#### **AMENDMENT TO AGREEMENT 2263**

This Amendment ("Amendment") to Kitsap Public Health District Contract for Youth Cannabis & Commercial Tobacco Prevention Program (the "Contract"), is entered into between the Kitsap County Human Services ("Contractor") and the Kitsap Public Health District ("District").

### RECITALS

WHEREAS, the Parties entered into the Contract effective July 1, 2022; and

WHEREAS, Washington State Department of Health has extended the contract by one year, and thus, has made changes to the statement of work, and the parties have agreed it is desirable to adjust funding; and

### NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

- I. <u>Amendment of Contract Section 1. Period of Performance</u>. The date of the contract will extend to June 30, 2025.
- II. Amendment of Contract Section 4. Statement of Work and Budget.

  Subcontractor shall furnish the necessary personnel, equipment material, and / or services and otherwise do all things necessary for or incidental to the performance of the work set forth in ATTACHEMENT A-2, attached hereto and incorporated herein. ATTACHMENT A of the initial contract remains unchanged.
- III. <u>Amendment of Contract Section 5. Compensation.</u> \$26,000 dollars will be added to the total budget for Kitsap County during this amendment period for a total compensation of \$78,129.
- IV. <u>Other Provisions Unchanged.</u> The other provisions of the Contract remain unchanged.
- V. <u>Effective Date</u>. The effective date of this Amendment is the date last executed by all parties.
- VI. <u>Authorization</u>. Each party signing below warrants to the other party that they have the full power and authority to execute this Amendment on behalf of the party for whom they sign.

IN WITNESS WHEREOF, the Parties have subscribed their names hereto.

[SIGNATURES FOLLOW ON THE NEXT PAGE]

## KITSAP PUBLIC HEALTH DISTRICT

Yolanda Fong
Yolanda Fong
Administrator

07/02/2024
Date:

Dated this 14 day of OC, 2024.

KITSAP COUNTY BOARD OF COMMISSIONERS

KATHERINE T. WALTER Chat

CHRIST NE ROLFES, Commissioner

**CHARLOTTE GARRIDO, Commissioner** 

ATTEST:
Dana Daniels, Clerk of the Board



## ATTACHMENT A-2 – SCOPE OF WORK AND BUDGET Kitsap County Human Services July 1, 2024 – June 30, 2025

As a subrecipient of KPHD under the Washington Department of Health funded Youth Cannabis & Commercial Tobacco Prevention Program (YCCTPP), Kitsap County Human Services agrees to the following activities funded in full or part by the associated budget.

Activity	
Planning & Coordination of Regional Network	Coordinate and maintain the Olympic Prevention Partnership steering committee and network.  Invite new community partners to join the Olympic Prevention Partnership Steering Committee.  Attend four regional networking meetings (July 2024 – June 2025)  Each subcontractor will be responsible for planning one of the above meetings. Refer to the workplan for schedule.
Implementation	<ul> <li>2024-2025 Strategies for Youth Cannabis &amp; Commercial Tobacco Prevention:</li> <li>Social Norms: Media &amp; Health Communications</li> <li>Youth Empowerment &amp; Engagement</li> <li>Decision-maker Engagement</li> <li>Policy, System, Environmental Changes</li> <li>Specific Kitsap County activities are described in the 2024-2025 YCCTPP workplan. Please refer to the workplan for guidance on which activities fall under</li> </ul>
Monitoring and Reporting	each funding source. Workplans are subject to change. Any changes will be approved by both parties.  Monitor progress for each activity as appropriate; submit monthly narrative and data reports as requested by KPHD on the 5 <sup>th</sup> of every month.
Midterm Evaluation	By February 1, 2025, report progress to CTPP Regional Coordinator. If needed, adjust activities to ensure spend down. Conduct a mid-year workplan re-evaluation.
Calls/Meetings	Participate in monthly conference call with KPHD and attend webinars as scheduled; respond to correspondences related to CTPP from the Department of Health; respond to activity assessments/surveys administered by KPHD as appropriate per scope of work.
Invoicing	Submit monthly invoices by the 20 <sup>th</sup> of the month following the month in which costs were incurred, except for the Final Expenditure Report and Request for Reimbursement in each federal fiscal year (due July 1, 2025). Invoices must include supporting documentation such as timecards for staff time and copies of invoices paid for goods and services.

