

**VERDANT HEALTH COMMISSION  
INDEPENDENT CONTRACTOR AGREEMENT**

THIS CONTRACT is made by and between Snohomish County Public Hospital District No. 2, doing business as Verdant Health Commission, a municipal corporation, hereinafter referred to as (the "District"), and the Edmonds School District, hereinafter referred to as (the "Contractor.")

**RECITALS**

- The District desires to have the following services performed during the 2018-2019 academic school year ("The Program"):
  - a. an LGBTQ Youth, Family and Community Event
  - b. two Mental Health Workshops for families
- Contractor agrees to perform these services for the District under the terms and conditions set forth in this contract.

In consideration of the mutual promises set forth herein, it is agreed by and between the District and Contractor:

**SECTION 1. DESCRIPTION OF WORK.** The work to be performed by Contractor includes but is not limited to, the following:

1. Plan and Coordinate an LGBTQ Youth, Family and Community Event
  - The event will include presentations by professionals working with LGBTQ youth; community based organizations supporting families with LGBTQ Youth; and students who represent the LGBTQ community within their schools. Some presentations will be geared toward youth and others towards adults who support LGBTQ youth at home, in school or in the community. Presentations will address health topics including, but not limited to:
    - Supporting the behavioral health needs of LGBTQ youth and their allies including self-esteem, anxiety, depression, and addressing stigma & homophobia.
    - Supporting the sexual health needs of LGBTQ youth and their allies including HIV prevention, STI education & testing and healthier life choices around sex.
    - Strategies for parents/caregivers/caring adults to support the healthy development of a youth's emotional, physical, sexual and gender identity.
  - All sessions will be presented in English with interpreters available as requested through workshop registration.
  - Clock hours will be available for participating school district employees.
  - Continuing education hours for behavioral health professionals (LICSW, LMHC, LMFT, etc.) will be offered if a presenter can be secured who meets the qualifications and can provide the necessary oversight to offer the hours.
  - Dinner and childcare will be offered to facilitate parent involvement.
  - Promotional Materials, including posters & flyers, will be printed to inform schools and the community about the event.

2. Coordinate two Mental Health Workshops for families during the 2018-2019 academic school year at schools or school district property located in the Hospital District. The primary contact from the Edmonds School District is Sally Guzman, Family Engagement Specialist.
  - Each workshop will be 2 hours long facilitated by a licensed mental health professional designed to help parents improve their coping strategies, manage stress and learn about community mental health resources to support their family.
  - Promotional flyers and a community resource handout will be translated into the top five languages of students/families in the district
  - All sessions will be presented in English with interpreters available as requested through workshop registration.
  - Each session will offer a light dinner and childcare to facilitate parent involvement.

SECTION 2. RELATIONSHIP OF PARTIES. The parties intend that an independent contractor - District relationship will be created by this contract. Contractor is not to be considered an agent or employee of the District for any purpose, and is not entitled to the benefits provided by the District to its employees, including but not limited to, group insurance, pension plans, paid vacation, sick leave and paid holidays. Contractor is free to contract for similar services to be performed for others by Contractor while he is under contract with the District. It is further understood that the District does not agree to use Contractor exclusively but is free to engage other independent contractors to perform the same work that Contractor performs hereunder.

SECTION 3. PAYMENT. The District shall compensate Contractor:

LGBTQ Youth, Family & Community Event

The sum of up to \$2500.00 to plan & coordinate an event for youth, families, educators, social service & health providers and the community to include:

- Reimbursement for presenters for up to 6 breakout sessions including professionals, non-profit groups and students. Payment can include honorariums in the form of gift cards where appropriate.
- Dinner for up to 100 people
- Interpretation services @ \$35.00/hour
- Translation of resource handouts/evaluations @\$35.00/page
- Printing of promotional posters, flyers and programs for the event
- Childcare – providers reimbursed the sum of \$25.00/hour

Family Mental Health Workshops

- The sum of \$200.00 per session for facilitation by up to 2 licensed mental health professionals (up to \$800.00 for 2 workshops).
- The sum of \$35.00 per page for translation of a 1 page resource/handout and 1 page evaluation survey in 4 languages (up to \$280.00).
- The sum of \$35.00 per hour for 2.5 hours of interpretation per session, for up to 3 languages. (up to \$525.00 for 2 workshops).
- The sum of \$25.00 per hour for 2 childcare providers for 2.5 hours per session (up to \$250.00 for the 2 workshops).
- The sum of \$300 per session for food (up to \$600.00 for 2 workshops).

