

Recorder's Office Cover Sheet

Recording Requested By:

Name: JODI WAHL

Department: SOCIAL SERVICES



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KAREN ELLISON, RECORDER

Type of Document: (please select one)

- Agreement
- Contract
- Grant
- Change Order
- Easement
- Other

specify: _____



CITY OF CARSON CITY

HD #: N/A
Budget Account: G680020007
Category: N/A
GL: N/A
Job Number: N/A

NOTICE OF SUBGRANT AWARD

Form containing program details: Program Name (City of Carson City), Subgrantee Name (Douglas County DBA Douglas County Community Health), Address, Subgrant Period (April 1, 2020-March 31, 2021), Purpose of Award (Title X Family Planning Project), Budget Categories (Total Cost \$77,727.00), Source of Funds, Terms and Conditions, and incorporated documents.

FILED

NO. 2020.122

7-27-20
DATE

DOUGLAS COUNTY CLERK
MINDEN, NV

Revised 2/17/16

BY [Signature] DEPUTY



**FAMILY PLANNING GRANT PROGRAM
SUBGRANT AGREEMENT APRIL 1, 2020 – MARCH 31, 2021
CARSON CITY, NEVADA**

THIS AGREEMENT is entered into by and between **Carson City**, a consolidated city-county government existing under and by virtue of the laws of the State of Nevada (hereinafter referred to as the "Grantee") and **Douglas County, Nevada**, (hereinafter referred to as the "Subgrantee").

WITNESSETH:

WHEREAS, the Grantee is the recipient of Title X Grant Funds, and a certain portion of those funds are designated for public family planning services in Douglas County; and

WHEREAS, Grantee has adopted a Work Plan (Attachment 1) as well as CCHHS Title X Program Standards and Policy Manual (Attachment 2) which identifies and addresses these very public service needs; and

WHEREAS, as the recipient of Grant Funds pursuant to a Grant, or in making other funds available, Grantee is undertaking certain activities, programs and services necessary for the planning, implementation or execution of the Work Plan to address the public service needs; and

WHEREAS, the Program outlined in this Agreement have been designated by the Grantee as consistent with the Work Plan objectives of family planning care or access to such services, which shall offer a broad range of acceptable and effective family planning methods and services (including natural family planning methods, infertility services, and services for adolescents). The mission of Title X is to provide individuals the information and means to exercise personal choice in determining the number and spacing of their children; and

WHEREAS, Carson City is the designated Grantee on this Agreement, having accepted a Title X – Population Research and Voluntary Family Planning Programs" grant, awarded to the Grantee by the United States Department of Health and Human Services under Section 1001 of the Public Health Service Act, 42, U.S.C. 300, et. Seq.,.

WHEREAS, Grantee desires to pass through funds to the Subgrantee Agency in an amount up to **\$77,727 from April 1, 2020 – March 31, 2021** to assist the Subgrantee in meeting the requirements under the Work Plan; and,

WHEREAS, the Subgrantee is a government agency; and

WHEREAS, in consideration of receipt of this funding, the Subgrantee agrees to abide by the terms and conditions of this Agreement.

WHEREAS, the parties agree that all notices or other communications required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given if delivered personally in hand, by telephonic facsimile with simultaneous regular mail, or mailed certified mail, return receipt requested, postage prepaid on the date posted, and addressed to the other party at the address specified below:

GRANTEE

City of Carson City
Nicki Aaker, Grantee Authorizing Official
201 N. Carson St.
Carson City, NV 89701
775-887-2190

SUBGRANTEE

Douglas County
Karen Beckerbauer, Social Services Manager
PO Box 218
Minden, NV 89423
(775) 782-9825
(775) 782-9874 - fax

NOW, THEREFORE, the parties agree as follows:

A. TERM

The term of this Agreement shall be retroactive to of ***April 1, 2020 and shall terminate March 31, 2021. The current Project period and budget period ends March 31, 2021.*** Funding for additional annual budget periods will be contingent on continued funding being obtained.