## Budget July 1, 2024 - June 30, 2025

Cannabis	Cost	Description
Staff Salary	\$10,000	
Benefits	\$3,400	
Indirect	\$1,600	
Goods & Services	TO SERVICE OF SECTION 1	
Mileage		
Travel/Training	\$1,000	YCCTPP Annual, WSPHA, Other approved training
Total Kitsap	\$16,000	

Tobacco	Cost	Description
Staff Salary	\$8,000	
Benefits	\$1,000	3.5
Indirect	\$1,000	Committee of the commit
Goods & Services		
Mileage		
Travel/Training		And a green of the second of t
Total Kitsap	\$10,000	production production and production of the second

## **Funding Source**

Chart of Accounts Program Name or Title	BARS Code	7/1/24 - 6/30/25
SFY25 DEDICATED CANNABIS ACCOUNT (DCA)	334.04.93	\$10,000
SFY25 YOUTH TOBACCO VAPOR PRODUCTS (YTVP)	334.04.93	\$16,000
		Total = \$26,000

### Youth Cannabis and Commercial Tobacco Prevention Program (YCCTPP) Overview

**Purpose:** To provide state and federal funding to regional networks and priority population networks to plan, implement, and evaluate cannabis and commercial tobacco\* (including vaping products) prevention and control activities.

\*Note: Commercial tobacco includes any product that contains tobacco and/or nicotine, such as cigarettes, cigars, electronic cigarettes, hookah, pipes, smokeless tobacco, heated tobacco, and other oral nicotine products. Commercial tobacco does not include FDA-approved nicotine replacement therapies.

Mission Statement: The Youth Cannabis and Commercial Tobacco Prevention Program's mission is to prevent initiation and reduce cannabis and commercial tobacco use by youth, ages 12-20, support adults who influence these youth, leverage resources for promoting and supporting commercial tobacco dependence treatment, and reduce cannabis and commercial tobacco-related inequities within Washington State.

Impact: The impact YCCTPP hopes to make is to reduce initiation and use of cannabis and commercial tobacco by youth (ages 12-20), especially among populations most adversely affected by marijuana use throughout Washington State.

#### Progress Objectives (Measured by Healthy Youth Survey)

- Decrease percentage of 10th grade students (statewide) who have used cannabis and commercial tobacco on at least one day in the past 30 days.
- Decrease percentage of 10th grade students who have used cannabis and commercial tobacco on at least one day in the past 30 days in African American/Black, Latino/Hispanic, Asian/Pacific Islander, American Indian/Alaska Native, and LGBTQ population.
- Decrease the percentage of 10th grade students who first used cannabis and commercial tobacco before they were 14 years old.

#### **YCCTPP Statewide Program Goals**

- 1. Establish networks that foster collaboration and innovation in youth cannabis and commercial tobacco use prevention.
- 2. Promote sustainability through evaluation, program, and personnel development, and establishing relevancy to current issues.
- 3. Promote equity through centering voices of those endure inequities, building a space for those with lived experience, while acknowledging past oppression and the harm it has caused to communities
- Utilizing upstream prevention approach by drawing from existing science-based frameworks to create policy, systems, and environmental change

#### **Deliverables**

- Deliverable 1: Develop Network Annual Work Plan
- Deliverable 2: Network Equity Assessment
- Deliverable 3: Organization and Network Administrative Plan
- Deliverable 4: Implement Annual Work Plan and Report Progress
- Deliverable 5: Assess Program Implementation

