



Scott County Health Department

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Item #8
8/22/17

August 15, 2017

To: Mahesh Sharma, County Administrator
From: Edward Rivers, Director

RE: FY18 County Agreement with the Center for Alcohol & Drug Services, Inc. for Prevention Services

The County Agreement with the Center for Alcohol & Drug Services, Inc. (CADS) that was brought to the Board of Supervisors for signature in May 2017 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 Health had not been received.

Since that time, the Contract has been received and signed, and a subcontract with CADS has been developed and approved by the Iowa Department of Public Health, as required by Contract. This Contract includes the \$30,000 of County Dollars that leverage the \$10,000 from the Iowa Department of Public Health.

I would ask that the Subcontract be placed on the August 24, 2017 Committee of the Whole Agenda for review and discussion.

BOARD OF SUPERVISORS

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CONTRACT #: 64048-38A-CADS18

PROJECT TITLE: County Substance Abuse Prevention Services

PROJECT PERIOD: July 1, 2017 through June 30, 2018

CONTRACT AMOUNT: \$40,000

CONTRACT PERIOD: July 1, 2017 through June 30, 2018

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

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 and all other contract provisions for the County Substance Abuse Prevention funding. 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 Proposal and Scott County’s Application.

The Contractor has reviewed and agrees to the General Conditions effective July 1, 2016 as posted on the Iowa Department of Public Health’s Web site under *Funding Opportunities*: 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: _____

By: _____

Carol Earnhardt Chair
Scott County Board of Supervisors

Joseph P. Cowley, President/CEO
Center for Alcohol & Drug Services, Inc.

Date: _____

Date: _____

Special Conditions for Contract # 64048-38A-CADS18

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:

Carol Earnhardt, 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
Carol Earnhardt	Chairman	board@scottcountyiowa.com
Edward Rivers	Health Director	health@scottcountyiowa.com
Amy Thoreson	Deputy Health Director	amy.thoreson@scottcountyiowa.com
Teri Arnold	Administrative Office Assistant/Fiscal Officer	teri.arnold@scottcountyiowa.com

Contractor Personnel

Name	Title	E-mail address
Joseph P. Cowley	President/CEO	jcowley@cads-ia.com
Janet Rector	Director of Quality Services	jrector@cads-ia.com
Kurt Streicher	Vice-President/CFO	kstreicher@cads-ia.com

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 prevention 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 FY2018 (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:

- Substance Abuse Education Services;
- Substance Abuse Prevention Services;
- Substance Abuse Referral Services; and/or
- Substance Abuse Post-treatment Services.

NOTE: These funds may not be used for out-of-state travel, out-of-state speakers, promotional items, t-shirts, banners, incentives, 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

CONTRACTOR shall meet the FY2018 work plan goals and objectives as submitted and approved by the COUNTY and STATE.

A disincentive totaling five percent (5%) of the state contractual amount shall be withheld from the first and second quarterly claims. The monies will be released upon confirmation that the goals and objectives were met.

Article VIII - Reports:

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

Report	Date Due
Semi-Annual Progress Report	January 19, 2018
Quarterly Expenditure Workbook	July-September 2017 expenses due November 1, 2017
	October-December 2017 expenses due January 31, 2018
	January-March 2018 expenses due May 2, 2018
	April-June 2018 (Final) expenses due July 20, 2018
Year End Report	July 20, 2018

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

Reports shall be sent to:

Scott County Health Department
600 West 4th Street
Davenport, Iowa 52801-1030
E-mail: 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 \$98.00 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. The COUNTY will reimburse the CONTRACTOR for expenditures at a rate not to exceed the percentage that the contract amount represents of the total budget (excluding soft match).
5. 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 work plan 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 April 20, 2018
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.

FY2018 Work Plan

Goal 1: To increase perception of harm related to use and misuse of alcohol. Baseline measure: 71% of all grades perceived moderate to great risk, Iowa Youth Survey 2014, C9.	
Objective 1	Activities
By June 30, 2018, conduct presentations to a minimum of 250 parents or school personnel with 75% of 250 participants increasing or maintaining their perception of harm related to use and misuse of alcohol.	<ul style="list-style-type: none"> a. Present at PTA/PTO meetings, as requested by schools, to provide information on alcohol issues. b. Through school events (school registration, parent meetings, or open house), staff will inform the public on science-based or community-based prevention programs.
Objective 2	Activities
By June 30, 2018, conduct presentations to a minimum of 300 people with 75% of 300 participants increasing or maintaining their perception of harm related to use and misuse of alcohol.	<ul style="list-style-type: none"> a. Participate in community health fairs, as requested, for local employers, agencies and businesses to provide information on alcohol issues. b. Conduct one-time presentations to community groups such as city councils, board of health, county planning councils, business associations, and service clubs about substance abuse and the potential risk and consequences. c. Through community meetings, staff will inform the public on science-based or community-based prevention programs.
Goal 2: To reduce 30 day use of marijuana. Baseline measure 6% of Scott County students in grades 6,8 and 11 report marijuana use in the past 30 days, Iowa Youth Survey 2014, B16.	
Objective 3	Activities
Conduct the curriculum Aggression Replacement Training-ART to high risk and indicated populations. By June 30, 2018, 75% of 50 participants surveyed on pre-post tests will have increased or maintained their perception of harm related to marijuana use.	<ul style="list-style-type: none"> a. Meet weekly with at-risk youth at an alternative high school, serving three of the four school districts, to conduct the evidence based curriculum, Aggression Replacement Training-ART. b. Conduct pre/post tests at the end of each 10 week cycle.
Objective 4	Activities
Conduct skill building sessions with youth at high risk and indicated populations. By June 30, 2018, 75% of 100 participants surveyed on pre-post tests will have increased or maintained their perception of harm related to marijuana use.	<ul style="list-style-type: none"> a. Co-facilitate at least 10 skill-building sessions regarding prevention of high risk behaviors and marijuana use with representatives of other community agencies such as but not limited to Scott County Juvenile Court Services and Family Resources Youth Alternative Program. b. Meet monthly with indicated population in Scott County Detention to facilitate skill building sessions and educate on harm related to marijuana use.

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

August 24, 2017

APPROVAL OF FY2018 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 FY2018 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.