B. SCOPE OF WORK

1. Any desired changes to the Scope of Work must be submitted to the Grantee in writing for review and approval. If approved, the written submittal shall become an amendment to this agreement and be considered incorporated into this agreement.
2. ***Title X comprehensive family planning services will be provided by the Subgrantee to 850 unduplicated clients.*** At a minimum, family planning services provided by the Subgrantee should include contraceptive services, pregnancy testing and counseling, assistance with achieving pregnancy, basic infertility services, preconception health, and STI services.
3. Subgrantee's employees or agents must be trained and equipped to offer these services. Subgrantee is also expected to ensure family planning clients have access to related and other preventive health services on-site or by referral as defined below:
 - a. **Related Preventive Health Services** are considered to be beneficial to reproductive health, are closely linked to family planning services, and are appropriate to deliver in the context of a family planning visit but do not contribute directly to achieving or preventing pregnancy (e.g., breast and cervical cancer screening). Subgrantee's employees and agents should be trained and equipped to offer these services onsite or by referral.
 - b. **Other Preventive Health Services** include preventive services for women that are not listed above as well as preventive services for men. Screening for lipid disorders, skin cancer, colorectal cancer, or osteoporosis are examples of this type of service. Although important in the context of primary care, these have no direct link to family planning services. These services should be made available by referral for clients without another source of primary care.

4. In the performance of its duties under this agreement, Subgrantee represents, agrees, and warrants that it will maintain strict compliance with:
- a. The functions and services identified in the Title X Work Plan as it applies to Douglas County (attached as Attachment 1, CCHHS Title X Program Standards and Policy Manual as Attachment 2 and incorporated into this document). Comprehensive family planning services provided as part of this Agreement shall assist individuals in determining the number and spacing of their children through the provision of affordable, voluntary family planning services.
 - b. The intent of the Title X Family Planning Program, in that clients served must be in need of the Services. Sterilization is not funded under this agreement.
 - c. Providing services without regard to religion, race, color, national origin, handicapping condition, age, sex, number of pregnancies, or marital status or durational residency.
 - d. Not providing abortions and not performing, promoting, referring for, or supporting abortion as a method of family planning." (42 CFR 59.14(a)).
 - e. Title X funds shall not be used in whole or in part to advocate or promote gun control.
 - f. Title X Assurances including, without limitation, the rules and regulations contained in the Code of Federal Regulation ("CFR") 2 CFR Part 200 and 45 CFR Part 75.
 - g. The standards established as found on the Office of Populations Affairs website regarding Title X.
 - h. Subpart A, Part 59, of the Title X Rules and Regulations, Sections 59.2, 59.5, 59.6, 59.9, 59.10, and 59.11, and any other DHHS rule or regulation governing the provision of the Services or the performance of the Subgrantee under this agreement.
 - i. The definition of "**Program Income**" as defined in the Office of Management and Budget ("**OMB**") Circular A-110.
 - j. The Subgrantee Contribution means the amount of total revenue exclusive of Title X income. It includes Program Income (i.e. third-party payments for services and patient collection fees), donations, Title V (MCH Block Grant), local and State government contributions, agency in-kind and agency contributions. The Subgrantee Contribution, including in-kind, can only be from non-Federal funds excluding Title V, must be allowable by Federal regulations, cannot be used by more than one project, and must be auditable. The Subgrantee Contribution must be tracked and verified. Failure to provide the required amount will result in the disallowance of Federal funds.

- k. The Title X grant is the payer of last resort. Title X funding is not to be used for services that can be reimbursed by other sources such as third-party payers, state, or other federal programs. It is expected that a large portion of the family planning program's revenue will come from third party payments, revenues received from client fees and client donations, and agency contributions. Title X funds may be used to support the provision of family planning clinical services for un- and under-insured clients, staff training and development, Quality Assurance and Quality Improvement activities, participation in performance improvement projects, publicity and outreach, IT support for encounter and fiscal reporting, staff salaries, and other infrastructure costs.
- l. Title X will subsidize services for fertile adults and adolescents in need of family planning services with an income at or below 250% of the current Federal Poverty Level (FPL).
- m. Providing services without subjecting individuals to any coercion to accept services or coercion to employ or not to employ any particular methods of family planning. Acceptance of services must be solely on a voluntary basis and may not be made a prerequisite to eligibility for, or receipt of, any other services.
- n. Department of Health and Human Services Title X Regulations found at CFR 42 Part 59.
- o. *New Item: 2019 Final Title X rule found at <https://www.hhs.gov/about/news/2019/02/22/hhs-releases-final-title-x-rule-detailing-family-planning-grant-program.html> and <https://www.hhs.gov/opa/title-x-family-planning/about-title-x-grants/statutes-and-regulations/index.html>*
- p. *New Item: Establishment of formal Memorandums of Understanding with referral agencies, and any individuals providing referral services, in order to demonstrate a seamless continuum of care for clients.. " (42 CFR 59.5(a)(13)(ii)).*
- q. Program Requirements for Title X Funded Family Planning Projects.
- r. OPA Program Policy Notices.
- s. MMWR Quality Family Planning Program Guidelines.
- t. The Grantee's Title X Program Standards and Policy Manual and all other regulations as applicable.
- u. Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104).
- v. Grantee's Client Data Projections as described in the Project Work Plan.
- w. The Health Insurance Portability and Accountability Act (HIPAA). The parties acknowledge that Subgrantee is a "**covered entity**" as defined in 45 CFR 160.103 of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and is required to comply with the provisions of HIPAA with respect to safeguarding the privacy and confidentiality of protected health information. The Grantee acknowledges that it may obtain confidential personal health information