## **Olympic Prevention Partnership**

### Work Plan- 2023- 2024 Fiscal Year

Coordination Plan	
Required Activities By DOH	
Hire or assign project staff	
Assure all staff working with youth have an acceptable criminal background check on file.	
Participate in performance measure data collection activities in collaboration with DOH.	
Participate in project evaluation activities developed and coordinated by DOH.	
Participate in meetings with State YCCTPP contractors hosted by the DOH.	
Participate in Monthly YCCTPP Practice collaborative meeting	
Attend a one-day workshop with other Department of Health YCCTPP contractors to receive orientation and foster collaboration (Year 1 only. Travel paid by DOH).	
Provide workforce development training, technical assistance and support to project partners as needed.	
Participate in the recruitment of Healthy Youth Survey participation with school districts in your community.	
Create data management plan to protect participant confidentiality	
Additional Coordination Efforts	DEFECT STORY
Submit Monthly State Report to DOH.	
Conduct monthly check-in calls with subcontractors.	
Attend monthly check-in call with DOH contract manager.	
Mini-grant coordination and management.	
Participate in Statewide Commercial Tobacco Prevention Coalition.	
Participate in the statewide strategic planning process for the 2024 fiscal year.	
Participate in the statewide evaluation process directed by DOH.	
Administer the regional network (see meeting schedule below).	
Participate in DOH Needs Assessment process in Spring 2024.	

## **OLYMPIC PREVENTION PARTNERSHIP**

Regional Meeting Schedule, 2023-2024



# **PSE Goal 1: Youth Empowerment**

To increase youth empowerment in our region by partnering with youth-serving organizations to create sustainable pro-social leadership opportunities for youth to communicate their needs to policymakers, and by encouraging and providing other pro-social leadership activities for youth.

**Objective 1:** Regionally, offer 6 opportunities for youth empowerment by working with stakeholders to develop pro-social activities.

**Objective 2:** Conduct a review of prosocial work that has been & can be implemented at schools and community organizations catered towards the Olympic Region and compile into a report. Distribute this report to our 3 subcontractors and additional interested parties.

Which State goal(s) does this contribute to? 2, 3, 4

#### **Network Activities**

	The second second			
Youth Engagement Strategy 1: Network Management &	k Sustainability			
Activity	Substance(s) Addressed	Funding Source(s)	Who is responsible?	By when? Or How often?
Invite youth serving organizations to attend Olympic Prevention Partnership.	Cannabis & Commercial Tobacco	Both	All subcontractors	Ongoing
Youth Engagement Strategy 2: Collaboration & Engagen	nent	1		
Activity	Substance(s) Addressed	Funding Source(s)	Who is responsible?	By when? Or How often?
Collaborate with community partners and youth- serving organizations to host at least <u>two</u> prosocial leadership opportunities in each county. Promote to local decision-makers. Examples: Art Advocacy events, Townhalls, youth-led events, etc.	Cannabis & Commercial Tobacco	Both	All subcontractors	Implement 06/30/2025
Use mini-grants to build and maintain relationships with community organizations by allowing them to promote protective factors in youth or families at youth-servings organizations.	Cannabis & Commercial Tobacco	Both	Regional lead, JCPH	Release: 12/1/24 Award: 02/15/25 Complete: 06/15/25
Promote and implement youth leadership development programs at local school districts, such as Youth2Youth.	Cannabis & Commercial Tobacco	Both	ЈСРН	Implement 06/30/2024
Collaborate with youth serving organizations to prepare youth for participating in Prevention Policy Day, for 2025 (Date, TBD)	Cannabis & Commercial Tobacco	Both	Regional Lead & All subcontractors	Complete: 01/15/2025
Youth Engagement Strategy 3: Media & Communication				
Activity	Substance(s) Addressed	Funding Source(s)	Who is responsible?	By when? Or How often?
Advertise prosocial events through social media. Boost as necessary. Report any boosting.	Cannabis & Commercial Tobacco	Both	All subcontractors	Ongoing
Youth Engagement Strategy 4: Education & Technical As	sistance			
Activity	Substance(s) Addressed	Funding Source(s)	Who is responsible?	By when? Or How often?

