To: Dee F. Bruemmer, County Administrator  
From: Edward Rivers, Director

RE: FY14 County Agreement with the Center for Alcohol & Drug Services, Inc. for  
Prevention Services

As you are aware, the County Agreement with the Center for Alcohol & Drug Services, Inc. (CADS) that was brought to the Board of Supervisors for signature in June did not include the dollars that the Board provides to CADS for Prevention Services. At that time, the County Substance Abuse Prevention Contract from the Iowa Department of Public had not been received.

Since that time, the Contract has been received, signed and a subcontract with CADS has been developed and approved by the Iowa Department of Public Health, as required by Contract.

I would ask that the Subcontract be placed on the September 24, 2013 Committee of the Whole Agenda for review and discussion.

**BOARD OF SUPERVISORS**

Administrative Center  
600 West 4<sup>th</sup> Street  
Davenport, Iowa 52801  
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**CONTRACT #:** 64048-38A-CADS14

**PROJECT TITLE:** County Substance Abuse Prevention Services

**PROJECT PERIOD:** July 1, 2013 through June 30, 2014

**CONTRACT AMOUNT:** \$40,000

**CONTRACT PERIOD:** July 1, 2013 through June 30, 2014

**FUNDING SOURCE:**

COUNTY: \$30,000.00  
STATE: \$10,000.00

**CONTRACT ADMINISTRATOR INFORMATION:**

NAME/TITLE: Joseph P. Cowley, President/CEO  
PHONE: 563-332-8974  
FAX: 563-336-8826  
E-MAIL: [jcowley@cad-s-ia.com](mailto:jcowley@cad-s-ia.com)

**CONTRACTOR:** Center for Alcohol & Drug Services, Inc.  
1523 S. Fairmount  
Davenport, IA 52802

The Contractor agrees to perform the work and to provide the services described in the Special Conditions for the consideration stated herein. The duties, rights and obligations of the parties to this contract shall be governed by the Contract Documents, which include the Special Conditions, Iowa Department of Public Health General Conditions, Iowa Department of Public Health Request for Bid and Scott County’s Application.

The Contractor has reviewed and agrees to the General Conditions effective January 1, 2013 Revised 1.10.13 as posted on the Iowa Department of Public Health’s Web site under *Funding Opportunities*: [www.idph.state.ia.us](http://www.idph.state.ia.us) or as available by contacting Teri Arnold at (563) 326-8618 ext. 8809. The contractor specifies no changes have been made to the Special Conditions or Iowa Department of Public Health General Conditions.

The parties hereto have executed this contract on the day and year last specified below.

**For and on behalf of the County:**

**For and on behalf of the Contractor:**

By: \_\_\_\_\_  
Larry Minard, Chair  
Scott County Board of Supervisors

By: \_\_\_\_\_  
Joseph P. Cowley, President/CEO  
Center for Alcohol & Drug Services, Inc.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Special Conditions for Contract # 64048-38A-CADS14

### Article I- Identification of Parties:

This contract is entered into by and between the Scott County Board of Supervisors hereinafter referred to as the COUNTY and the Center for Alcohol & Drug Services, Inc. hereinafter referred to as the CONTRACTOR. The CONTRACTOR is a licensed and accredited substance abuse agency located in Scott, County, Iowa. The Iowa Department of Public Health is referred to as the STATE.

### Article II - Designation of Authorized County Official:

Larry Minard, Chairman of the Scott County Board of Supervisors, is the Authorized County Official for this contract. Any changes in the terms, conditions, or amounts specified in this contract must be approved by the Authorized County Official. Negotiations concerning this contract should be referred to Edward Rivers at (563) 326-8618.

### Article III - Designation of Contract Administrator:

Joseph P. Cowley has been designated by the CONTRACTOR to act as the Contract Administrator. This individual is responsible for financial and administrative matters of this contract. Negotiations concerning this contract should be referred to Joseph P. Cowley at (563) 332-8974.

### Article IV-Key Personnel for Project Implementation

The following individual(s) shall be considered key personnel for purposes of fulfilling work and services of this contract:

#### County Personnel

Name	Title	E-mail address
Larry Minard	Chairman	<a href="mailto:board@scottcountyiowa.com">board@scottcountyiowa.com</a>
Edward Rivers	Health Director	<a href="mailto:health@scottcountyiowa.com">health@scottcountyiowa.com</a>
Amy Thoreson	Deputy Health Director	<a href="mailto:amy.thoreson@scottcountyiowa.com">amy.thoreson@scottcountyiowa.com</a>
Teri Arnold	Administrative Office Assistant/Fiscal Officer	<a href="mailto:teri.arnold@scottcountyiowa.com">teri.arnold@scottcountyiowa.com</a>

#### Contractor Personnel

Name	Title	E-mail address
Joseph P. Cowley	President/CEO	<a href="mailto:jcowley@cads-ia.com">jcowley@cads-ia.com</a>
Janet Rector	Director of Quality Services	<a href="mailto:jrector@cads-ia.com">jrector@cads-ia.com</a>
Kurt Streicher	Vice-President/CFO	<a href="mailto:kstreicher@cads-ia.com">kstreicher@cads-ia.com</a>

The Contractor shall notify the COUNTY within ten (10) days of any change of Contract Administrator or Key Personnel.