of patients of Subgrantee in the course of the Grantee's performance under the terms of the Title X grant. "**Confidential personal health information**" includes information that could be used to identify a patient, information pertaining to the patient's care, treatment or experience with Subgrantee, and information pertaining to the cost of, payment for, or collections activities related to the patient's care, treatment and experience with the Subgrantee's program. The Grantee agrees to maintain the privacy and confidentiality of information it may obtain in the course of Subgrantee's performance under this Agreement. In addition Subgrantee agrees that:

- i. Any confidential personal health information that Grantee may obtain shall remain the sole property of Subgrantee.
- ii. Grantee shall establish and maintain procedures and controls that are acceptable to Subgrantee to assure that no confidential personal health information contained in its records or obtained from Subgrantee or from others in carrying out its functions under this Agreement shall be used by or disclosed by Grantee, its agents, officers, employees or subcontractor, except as required in the performance of its obligations under the terms of this Agreement.
- iii. Grantee shall not remove any identifying personal health information from Subgrantee's premises.
- iv. Any other information pertaining to individual persons shall not be divulged other than to employees or officers of the Grantee as needed for the performance of its duties under this Agreement or to Subgrantee.

C. REPORTING REQUIREMENTS

1. Quarterly financial reports must be submitted via email to the Carson City Health and Human Services Fiscal Grants Analyst.
2. Family planning annual reporting data must also be submitted on a quarterly basis.
3. Encounter data for the Family Planning Annual Report and other needed reporting must be submitted via email to the CCHHS Clinical Services Manager.
4. Subgrantee is responsible to ensure that clean and complete encounter data is received by Grantee no less frequently than on a quarterly basis and is due no later than 15 days after the end of each required reporting period. Encounter data elements and format are described in the Federal Family Planning Annual Report Requirements (FPAR).
5. Additionally, the Subgrantee agrees to provide: a complete financial accounting of all the expenditures to Carson City Health and Human Services fiscal staff no less frequently than on a quarterly basis and is due no later than 15 days after the end of each required reporting period and within 30 days of the close of the subgrant period. Any unobligated funds shall be returned to Carson City Health and Human Services at that time, or if not already requested shall be deducted from the final award.
6. Subgrantee will submit to Grantee encounter level FPAR data, financial reports and any special project report(s) for the following periods and by the following due dates:

<u>FPAR and Financial Reporting Period</u>	<u>Due Date</u>
<i>April 1, 202- – June 30, 2020</i>	<i>July 15, 2020</i>
<i>July 1, 2020 – September 30, 2020</i>	<i>October 15, 2020</i>
<i>October 1, 2020 - December 31, 2020</i>	<i>January 15, 2021</i>
<i>January 1, 2021- March 31, 2021</i>	<i>April 30, 2021 (Budget Close Out)</i>

7. Sub grantee will submit to Grantee additional statistical, or program, or expenditure information as requested or required by Carson City Health and Human Services.

D. REQUESTS FOR REIMBURSEMENT

1. Grantee agrees to reimburse monies up to a maximum amount of ***\$77,727 divided per applicable quarter*** during the Term to Subgrantee as for the Services performed in the Scope of Work. Grantee will not reimburse more than 1/12 increments for the Term month to date.

2. ***The Grantee's total Family Planning Program Budget which includes all revenues and expenses for Title X-funded site(s) is attached as Attachment 3 and incorporated into this Agreement.***

3. Subgrantee agrees to request reimbursement according to the specified schedule for the actual expenses incurred related to the Scope of Work during the subgrant period. Where applicable, quarterly reports are to be brief; mid-year and annual are to be full reports.