Invite youth to participate in youth advocacy trainings locally and statewide.	Cannabis & Commercial Tobacco	Both	Regional Lead & All subcontractors	Ongoing
Participate in the statewide Youth Cannabis Prevention Efforts in groups like: the Youth Cannabis Prevention Collaborative, the Rural Network, the Youth Empowerment Workgroup, Prevention Voices WA, etc.	Cannabis & Commercial Tobacco	Both	Regional Lead & All subcontractors	Ongoing
Youth Engagement Strategy 5: Workforce Development				
Activity	Substance(s) Addressed	Funding Source(s)	Who is responsible?	By when? Or How often?
Participate in monthly skill enhancement opportunities. These may include webinars, trainings, and other opportunities forwarded from the regional lead. Participate in a minimum of one skill enhancement opportunity per month.	Cannabis & Commercial Tobacco	Both	All subcontractors	One per month

## **PSE Goal 2: Youth in Transition**

To provide systems to help youth/young adults in transition stay quit from Commercial Tobacco. Focus on providing access to evidence-based therapies and healthy coping strategies.

access to evidence-based therapies and healthy coping strategies.

Objective 1: Assess the current needs for helping youth involved with the juvenile system to stay quit in Kitsap by creating a visual mapping tool for resources around Kitsap. Share this tool with relevant partners once developed.

Objective 2: Develop a response plan based on the needs assessment for working with youth involved with the Kitsap County and Clallam County juvenile detention centers. Distribute this response plan to our subcontractors and both Kitsap and Clallam Juvenile detention centers.

and Clallam Juvenile detention centers.				Marine Marine
Which State goal(s) does this contribute to? 2, 3,			And the latest the lat	-
	Network Activit	ties		
JDCs Strategy 1: Network Management & Sustain	ability			
Activity	Substance(s)	Funding	Who is	By when? Or
	Addressed	Source(s)	responsible?	How often?
Invite juvenile detention center staff to join	Cannabis & Commercial	Both	Regional lead	Ongoing
Olympic Prevention Partnership.	Tobacco	Don't	regional redu	Oligonig
IDCs Strategy 2: Collaboration & Engagement				
Activity	Substance(s)	Funding	Who is	By when? Or
	Addressed	Source(s)	responsible?	How often?
Continue outreach to Kitsap County JDC and foster further partnership via collaboration with programs implemented with the Kitsap County JDC.	Cannabis & Commercial Tobacco	Both	Regional lead	Ongoing
Work with community partners to put in place a network to help youth released from the Juvenile Detention Center to stay quit from cigarettes and ecigarettes.	Commercial Tobacco	Commercial Tobacco	Regional lead	Complete: 02/30/2025
Explore outreach with Clallam Juvenile Detention and potential collaboration between KPHD, Clallam uvenile Detention, and Kitsap Juvenile Detention.	Cannabis & Commercial Tobacco	Both	Regional lead	Complete: 01/31/2025
DCs Strategy 3: Media & Communication				
Activity	Substance(s)	Funding	Who is	By when? Or
	Addressed	Source(s)	responsible?	How often?
Collaborate with Kitsap County Juvenile and Family Court Services to assess their need regarding information for prevention and cessation services. Create an information flyer/pamphlet/page if Kitsap County Juvenile expresses interest.	Commercial Tobacco	Commercial Tobacco	Regional Lead	Complete: 07/01/2024
DCs Strategy 4: Education & Technical Assistance				
ctivity	Substance(s)	Funding	Who is	By when? Or
rovide ongoing technical assistance to JDCs about	Addressed Commercial	Source(s) Commercial	responsible?	How often?
essation resources for youth released from JDCs.	Tobacco	Tobacco	Regional Lead	Ongoing
OCs Strategy 5: Workforce Development			No.	
ctivity	Substance(s) Addressed	Funding Source(s)	Who is responsible?	By when? Or How often?
contractors will complete at least one training or ead one best practice guidance on working with outh in juvenile detention each quarter.	Commercial Tobacco	Commercial Tobacco	Regional Lead	One every 3 months

# **PSE Goal 3: Positive Community Norms**

To change community perceptions regarding cannabis and tobacco use, both regarding its prevalence and its perceived risk, among youth and adults. Engage with community organizations and community members to increase awareness of current data and trends regarding youth substance use.

**Objective 1**: Create opportunities for youth to view data regarding substance use trends relevant to their communities within 3 schools.

**Objective 2:** Facilitate events and standing agreements with 3 community organizations to showcase positive community norms materials to the youth and parents they serve.