### Article V - Statement of Contract Purpose:

To provide substance abuse services in Scott County not currently being funded by any other state or federal funds.

**Article VI - Description of Work and Services:**

In compliance with the COUNTY and STATE approved work/action plan for FY2014 (Attachment 1), the CONTRACTOR shall provide substance abuse prevention and related services that are not currently funded by any other state or federal funds and that will include only:

- Prevention,
- Education,
- Intervention, or
- Referral/post-treatment services

**NOTE:** These funds may not be used for out of state travel. These funds may not be used for promotional items, t-shirts, banners, subscriptions, dues or certification costs. No meals for project participants other than light refreshments such as non-alcoholic beverages, vegetables, crackers/chips, etc.

**Article VII – Performance Measure**

A total of 5% of the contractual amount shall be withheld from payment if the Contractor does not:

- Meet the submitted work/action plan goals as approved and detailed in the application;  
AND
- Submit Year End Report and 4<sup>th</sup> (or final) Expenditure Workbook by due date as per **Article VIII.-Reports.**

These monies will be withheld and deducted from the final payment.

**Article VIII - Reports:**

The CONTRACTOR shall prepare and submit the following reports to the COUNTY on forms provided by the COUNTY:

<b>Report</b>	<b>Date Due</b>
Quarterly Expenditure Workbook	July-September 2013 expenses due October 18, 2013 October-December 2013 expenses due January 17, 2014 January-March 2014 expenses due April 18, 2014 April-June 2014 (Final) expenses due July 11, 2014
Year End Report	Submitted with the Quarterly Expenditure Workbook that finalizes services due July 11, 2014

\* All reports should be signed by key personnel using non-black ink.

Reports shall be sent to:

Scott County Health Department  
600 West 4<sup>th</sup> Street  
Davenport, Iowa 52801-1030  
E-mail: [health@scottcountyiowa.com](mailto:health@scottcountyiowa.com)

**Article IX - Budget:**

Category	STATE Budget	COUNTY Budget
Salary/Benefits	\$10,000.00	\$30,000.00

The CONTRACTOR shall receive written approval from the COUNTY prior to spending the final three (3) percent of total funds awarded.

**Article X - Payments:**

1. The COUNTY provides contractual payments on the basis of reimbursement of actual expenses in accordance with Iowa Code 8A.514.
2. The COUNTY will not reimburse travel amounts in excess of limits established by Iowa Department of Administrative Services.
  - a. Instate maximum allowable amounts for food are \$8.00/breakfast, \$12.00/lunch and \$23.00/dinner; lodging maximum \$83 plus taxes per night and mileage maximum of \$0.39 per mile.
  - b. These funds may not be used for Out of State travel.
3. It is mutually understood and agreed upon that the CONTRACTOR will ensure:
  - a. Invoices are submitted to the COUNTY for expenses incurred during each quarter only, as per contract language;
  - b. Expenses are submitted to the COUNTY for review/approval **each quarter** (also applies if \$0 expended); and
  - c. Quarterly expenses forwarded to the COUNTY reflect only actual expense incurred and shall be reported in approved budget line items as shown in **Article IX**.
4. Final payment may be withheld until all contractually required reports have been received and accepted by the COUNTY. At the end of the contract period, unobligated STATE contract amount funds shall revert to the STATE and unobligated COUNTY amount funds shall revert to the COUNTY.

**Article XI – Additional Conditions**

1. As a condition of the contract, the CONTRACTOR shall assure linkage with the local board of health. The CONTRACTOR will assure that the local board of health has been actively engaged in planning for, and evaluation of, services. It will also maintain effective linkages with the local board of health, including timely and effective communications and ongoing collaboration.
2. Federal and State funds made available under this contract shall be used to supplement and increase the level of state, local and other non-federal funds that would in the absence of such Federal and State funds be made available for the programs and activities for which funds are provided and will in no event take the place of state, local and other non-federal funds.