4. Reimbursement is contingent upon all of the following:

a. Grantee's receipt of monies in the amount specified in the Notice of Grant Award for the applicable funding period;-Grantee shall inform Subgrantee within three working days of any notice received by it from Grantor of any intent by Grantor to reduce the amount of available funds.

b. Grantee's sole determination of satisfactory performance of Sub grantee.

c. Subgrantee's timely submission of financial, encounter, and statistical reports.

d. Grantee's receipt of all quarterly reports.

e. Subgrantee must have a financial management system in place to be able to effectively separate out grant funds, revenue, and expenses.

f. Subgrantee agrees to abide by the rule that Title X funds shall not be used to pay the salary of an individual at a rate in excess of the Federal Executive Level II pay scale amount of \$189,600.

g. Subgrantee agrees to submit a list of any contractors or independent consultants providing Title X-covered services expected to be performed within 30 days of the execution of this agreement, or 30 days after any subsequent engagement of any subcontractors or independent consultants, and will also provide to Grantee a copy of any relevant contracts or agreements within 30 days. Any work performed by outside entities

must be in compliance with all applicable laws and Title X regulations and guidelines.

h. All family planning program-related money received by Subgrantee is committed to the family planning program and requires Grantee's expenditure approval in the Budget or by subsequent budget modification subject to the limitations of in section E below. In accepting this Agreement, Subgrantee stipulates that the Agreement and any activities under the Agreement are subject to all provisions of 42 CFR Part 59 and OMB Circular A-110 currently in effect or implemented during the period of the Agreement as well as Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 45 CFR Part 75 effective December 26, 2014, as amended from time to time.

i. Requests for reimbursement will be accompanied by supporting documentation including a line item description of expenses incurred. Supporting documentation shall include, but is not limited to invoices, documented program/project deliverables, travel claims, payment vouchers, payroll reports, staffing/volunteer timesheets, Agreements, bid/procurement process documentation, lease agreements, agendas, meeting sign-in/attendance documentation, training documentation, After Action Reports (AAR), Authorized Equipment Lists (AEL), Central Contractor Registry (CCR), Excluded Parties Listing (EPLS) and must be cross referenced to approved budgets.

E. PROGRAM OR BUDGET MODIFICATIONS

1. Any requests to modify this agreement must be submitted in writing by Subgrantee and must be approved by Grantee prior to implementation subject to the Grantee's sole and absolute discretion.
2. Subgrantee must submit written requests for any change in the Project including, but not limited to, AFHP Agency Health Center Report, Client Data Summary, Budget, and/or Agreement. Grantee will determine whether changes require Agreement revision or amendment.
3. Subgrantee must submit Budget modification requests for prior approval by the Grantee in any of the following instances:
 - a. Request for Grantee allocations of additional funds beyond the specified base amount; Grantee requires submission of a revised Budget within 30 days of issuance before amended funds can be disbursed.
 - b. Sub-grantee reductions of amounts to be reimbursed; or changes to Budget representing a variance of 10% of any individual Budget category.
 - c. Changes in policies, procedures, and/or forms related to the Project must be submitted in writing to Grantee for approval prior to implementation.
 - d. Sub-grantee must notify Grantee of changes in key clinical or management personnel, including administrative officers and Title X program directors within 15 days of change.

F. PROHIBITION ON LOBBYING

Prohibition on Lobbying: Grant funds may only be used to complete the Scope of Work outlined and may not be used for the purposes of lobbying (as defined by The Anti-Lobbying Act, 18 U.S.C. §1913 and anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. §1352).

G. CHARGES, BILLING, AND COLLECTION PROCEDURES

1. Section 8.4 of the Program Requirements and Section 59.5 of the Title X Regulations provide specific characteristics for charging, billing, and collections in a Title X program. To ensure the dignity, accessibility, and confidentiality of family planning services, clients are charged on a sliding fee scale based on federal poverty guidelines. Collection practices must respect the confidentiality of services. At no time may services be denied because of inability to pay. Where confidential services are not requested, eligibility is determined using the minor's family income.
2. The Subgrantee must provide the methodology which allows fees above 250% of the Federal Poverty Level (*FPL*) that approximates their cost of providing Services. Charges must be made in accordance with a schedule of fees designed to recover the reasonable cost of providing services (42 CFR 59.5 (a) (8)). These costs should include office visits, lab work and contraceptive supplies. The methodology must be in writing and be both valid and reliable.

H. SPECIAL CONDITIONS OF FUNDING AGENCY

The Subgrantee agrees to abide by and comply with any special conditions imposed by the funding agency. The following are the Title X Program Priorities and Key Issues:

1. **2019 Program Priorities**
 - a. Assuring the delivery of quality family planning and related preventive health services, with priority for services to individuals from low-income families. This includes ensuring that grantees have the capacity to support implementation (e.g., through staff training and related systems changes) of the Title X program guidelines throughout their Title X services projects, and that project staff have received training on Title X program requirements.
 - b. Assessing clients' reproductive life plan as part of determining the need for family planning services and providing preconception services as stipulated in QFP.
 - c. Providing access to a broad range of acceptable and effective family planning methods and related preventive health services in accordance with the Title X program requirements and the 2014 QFP. These services include, but are not limited to, contraceptive services, pregnancy testing and counseling, services to help clients achieve pregnancy, basic infertility services, STD services, preconception health services, and breast and cervical cancer screening. The broad range of services does not include abortion as a method of family planning.