Which State goal(s) does this contribute to? 1, 4

#### Network Activities

Net	twork Activities			
Positive Community Norms Strategy 1: Network Mana	agement & Susta	ainability		
Activity	Substance(s) Addressed	Funding Source(s)	Who is responsible?	By when? Or How often?
Invite youth serving organizations to attend Olympic Prevention Partnership.	Cannabis & Commercial Tobacco	Both	All subcontractors	Ongoing
Collect data via methods such as focus groups to assess current community values, perceptions, and gaps regarding youth cannabis and tobacco use.	Cannabis & Commercial Tobacco	Both	Regional Lead	Complete: 08/01/2024
Positive Community Norms Strategy 2: Collaboration	& Engagement			
Activity	Substance(s) Addressed	Funding Source(s)	Who is responsible?	By when? Or How often?
Collaborate with OESD 114 to promote positive community norms regarding substance use in their youth populations via policy and environmental change.	Cannabis & Commercial Tobacco	Both	Regional Lead	Ongoing
Collaborate with community organizations and external partners to promoting positive community norms regarding substance use within the Olympic Region via policy and environmental change.	Cannabis & Commercial Tobacco	Both	Regional Lead	Ongoing
Maintain readiness to work with the parks service regarding smoke and vape free parks.	Cannabis & Commercial Tobacco	Both	Kitsap Human Services	Ongoing
Positive Community Norms Strategy 3: Media & Comm	nunication	Harris		
Activity	Substance(s) Addressed	Funding Source(s)	Who is responsible?	By when? Or How often?
Use social media to help change community norms about youth cannabis and commercial tobacco use. This could include statewide media toolkits like You Can and Under the Influence of You, etc.	Cannabis & Commercial Tobacco	Both	Regional Lead & All subcontractors	One per month
Obtain positive community norm materials using current available resources that will work for each county in the Olympic Region.	Cannabis & Commercial Tobacco	Both	Regional Lead & Kitsap Human Services	Implement: 09/01/2024
Positive Community Norms Strategy 4: Education & Te	chnical Assistan	ce		
Activity	Substance(s) Addressed	Funding Source(s)	Who is responsible?	By when? Or How often?
Provide technical assistance to schools and community organizations regarding the interpretation of data and terminology used in promoting positive	Cannabis & Commercial Tobacco	Both	Regional Lead & All subcontractors	Ongoing

community norms alongside implementation of policy and environmental changes.				
Positive Community Norms Strategy 5: Workforce Dev	elopment			
Activity	Substance(s) Addressed	Funding Source(s)	Who is responsible?	By when? Or How often?
Participate in monthly skill enhancement opportunities. These may include webinars, trainings, and other opportunities forwarded from the regional lead. Participate in a minimum of one skill enhancement opportunity per month.	Cannabis & Commercial Tobacco	Both	All subcontractors	One every other month

# **PSE Goal 4: Trusted Adults Vaping Education**

Provide education to family-serving organizations about protective factors for youth substance use and the health effects of vaping education to trusting adults

**Objective 1:** Create a strategic plan obtained from the needs assessment and key informant interviews to best communicate information regarding cannabis to trusted adults.

**Objective 2:** Distribute information and/or present information regarding cannabis to 6 organizations with trusted adults. Which State goal(s) does this contribute to? 2, 3