3. The disbursement of funds under this contract is contingent upon the continued availability of COUNTY and STATE funds.
4. Any use of the STATE'S name, logo, or other identifier must have prior written approval from the STATE.
5. All Description of Work or Services revisions must be approved by the COUNTY prior to implementation. Requests for Description of Work or Services revisions must be received by the COUNTY on or before March 10, 2014.
6. CONTRACTOR shall allow COUNTY, STATE, and any of their duly authorized representatives to have access, for the purpose of audit and examination, to any documents, papers, and records of the CONTRACTOR pertinent to this contract.
7. The parties to this agreement shall attempt to mediate disputes which arise under this agreement by engaging in mediation with a mutually-agreed upon mediator. Each party shall bear 50% of the costs of such mediation. In the event the parties are unable to reach agreement, the parties shall submit their dispute to binding arbitration by a board of arbitration as provided for in Iowa Code section 679A.19.
8. Scott County shall be named as an additional insured under the comprehensive liability policy maintained by CADS and providing minimum coverage of \$1 million. A copy of the certificate of insurance shall be on file in the Office of the County Administrator.
9. CADS shall hold harmless from and indemnify Scott County against all claims, suits, actions, costs, attorney fees, expenses, damages, judgments, or decrees, incurred by any reason of any person or persons or property being damaged or injured by CADS or any agent or employee of CADS.
10. CADS shall comply with all applicable laws and regulations pertaining to its operation, and shall not discriminate in providing services on the basis of race, color, creed, national origin, sex, handicapping conditions or religious affiliation.
11. None of the funds provided through this Contract shall be used for any partisan political activity nor shall they be used to further the election of any candidate for political office.

## Description of Work and Services

Target Population: Youth, adults, and families who reside in Scott County, Iowa

Anticipated number to be served: 500

Description of Work or Services (Specific Action Plan including Goals):

The proposed services associated with this application will be provided through a subcontract with the Center for Alcohol & Drug Services, Inc. (CADS). CADS provides substance abuse prevention services for males and females, adults and youth, on and off-site at multiple locations, during varied times and days within Scott County. Prevention recipients are primarily youth and are engaged through schools, juvenile court, youth service agencies, parents, and peers.

The Institute of Medicine (IOM) distinguishes between programs based upon who is targeted: the entire population (universal), those at risk (selective), or persons exhibiting the early stages of use or related problem behavior (indicated). Services for the County Substance Abuse Prevention Services subcontract will be directed at all three IOM categories. Specific to this grant, certified Prevention Specialists will use evidence-based practices through a broad array of prevention strategies. This will include health fairs and educational opportunities to businesses, schools and the community (universal). Students involved in SUMMIT, a residential-based program for adolescent males who have demonstrated disruptive patterns at home, in school or in their community and various other programs at the Wittenmyer Learning Campus will receive educational groups on substance abuse issues (selective and indicated).

**Goal: Inform residents of Scott County regarding Alcohol, Tobacco, and Other Drug issues.**

<b>SERVICES</b>	<b>DELIVERABLES</b>
Participate in community health fairs as requested for local employers, agencies, businesses, and schools.	CENTER staff will participate in at least 20 health fairs in FY14.

**Goal: Increase the perception of harm of Alcohol, Tobacco, and Other Drug use.**

<b>SERVICES</b>	<b>DELIVERABLES</b>
Conduct at least 20 presentations on Alcohol, Tobacco, and Other Drugs; conduct pre and post testing.	75% of participants surveyed on pre and post tests will have increased or maintained their knowledge of substance abuse.
Conduct pre/post-test evaluations.	

**Goal: Educate and support youth who are at high risk of substance use.**

<b>SERVICES</b>	<b>DELIVERABLES</b>
Meet weekly with youth in the SUMMIT program for education classes using the evidence based curriculum, <i>Too Good for Drugs</i>	At the end of each cycle, 75% of participants will have increased or maintained their knowledge related to risks associated with substance use.
Conduct pre/post-tests at the end of each 8 week cycle	

Anticipated number of Direct Service hours to complete services: 150

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES  
THAT THIS RESOLUTION HAS BEEN FORMALLY  
APPROVED BY THE BOARD OF SUPERVISORS ON

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SCOTT COUNTY AUDITOR

## R E S O L U T I O N

### SCOTT COUNTY BOARD OF SUPERVISORS

September 26, 2013

#### APPROVAL OF FY2013 CONTRACTUAL AGREEMENT BETWEEN THE CENTER FOR ALCOHOL & DRUG SERVICES, INC. (CADS) AND SCOTT COUNTY

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

- Section 1. That the FY2014 Contractual Agreement between the Center for Alcohol & Drug Services, Inc. (CADS) and Scott County for reimbursement for prevention services on a monthly basis to include a detailed accounting of actual expenses is hereby approved in the amount of \$40,000.
- Section 2. That the chairman is hereby authorized to sign said agreement.
- Section 3. This resolution shall take effect immediately.