- d. Ensuring that all clients receive contraceptive and other services in a voluntary, client-centered and non-coercive manner in accordance with QFP and Title X requirements.
- e. Identifying individuals, families, and communities in need, but not currently receiving family planning services, through outreach to hard-to-reach and/or vulnerable populations, and partnering with other community-based health and social service providers that provide needed services.
- f. Demonstrating that the project's infrastructure and management practices ensure sustainability of family planning and reproductive health services delivery throughout the proposed service area including:
 - Incorporation of certified Electronic Health Record (EHR) systems that have the ability to capture family planning data within structured fields.
 - Evidence of contracts with insurance plans and systems for third party billing as well as the ability to facilitate the enrollment of clients into private insurance and Medicaid, optimally onsite; and to report on numbers of clients assisted and enrolled.
 - Addressing the comprehensive health care needs of clients through formal, robust linkages or integration with comprehensive primary care providers.

2. Key Issues

- a. Incorporation of the 2014 Title X Program Guidelines throughout the proposed service area as demonstrated by written clinical protocols that are in accordance with Title X Requirements and QFP.
- b. Efficiency and effectiveness in program management and operations.
- c. Patient access to a broad range of contraceptive options, including long acting reversible contraceptives (LARC), other pharmaceuticals, and laboratory tests preferably on site.
- d. Establishment and use of performance measures to regularly perform quality assurance and quality improvement activities, including the use of measures to monitor contraceptive use.
- e. Establishment of formal linkages and documented partnerships with comprehensive primary care providers, HIV care and treatment providers, and mental health, drug and alcohol treatment providers.
- f. Incorporation of the National HIV/AIDS Strategy (NHAS) and CDC's "Revised Recommendations for HIV Testing of Adults, Adolescents and Pregnant Women in Health Care Settings."

- g. Efficient and streamlined electronic data collection (such as for the Family Planning Annual Report (FPAR), reporting and analysis for internal use in monitoring staff or program performance, program efficiency, and staff productivity in order to improve the quality and delivery of family planning services.

I. TRAINING AND TECHNICAL ASSISTANCE

Subgrantee represents and agrees that all staff members, consultants, and contractors working with Title X clients shall receive Title X and family planning training appropriate for each individual's involvement in the Project. Additionally, all Subgrantee staff members, consultants and subcontractors working with Title X clients must receive annual training on mandated reporting and human trafficking. Subgrantee shall be responsible for maintaining a log of training participants to document that Subgrantee's staff members, consultants, and contractors are appropriately trained for the duties they perform. Grantee agrees to provide consultation and technical assistance to Subgrantee as mutually agreed upon in writing by Grantee and Subgrantee, but Grantee shall not be responsible for any conduct of any of Subgrantee's officers, agents, employees, or contractors.

J. DELEGATE'S MEETINGS

Subgrantee must participate in three Delegates' Meetings held during the Term of this Agreement. Subgrantee's staff attending Delegates' Meetings must be persons with managerial responsibilities related to the agreement ("**Authorized Staff**"). Authorized Staff must attend a minimum of two Delegates' Meetings in person. At a minimum, one family planning clinician must attend a clinician training that will coincide with one of the in-person Delegates' Meetings. Authorized Staff may participate in the remainder of the meetings by teleconference or webinar.

K. PROPERTY MANAGEMENT

Subgrantee shall maintain adequate property records and inventory control and maintenance procedures for items purchased with funds awarded under this Agreement. Subgrantee will be responsible for replacing or repairing equipment for which it is accountable under this Agreement if lost, damaged or destroyed due to the negligence on the part of Subgrantee, or failure to secure appropriate insurance, or noncompliance with property management regulations, or instructions of Grantee to Subgrantee.

L. INDEMNIFICATION AND INSURANCE

Subgrantee shall procure, maintain, and provide proof of coverage of a Medical Malpractice Professional Liability Insurance Policy and such policy shall be written on an occurrence basis in the minimum amount of \$1,000,000 for all medical provider employees and subcontractors and consultants. Subgrantee shall procure, maintain and provide proof of general liability insurance which shall be written on an occurrence basis insuring the premises and all operations in broad form with a combined single limit of not less than \$1,000,000 per occurrence and \$3,000,000 annual aggregate. Subgrantee will comply with all state requirements for the provision of Workers' Compensation Insurance. The insurance policies referred to above must name the Grantee as an additional insured under each policy.

