

**PRELIMINARY AGENDA ITEMS
FOR COMMISSIONER DISCUSSION**

TUESDAY, August 27, 2019

1:30 P.M.

**BOARD OF COMMISSIONER
WEEKLY INFORMAL WORK SESSION**

Questions, concerns or comments about these items can be directed
to staff or the Commissioners by contacting the Commissioners' office at

(503) 434-7501

OR

BOCINFO@co.yamhill.or.us

Carolina Rook

From: Silas Halloran-Steiner
Sent: Friday, August 23, 2019 6:56 AM
To: Mary Starrett; Ken Huffer
Cc: Christina Malae; Terry Malay; Amber Miller; Lindsey Manfrin; Carolina Rook; Keri Hinton; Justin Hogue; Christian Boenisch
Subject: Board Consideration: OHA VISTA host site agreement and invoice
Attachments: Site agreement instructions.pdf; OHA VISTA Host Site Agreement Yamhill County Public Health fall 2019.pdf

Hi Mary and Ken,

Attached is a Host Site agreement with the Oregon Health Authority in response to our application for an AmeriCorps Volunteer in Service to America (VISTA) through the Oregon Public Health Partnership Project. Permission to apply was approved under BO 19-125. The Site Support Payment of \$17,475 is included in our Health and Human Services 2019-2020 Adopted Budget.

As you may recall, the focus of this VISTA member will be focused on continued implementation of work related to our Comprehensive Community Health Improvement Plan; specifically, the work plan objectives will be met through our community-based providers and partner work groups which benefit from VISTA staff support.

I recommend the Board approve this agreement as written.

Carolina/Keri, please place this agreement on the next Board Agenda for approval. Return instructions are attached. Suggested Board Agenda language:

“Approval of the Host Site Agreement between Yamhill County and the Oregon Health Authority for \$17,475.”

Thanks,

Silas Halloran-Steiner
Director, Yamhill County Health and Human Services Department
Phone: (503) 434-7523
Cell: (503) 435-7572
Fax: (503) 434-9846
627 NE Evans
McMinnville, OR 97128

Our Vision: People in Yamhill County live, work, learn, and play in safe communities that support wellness and dignity.

Our Mission: To promote the public’s physical, emotional and social well-being through services, prevention, education, and partnerships.



Like Yamhill County Public Health to stay informed.

AmeriCorps VISTA / Oregon Public Health Partnership Project

Host Site Agreement

2019 Fall Team

This Agreement is between the Oregon Health Authority-Public Health Division, sponsor of the AmeriCorps VISTA/Oregon Public Health Partnership Project (hereinafter referred to as the “Project”) and Yamhill County Public Health (hereinafter referred to as the “Host Site”). The Project, through its partnership with the Corporation for National and Community Service (hereinafter referred to as “CNCS”), with the assistance and acceptance of the Host Site will assign AmeriCorps VISTA member(s) (hereinafter referred to as the “Member”) to the Host Site for the purpose of performing service to strengthen and supplement efforts to strengthen the Healthy Communities programs within the Local Public Health Departments and partner organizations.

This Agreement is in effect August 19, 2019 and is based on an approved project application, submitted by the Host Site, which provides for the service activities that will be performed by the Member. The approved project application is incorporated into this Agreement by reference.

1. CNCS RESPONSIBILITIES

1. Provide Pre-Service Orientation for all Members before Service begins and In-Service Training (IST) opportunity later in the service period.
2. Provide Members, who so request, with a health benefits plan during the service period.
3. Provide Members with child care benefits if the Member qualifies for such coverage during the service period.
4. Provide Members with a post-service educational award of \$6,095 OR a \$1,800 post-service stipend at the successful completion of the service period.
5. Provide Members with a bi-weekly stipend of \$14,665 for the year. These are divided into payments every two weeks over a 26-week period.
6. Student loan forbearance or deferment while in service.

2. PROJECT’S RESPONSIBILITIES

1. Provide extensive training and orientation for the Members before placement at the Host Site. This training will include key topics such as healthy people expansion project overview, wellness initiatives overview, public health overview, chronic diseases, accreditation, leadership skills, meeting facilitation and computer-based training that may be important for the OHA VISTA Partnership Project.
2. Provide Host Sites with training materials including participant manuals.
3. Provide transportation reimbursement for Members when travelling for official state training, service projects or meetings.