The total not-to-exceed maximum for the Program is \$5,000.00.

The Program will be provided at no charge to the public, and the contractor will not accept any additional payment from program participants for The Program.

A minimum registration of 25 people is required to hold the LGBTQ Youth, Family and Community Event. With less than 25 registrants, the event will be cancelled and no payment will be provided.

Contractor will invoice the District after each Workshop, for the full amount to administer the Program according to the rates and maximums listed above in SECTION 3.

#### SECTION 4. PROGRAM LOGISTICS & MARKETING

The Contractor will coordinate all registration activities and will collaborate with the District to promote the Program.

SECTION 5. CONTRACTOR SELF-PROMOTION. During the hours the Contractor is engaged under this agreement, Contractor, or their designated providers, will refrain from the promotion of his/her services to participants in the Program. The Contractor, or their designated providers, is free to conduct his/her normal business activities outside of the time the Contractor is contracted by the District.

SECTION 6. TAXES. Contractor shall be solely responsible for payment of all taxes owed as a result of work performed under this contract, including estimated federal income tax liability, self-employment tax, and Social Security (FICA) tax. The District shall not, under any circumstances deduct any taxes from Contractor's payments. On the effective date of this Agreement, Contractor agrees that he/she is responsible for filing at the next applicable filing period, both under this Agreement and in fact, a schedule of expenses with the IRS for the type of business the individual is conducting.

SECTION 7. TIME DEVOTED TO WORK. In the performance of this service, the aforesaid services and hours to be worked will be entirely within Contractor's control. A schedule of maximum hours/fees is referenced in Section 3 of this agreement. No additional fees will be provided without the express written consent of the District.

SECTION 8. UNIFIED BUSINESS IDENTIFIER NUMBER. On the effective date of service of this Agreement, if required by Washington State, Contractor has a certificate of professional liability coverage and an established account with the Washington Department of Revenue, for the business Contractor is conducting for the payment of all state taxes normally paid by employers and businesses and has registered for and received a unified business identifier number from the State of Washington.

SECTION 9. RECORDKEEPING. Contractor acknowledges and agrees to maintain records that reflect its activities under this Agreement, to include hours worked, records of expenses incurred, and program registration information to include rosters of attendees and program surveys collected at the conclusion of the Program. Contractor will develop an evaluation survey in consultation with the District to include, but not limited to, the following information:

- Total attendance at each event/workshop (kids, students, adults and community members)
- Attendance by language
- Zipcode of participants
- List of mental health needs in answer to the question “I need help with.....”
- List of mental and physical health interests for future community programs

Surveys will be administered at each event/workshop. Contractor will provide a summary report in English to the District within 6 weeks of each Workshop including, but not limited to, topics covered, survey results and relevant workshop outcomes. Contractor will comply with all local, state and federal laws including, if applicable, the federal Health Insurance Portability and Accountability Act (“HIPAA”).

SECTION 10. DURATION. Either party may cancel this contract on thirty (30) days’ written notice; otherwise, the contract shall remain in force for the term beginning January 1, 2019 and continue until and including July 31, 2019.

AGREED TO:

PUBLIC HOSPITAL DISTRICT NO. 2

SNOHOMISH COUNTY, WASHINGTON

By: \_\_\_\_\_

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

Robin Fenn, PhD, LICSW Superintendent

EDMONDS SCHOOL DISTRICT

By: \_\_\_\_\_

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_