To the extent provided by Nevada law, Subgrantee shall indemnify, defend, save, and hold harmless the Grantee and its officers, officials, agents, and employees (hereinafter referred to as "**Indemnitee**") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "**Claims**") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Subgrantee or any of its owners, officers, directors, agents, employees, or subcontractors. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of Subgrantee to conform to any federal, state or local law, statute, ordinance, rule, regulation, or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Subgrantee from and against any and all claims. It is agreed that Subgrantee will be responsible for primary loss investigation, defense, and judgment costs where this indemnification is applicable.

To the extent permitted by law, Subgrantee agrees to reimburse Grantee for any monies which Grantee is required to pay to the Department of Health and Human Services or other agencies of the United States Government or the City of Carson City for any claims arising solely from the failure of Subgrantee to perform in accordance with this Agreement or, local, state, or federal laws and regulations. Grantee will appropriately invoice or file a claim with Subgrantee for any such reimbursement by Subgrantee, and Subgrantee shall have opportunity to review, and protest when appropriate, the claim prior to making any timely reimbursement to Grantee.

M. PUBLIC SCRUTINY

Subgrantee shall immediately notify Grantee of any claims or lawsuits or any situations involving Title X clients or resources in which the Project may undergo any public scrutiny.

N. STATUS OF CONTRACTOR; CONFLICTS OF INTEREST

The parties hereto agree that Subgrantee, its agents and employees, including its professional and nonprofessional personnel, in the performance of this Agreement, shall act in an independent capacity and not as officers, employees or agents of the Grantee. Subgrantee warrants that no conflict of interest, under any statute or rule of any governing jurisdiction, exists between Subgrantee's officers, agents or employees. Subgrantee shall prevent its officers, agents or employees from using their positions for purposes that are, or give the appearance of being, motivated by a desire for private gain for themselves or others with whom they may have business, family, or other connections. If the Grantee concludes in its sole and absolute discretion that a conflict of interest exists or if Subgrantee's officers, agents or employees violate the terms of this section, the Grantee may terminate this Subgrant Agreement.

O. PERSONNEL

Subgrantee's officers, agents, or employees shall not deploy themselves so as to receive multiple payments from Grantee or otherwise manipulate the assignment of personnel or tasks so as to unnecessarily increase payments to Subgrantee or its officers, agents or employees. If Grantee concludes in its sole and absolute discretion that Subgrantee or its officers, agents or employees have violated the terms of this section, the Grantee may terminate this Agreement.

P. ASSIGNMENT

Subgrantee may not assign, transfer, pledge or otherwise encumber its rights, duties, or obligations under this Agreement without the written consent of the Grantee. Any such assignment shall comply with all applicable state and federal regulations or statutes.

Q. LICENSES

Subgrantee and each of its employees, agents and contractors shall obtain and maintain during the Term of this Agreement all appropriate licenses required by law for the operation of its facilities and for the provision of Services hereunder.

R. TERMINATION OF AGREEMENT

If, through any cause, Subgrantee shall materially fail to fulfill in a timely and proper manner its obligations under this Agreement; if the Subgrantee shall materially violate any of the covenants, agreements, or stipulations; or, if the funding CCHHS receives is terminated or reduced, the Grantee shall thereupon have the right to terminate this Agreement in whole or in part by giving written notice to the Subgrantee of such termination and specifying the effective termination date. Said termination shall not be deemed a breach of contract by Grantee. Such notice may provide for a minimum of 10 days during which Subgrantee shall have the opportunity to cure deficiencies as stipulated by Grantee.

If Subgrantee has an unencumbered balance of cash disbursed under this Agreement at the close of the term, then that cash balance must be returned to Grantee. If Subgrantee is unable or unwilling to comply with such additional conditions as may be lawfully imposed on the Subgrantee, Subgrantee shall have the right to terminate this Agreement by giving written notice to Grantee signifying the effective date.

Subgrantee may terminate this Agreement for any other reason by providing Grantee with at least 90 days written notice. In the event of termination of this Agreement, either in whole or in part, all nonexpendable personal property, finished or unfinished documents, data, studies, and reports purchased or prepared by Subgrantee under this Agreement shall, at the option of Grantee, become its property or be disposed of in accordance with Grantee's procedures or instructions; and Subgrantee shall be entitled to compensation for any un-reimbursed expenses necessarily incurred in satisfactory performance of this Agreement.

Notwithstanding the above, Subgrantee shall not be relieved of liability to Grantee for damages sustained by Grantee by virtue of any material breach of this Agreement that is incurred by Subgrantee and Grantee may withhold any reimbursement to Subgrantee for the purpose of offset until such time as the exact amount of damages, if any, due the Grantee from Subgrantee is agreed upon or otherwise determined. Final payment to the Subgrantee is contingent upon the Subgrantee completing closeout procedures.

