



**Local Forum Partner Agreement for Jan. 31st 2020- Jan. 31st 2021
Contract Ref: LF2020PACIFIC**

Organization Name Health and Human Services Advisory Board – Health Sub Committee	Address 1216 W. Robert Bush Drive, P.O. Box 26, South Bend WA 98586	Federal ID# 91-6001356
Contact Person Katie Lindstrom	Contact Title Director- Pacific County Public Health and Human Services Department	Contact Phone Number (360) 642-9300 ex 2648 Cell (360)214-6013
Contact E-Mail Address koien@co.pacific.wa.us	Contact Fax Number	

ACH Cascade Pacific Action Alliance	Contact Name Christina Mitchell	Title Chief Program Officer
Phone Number 360-539-7576 ext 131	Fax Number 360-943-1164	E-Mail Address MitchellC@crhn.org

Statement of Purpose

Each county (Cowlitz, Grays Harbor, Lewis, Mason, Pacific, Thurston, and Wahkiakum) in Cascade Pacific Action Alliance (CPAA), Accountable Community of Health (ACH) region, will host a Local Forum to bring together diverse cross-sector partners at the local level to address community health needs, identify issues or gaps in services, and build local health improvement strategies. The mission of the Local Forum is to identify local health priorities, adopt shared local priorities that align with the regional action agenda, align activities between stakeholders, and implement local action. Key partners in the Local Forum include physical health, behavioral health, public health, law enforcement, education, social support and community-based organizations, and a community member to address the fullest range of community health improvement needs.

The administrative support organization for CPAA, CHOICE Regional Health Network, will provide a Community Outreach Liaison to provide support as necessary, attend meetings as requested, and serve as an additional bridge between the region and the local communities.

Local Forum will:

1. Provide the presenters and resources necessary for *hosting one Cascade Pacific Action Alliance Council Meeting* in 2020 (schedule below).
 - Work in collaboration with CPAA to develop a Council Meeting agenda.
 - Begin coordination with CPAA Community Liaison 60 days in advance.
 - Schedule a venue for CPAA Council and Board Meeting.
 - Must seat up to 40 people.
 - Must support call-in option with internet, conference phone, projector, and screen.
 - Must be reserved from 12:30 (set-up) to 4:30 (Board Meeting from 3:15-4:00).
 - Identify location 45 days in advance and submit to reporting@cpaawa.org.
 - Coordinate a 75-minute presentation on local community news and shared learning. This may include, but is not limited to: highlights, successes, challenges, new initiatives or opportunities, programming, partnerships, and identified gaps or needs in the county. Format may include panel discussion, speakers, and small group discussions.

Although this presentation focuses on local impact, it should be applicable for all regional partners and align with the CPAA Regional Health Improvement Plan.

- Develop agenda 45 days in advance and submit to reporting@cpaawa.org for approval and distribution.
- Submit presentation slides and supporting documents to CPAA.
 - Submit slides to reporting@cpaawa.org no later than 30 days prior.
- Provide conference line, laptop, projector and screen.
 - Provide CPAA point of contact for IT one week in advance.
- Encourage organizations involved in the Local Forum to attend all CPAA Council Meetings.
- Provide light refreshments during the Council Meeting.

Summit Pacific Medical Center (Grays Harbor)	February 13, 2020 - 12:30-4:30 Set up: 12:30 PM – 1:00 PM Council Meeting 1:00 PM – 3:00 PM Board Meeting: 3:15 PM – 4:00 PM
Pathways 2020 (Cowlitz)	April 9, 2020 - 12:30-4:30 Set up: 12:30 PM – 1:00 PM Council Meeting 1:00 PM – 3:00 PM Board Meeting: 3:15 PM – 4:00 PM
Lewis County Community Health Partnership (Lewis)	June 11, 2020 - 12:30-4:30 Set up: 12:30 PM – 1:00 PM Council Meeting 1:00 PM – 3:00 PM Board Meeting: 3:15 PM – 4:00 PM
Health and Human Services Advisory Board – Health Sub Committee (Pacific)	August 13, 2020 - 12:30-4:30 Set up: 12:30 PM – 1:00 PM Council Meeting 1:00 PM – 3:00 PM Board Meeting: 3:15 PM – 4:00 PM
Mason County Health Coalition Local Forum (Mason)	October 8, 2020 - 12:30-4:30 Set up: 12:30 PM – 1:00 PM Council Meeting 1:00 PM – 3:00 PM Board Meeting: 3:15 PM – 4:00 PM
Thurston Thrives Coordination Council (Thurston)	December 10, 2020 - 12:30-4:30 Set up: 12:30 PM – 1:00 PM Council Meeting 1:00 PM – 3:00 PM Board Meeting: 3:15 PM – 4:00 PM