3. THE HOST SITE’S RESPONSIBILITIES

A. The Host Site agrees to:

1. Provide Site Support Payment (SSP) of \$17,475 for funding of the VISTA member.

- a. The SSP is calculated by totaling the annual reasonable and accurate costs incurred by the sponsor agency related to member training and support to include in-service training events every other month and individual member support and professional development and divided by the number of VISTAs during that year. This calculates to \$2,850 per VISTA. Cost share sites pay the VISTA living allowance in addition to the SSP.
2. Assign a supervisor for the Member.
3. Provide the Member with administrative support, which includes, but is not limited to: office space and equipment, class materials, use of a copier, e-mail, telephone, and fax machine.
4. Require that each assigned Member activity is in compliance with all Federal laws and regulations described in sections 4, 5 and 7 of this agreement.
5. Submit Member Performance Reviews during a Site Visit after the 6th month of the term of service and a final evaluation at the end of the term of service. These reviews must indicate the service activities performed by the Member, how well the Member performs their duties, and the impact of the Member's service on the Program and community served.
6. Allow the Member time to attend Project-sponsored training and service events.
7. Assist the Member by:
 - a. introducing the Member to community partners with whom the local health department or sponsoring agency works.
 - b. establishing and promoting the role of the Member to local health department or sponsoring agency and partners.
 - c. providing orientation and in-service training related to their projects and professional development, including at least 3-5 site specific offerings during the service year.
8. Make every reasonable effort to ensure that the health and safety of the Member is protected during the performance of their assigned duties. The Host Site will make every reasonable effort not to assign or require the Member to perform duties which would jeopardize their safety or cause them to sustain injuries.
9. Immediately inform the Project Supervisor, who will contact CNCS, of any conduct by the Member which undermines their effectiveness or interferes with their ability to perform, such as resignations, arrests, excessive or unexcused absences, hospitalizations, poor service performance, or being under the influence of alcohol and drugs.
10. Maintain records and make reports and investigations concerning matters involving the Member as the Project may require. The Host Site agrees to retain such records for a period of five years after the completion or termination of the Member placement and to provide access to such records to the Program.
11. Certify that the Member served the hours listed and performed program activities during the hours listed on the monthly Service Report.
12. Ensure that the Member's work is consistent with the program's mission and position description.
13. Host Site Supervisor will agree to attend the State AmeriCorps VISTA Supervisor training on an agreed upon date.
14. Ensure that the Member's work is not displacing paid employees' work duties.

15. Allow AmeriCorps VISTA members to participate in any organized Days of Service, e.g., 9/11 National Service Day, Martin Luther King Jr. Holiday, César Chávez Day and National Volunteer Week (in April) or state training/ VISTA in person monthly meetings.
- B. If the Host Site is not satisfied with the Member's performance, the Site may request in writing to the Project Supervisor, who will contact CNCS, that the Member be removed from their placement, in accordance with CNCS policies and procedures, by indicating and documenting the reasons for such a removal.
 - C. The Host Site agrees that the Member will not engage or participate in the following activities on AmeriCorps VISTA time:
 1. Serving as an administrative or executive assistant to any staff member, Host Site, or its affiliates.
 2. Engaging in political activities such as lobbying or advocacy.
 3. Activities intended to influence legislation.
 4. Organizing protests, petitions, boycotts, or strikes.
 5. Engaging in partisan political activities or any activities designed to influence the outcome of an election to any public office.
 6. Providing a direct service for any for-profit organizations.
 7. Labor or anti-labor organization or related activities.
 8. Religious instruction, worship services, proselytization, or any other religious activity as an official part of their duties.
 - D. The Host Site further agrees not to:
 1. Assign the Member to activities that would result in the displacement of an employee, including partial displacement such as a reduction of hours, wages, or employment benefits.
 2. Accept compensation for the Member's service.

4. NONDISCRIMINATION

The Host Site will not discriminate against a participant or staff member in its project because of race, color, national origin, sex, political affiliation, and/or disability if the participant or member is a qualified individual with a disability.

5. SEXUAL HARRASSMENT

Sexual harassment is a form of discrimination based on sex, which is prohibited as addressed directly above. The Host Site, depending on the circumstances is responsible for ensuring compliance with the prohibition against sexual harassment and for taking corrective action and/or disciplinary action if violations occur. Any such harassment issues must be immediately brought to the attention of the Project Supervisor, who will work with CNCS and the Host Site to resolve any such issues. Such sexual harassment violations include:

- (1) Acts of "quid pro quo" sexual harassment where a supervisor demands sexual service benefits, regardless of whether the Host Site, its agents or supervisory employees should have known of the acts.
- (2) Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature which have the purpose or effect of creating intimidating, hostile or offensive service environment.

- (3) Acts of sexual harassment toward fellow AmeriCorps VISTA members or non-employees, where the Host Site. Its agents or its supervisory employees knew or should have known of the conduct, unless it took immediate and appropriate corrective action.

6. DELEGATION

The Host Site will not delegate or assign any of its obligations or duties stated in this Agreement.

7. SUPPLEMENTAL PAYMENTS PROHIBITED

Monetary subsistence allowances provided to AmeriCorps VISTA members are designed to permit Members to live at or below the economic level of the persons served, as required by law. Host Sites are strictly prohibited from supplementing these allowances and must assure that others, such as partner organizations do not do so.

8. AMENDMENTS

This document may be amended by an agreement in writing executed by authorized representatives of the Host Site and the Project.

9. TERMINATION

- A. This Agreement can be terminated:
1. By mutual agreement of the parties; or
 2. By either party giving 30 days written notice prior to the effective date of the termination.
- B. The Program may, with 5 days written notice, suspend or terminate the Agreement in whole or in part whenever the Program determines there is a material failure or threat of failure to comply with the applicable terms and conditions of the Agreement.

In witness whereof, the parties whose signatures appear below attest to having the authority to enter into such agreements.

HOST SITE AUTHORIZED OFFICIAL

(Signature)

Name: _____

Title: _____

SPONSOR AUTHORIZED OFFICIAL

(Signature)

Name: Collette Young

Title: Administrator
Center for Public Health Practice
Public Health Division
Oregon Health Authority