S. GOVERNING LAW AND COMPLIANCE WITH ALL LAWS

The parties shall comply with all federal, state, and local laws, regulations, standards and Executive Orders, without limitation to those designated within this Agreement and the laws and regulations of the state of organization of the Subgrantee, that are not inconsistent with applicable federal laws.

Any action relating to this Agreement shall be brought in a court of the State of Nevada in the county in which the Services are provided, unless otherwise prohibited by prevailing federal law. Any

changes in the governing laws, rules and regulations that do not materially affect Subgrantee's obligation under the Agreement during the Term shall apply but do not require an amendment.

T. TERMINATION DUE TO NON APPROPRIATION

Notwithstanding any other provisions in this Agreement, this Agreement may be terminated by Grantee if Subgrantee's governing body does not appropriate sufficient monies to provide the Services or if grant funds are terminated or reduced for the purpose of maintaining this Agreement. In such an event, Subgrantee will notify Grantee of its inability to appropriate the requisite funds and Grantee may, at its discretion, terminate this Agreement pursuant the termination provisions set forth above.

U. INTANGIBLE PROPERTY AND COPYRIGHT

Subgrantee will ensure that publications developed under the Project do not contain information that is contrary to Program Requirements or to accepted clinical practice. Federal and Grantee grant support must be acknowledged in any publication. Subgrantee will obtain pre-approval from the Grantee for publications resulting from activities conducted under this Agreement. Subgrantee will also provide all publications referencing the Grantee to the Grantee for pre-approval prior to distribution. Restrictions on motion picture film production are outlined in the "Public Health Service Grants Policy Statement." The word "**publication**" is defined to include computer software. Any such copyrighted materials shall be subject to a royalty-free, non-exclusive, and irrevocable right of the Government and Grantee to reproduce, publish, or otherwise use such materials for Federal or Grantee purposes and to authorize others to do so [45 CFR 74.36] [45 CFR 92.34].

V. INVENTIONS OR DISCOVERIES

The Projects undertaken pursuant to this Agreement must comply with government-wide regulations, 37 CFR Part 401, which apply to the rights to inventions made under government grants, contracts and cooperative agreements.

W. ALTERATION OF TERMS

The Agreement, together with all attachments, fully expresses all understanding of the parties concerning all matters covered and shall constitute the total Agreement. No amendment of, addition to, or alteration of the Terms of this Agreement, whether by written or verbal understanding of the parties, their officers, agents or employees, shall be valid unless made in a writing that is formally approved and executed by the parties or as otherwise provided in this Agreement.

X. GENERAL TERMS AND CONDITIONS

Subgrantee agrees to accept additional conditions imposed by the Department of Health and Human Services governing the use of such funds or performance of family planning programs as may be required by law, by Executive Order, by regulation, or by any other policy announced by the Department of Health and Human Services. The Grantee shall provide prompt written notice to Subgrantee of such conditions.

Subgrantee understands and agrees that strict compliance with all requirements is mandatory and any material breach and/or a failure to cure said material breach thereof is grounds for termination of this Agreement.

Y. ATTACHMENTS

All Attachments to this Agreement are incorporated by reference, whether specifically mentioned in a paragraph, or generally by this reference.

Z. EXECUTION

This Agreement shall not be effective until it has been approved as required by the governing bodies of the parties and signed by the persons having executory powers for the parties.

CITY OF CARSON CITY

By: Nancy Paulson
Nancy Paulson, City Manager

Attest: Aubrey Rowlett
Aubrey Rowlett,
Clerk-Recorder

CARSON CITY HEALTH AND HUMAN SERVICES

By: _____
Nicki Aaker, Director

DOUGLAS COUNTY

By: Patrick Gates
Patrick Gates, County Manager

By: Barry Penzel
Barry Penzel, Commission Chair

By: Karen Beckerbauer
Karen Beckerbauer, Douglas County Social Services Manager

Nevada Department of Health and Human Services

Division Public & Behavioral Health

Public Health Preparedness Program

FPHPA00644

Grant # 9-02-00

Budget Acct: G680020007

GL #: NA

Job #: NA

Draw #: 1

REQUEST FOR REIMBURSEMENT

Program Name: City of Carson City	Subgrantee Name: Douglas County DBA Douglas County Community Health
Address: 201 N. Carson St Carson City, NV 89701	Address: PO Box 218 Minden, NV 89423
Subgrant Period: April 1, 2020 through March 31, 2021	Subgrantee EIN #: 88-6000031 Subgrantee Vendor #: 0008067 Dun & Bradstreet #: 010984979