2. Host a minimum of *six Local Forum meetings* per year (at least one meeting per quarter) with a group of diverse community partners to identify local health needs and strategize local community health improvement.
3. *Recruit at least one local community member* (consumer) who has lived experience as a recipient or caregiver of a recipient of Medicaid to be a community and consumer voice at Local Forum meetings.
4. *Submit quarterly reports* to reporting@cpaawa.org that include the completed quarterly report template (Addendum A), meeting agenda(s), and meeting summary(s) for the previous quarter. If the quarterly report is not received within 14 days of due date, the Local Forum forfeits that quarterly payment.

Quarter	Months	Report Due
Quarter 1	January – March	April 30, 2020
Quarter 2	April – June	July 31, 2020
Quarter 3	July – September	October 31, 2020

Quarter 4	October - December	January 31, 2020
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CPAA will:

- Provide total compensation in the amount of \$15,000 during the contracted period.
 - Quarterly payments in the amount of \$3,000 will be made within 30 days of receipt of approved quarterly report, dependent on the availability of the Financial Executor Portal. If the quarterly report is not received within 14 days of due date, the Local Forum forfeits that quarterly payment.
 - An additional payment of \$3,000 will be included with the quarterly payment after successfully hosting a CPAA Council Meeting.
- Provide oversight of the CPAA Council Meeting:
 - Collaborate on development of agenda and presentation(s).
 - Create consolidated agenda.
 - Distribute agenda to Council Members and regional partners.
 - Consolidate presentation slides and have available at the Council Meeting.
 - Set-up call-in option (will be included on the agenda and calendar invite).
 - Provide a written meeting summary.
- Attend Local Forum meetings when requested.
- Provide template for quarterly reporting.
- Determine right to renew contract annually.

Agreement Duration

The timeframe for this agreement is from the date of execution through January 31, 2021.

Compliance with Laws

The Local Forum shall comply with all applicable federal, state and local laws, rules, and regulations in performing this Agreement.

Hold Harmless and Mutual Indemnification

Each party agrees to indemnify, defend and hold harmless the other Party and its directors, officers, subcontractors, workforce members, affiliates, agents, and representatives from and against any and all claims, damages, losses and expenses (including attorneys' fees) arising out of or resulting from any claim, action, or other proceeding (including any proceeding by any employees, agents or contractors) under or in connection with this Agreement to the extent that such costs and liabilities are proximately caused by the negligence or willful misconduct of the Indemnifying Party. This Section shall survive the termination of this Agreement.

Authorized Representative:

Katie Lindstrom

Printed Name

Director

Title

Date

Signature

CPAA ACH LLC Authorized Representative:

Jean Clark

Printed Name

Chief Executive Officer

Title

Date

Signature

Addendum A – Local Forum Quarterly Reporting Template

Instructions: To fulfill CPAA reporting requirements, the Quarterly Report must be completed and emailed to reporting@cpaawa.org. If the quarterly report is not received within 14 days of due date, the Local Forum forfeits that quarterly payment.

Quarter	Months	Report Due
Quarter 1	January – March	April 30, 2020
Quarter 2	April – June	July 31, 2020
Quarter 3	July – September	October 31, 2020
Quarter 4	October - December	January 31, 2020

Local Forum Name:	
Primary Contact Name:	
Email:	
Phone:	
1. Describe any successes or new partnerships developed through the Local Forum during this reporting period.	
2. Describe any challenges or gaps in services identified by the Local Forum during this reporting period.	

Attestation:

1. A Local Forum meeting was held during this reporting period.

Yes	No	Date(s)

2. Meeting agenda(s) and summary(s) is attached for all Local Forum meetings held during this reporting period.

Yes	No

3. A community member was present at the Local Forum meeting.

Yes	No

4. Did you host a CPAA Council Meeting during this reporting period?

Yes	No