	Network Activit			The same of
Trusted Adults Strategy 1: Network Management	& Sustainability			AND ENTRY
Activity	Substance(s) Addressed	Funding Source(s)	Who is responsible?	By when? Or How often?
Invite family-serving organizations and schools to the Olympic Prevention Partnership.	Cannabis & Commercial Tobacco	Both	Regional Lead, JCPH, Clallam 4- H	Ongoing
Trusted Adults Strategy 2: Collaboration & Engage	ement			
Activity	Substance(s) Addressed	Funding Source(s)	Who is responsible?	By when? Or How often?
Reach out to 3 trusting adult sectors (schools, family-serving organizations, faith-based organizations, and youth groups or youth serving organizations, etc.) to explore the need for education on youth vaping.	Cannabis & Commercial Tobacco	Both	Regional Lead, JCPH, Clallam 4- H	Complete: 09/01/2024
Continue maintaining relationships with parent- serving organizations such as early learning, ECEAP, WIC, Maternal-Child Health services, etc. to expand secondhand smoke education to nclude youth vaping.	Commercial Tobacco	Commercial Tobacco	Regional Lead, JCPH. Clallam 4- H, & Kitsap Human Services	Ongoing
Engage 1 family-serving organizations and/or schools from each county to collaborate on the development and distribution of vaping education for trusting adults who engage with youth (Parents, school staff, coaches, etc.).	Cannabis & Commercial Tobacco	Both	Regional Lead, JCPH, Clallam 4- H, & Kitsap Human Services	Complete: 04/30/2025
create and maintain relationships with school- passed health centers and/or tribal clinics to ensure they have the resources to educate youth about substance use and/or healthy coping nechanisms.	Cannabis & Commercial Tobacco	Both	Regional Lead & JCPH	Ongoing
Reach out to pediatrician offices to assess riability of providing resources to parents on how to talk to their children regarding cannabis and obacco, especially as it pertains to vaping. Provide materials to willing offices.	Cannabis & Commercial Tobacco	Both	Regional Lead	Implement: 10/01/2024
rusted Adults Strategy 3: Media and Communica	tion			
Activity	Substance(s) Addressed	Funding Source(s)	Who is responsible?	By when? Or How often?
Adapt secondhand smoke materials for trusted idults on youth vaping education, including the narms of youth vaping and secondhand vape, nental health resources, community social	Commercial Tobacco	Commercial Tobacco	Regional Lead, JCPH, Clallam 4- H	Complete: 06/30/2024

norms, and protective factors against youth substance use.				
Communicate findings of data collection and needs assessment with parents, schools, and community organizations.	Cannabis & Commercial Tobacco	Cannabis & Commercial Tobacco	Regional Lead	Implement: 02/01/2025
Trusted Adults Strategy 4: Education & Technical	Assistance		HART HART	
Activity	Substance(s) Addressed	Funding Source(s)	Who is responsible?	By when? Or How often?
Educate family-serving organizations about the health effects of youth vaping.	Commercial Tobacco	Commercial Tobacco	Regional Lead, JCPH, Clallam 4- H	Complete: 06/30/2024
Distribute educational materials to providers about maternal cannabis and tobacco use, youth substance use, and/or how mental health is associated with substance use. Update existing materials as needed.	Cannabis & Commercial Tobacco	Both	Regional Lead & JCPH	Bi-annually
Trusted Adults Strategy 5: Workforce Developme	nt			
Activity	Substance(s) Addressed	Funding Source(s)	Who is responsible?	By when? Or How often?
YCCTPP lead and subcontractors will stay informed on trends and research regarding ecigarettes and vapes via trainings, seminars/webinars, or information sessions.	Commercial Tobacco	Commercial Tobacco	Regional Lead, JCPH, Clallam 4- H	One every 4 months

# 2263 Amendment 2 KITSAP CO (YCCTPP) (2414)

Final Audit Report

2024-07-02

Created:

2024-07-02

By:

april fisk (april.fisk@kitsappublichealth.org)

Status:

Signed

Transaction ID:

CBJCHBCAABAADr5uRl89gykXaKc0rdlB27y3cfEyv-mP

# "2263 Amendment 2 KITSAP CO (YCCTPP) (2414)" History

- Document created by april fisk (april.fisk@kitsappublichealth.org)
  2024-07-02 5:45:47 PM GMT
- Document emailed to Yolanda Fong (yolanda.fong@kitsappublichealth.org) for signature 2024-07-02 5:45:53 PM GMT
- Email viewed by Yolanda Fong (yolanda.fong@kitsappublichealth.org) 2024-07-02 8:16:07 PM GMT
- Document e-signed by Yolanda Fong (yolanda.fong@kitsappublichealth.org)
  Signature Date: 2024-07-02 8:16:25 PM GMT Time Source; server
- Agreement completed. 2024-07-02 - 8:16:25 PM GMT