FINANCIAL REPORT AND REQUEST FOR FUNDS

(report in dollars and cents; must be accompanied by expenditure report/back-up)

Month(s): April-June Calendar Year: 2020

Approved Budget Category	A Approved Budget	B Total Prior Requests	C Current Request	D Year To Date Total	E Budget Balance	F Percent Expended
1 Personnel	\$ 77,727.00	\$	\$ 0.00	\$ 0.00	\$ 77,727.00	0%
2 Contract/Consultant	\$ 0.00	\$	\$ 0.00	\$ 0.00	\$ 0.00	0%
3 Travel	\$ 0.00	\$	\$ 0.00	\$ 0.00	\$ 0.00	0%
4 Equipment	\$ 0.00	\$	\$ 0.00	\$ 0.00	\$ 0.00	0%
3 Supplies	\$ 0.00	\$	\$ 0.00	\$ 0.00	\$ 0.00	0%
6 Other	\$ 0.00	\$	\$ 0.00	\$ 0.00	\$ 0.00	0%
7 Indirect	\$ 0.00	\$	\$ 0.00	\$ 0.00	\$ 0.00	0%
8 Total	\$ 77,727.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 77,727.00	0%

This report is true and correct to the best of my knowledge.

Authorized Signature _____ Title _____ Date _____
 Reminder: Request for Reimbursement cannot be processed without an expenditure report/back-up. Reimbursement is only allowed for items contained within Subgrant Award documents. If applicable, travel claims must accompany report.

FOR HEALTH DEPARTMENT USE ONLY

Program contact necessary? Yes No Contact Person: _____

Reason for contact: _____

Fiscal review/approval date: _____ Signed: _____

Scope of Work review/approval date: _____ Signed: _____

Clinic Services Manager (as required): _____ Date: _____

**Douglas County Community Health
Title X Reimbursement Worksheet
April- June 2020**

Personnel	Title	Description					Amount
TOTAL						\$0.00	
Contract / Consultant		Description					Amount
TOTAL						\$0.00	
Travel (Name of Traveler)	Travel Dates	To	Mileage	Lodging & Per Diem	AirFare & Misc	Purpose/ Description	Amount
							\$0.00
							\$0.00
							\$0.00
TOTAL						\$0.00	
Operating/Supplies (Items under \$5,000 & consumed within 1 yr)		Description					Amount
TOTAL						\$0.00	
Equipment (Items over \$5,000 or <u>not</u> consumed)		Description (attach invoice copies for all items)					Amount
TOTAL						\$0.00	
Other		Description					Amount
TOTAL						\$0.00	
Indirect		Description					Amount
TOTAL						\$0.00	
TOTAL EXPENDITURES						\$0.00	

FAMILY PLANNING EXPENDITURE / REVENUE REPORT

AGENCY NAME: _____

PERIOD: January 1 - March 31, April 1 - June 30, July 1 - September 30, October 1 - December 31.

COMPLETED BY AND PHONE#: _____

DATE: _____

EXPENDITURES

	Column (A)	Column (B)	Column (C)	Column (D)
	Title X Funding	Family Planning Program Generated Income	State /Local General Funds and Other Funds	Combined Total
Personal Services				
Salary	\$ -	\$ -	\$ -	\$ -
Fringe @ %	-	-	-	-
Subtotal Personal Services	\$ -	\$ -	\$ -	\$ -
Contractual Services				
Clinician personnel (Physician, Nurse Practitioner, etc.)	\$ -	\$ -	\$ -	\$ -
Other	-	-	-	-
Subtotal Contractual Services	\$ -	\$ -	\$ -	\$ -
Operating Expenses				
Contraceptive methods (birth control pills, IUDs, implants, condoms, etc.)	\$ -	\$ -	\$ -	\$ -
Training (staff training, educational programs)	-	-	-	-
Travel (dollars spent for travel not related to training)	-	-	-	-
Chlamydia tests	-	-	-	-
Lab and x-rays	-	-	-	-
Educational materials (brochures, etc.)	-	-	-	-
Clinical supplies	-	-	-	-
Office operating supplies (papers, charts, pens, etc.)	-	-	-	-
Office expense (rent, utilities, maintenance)	-	-	-	-
Other (specify)	-	-	-	-
Equipment (include any single item costing >\$5,000)	-	-	-	-
Subtotal Operating Expenses	\$ -	\$ -	\$ -	\$ -
Total Direct Costs	\$ -	\$ -	\$ -	\$ -
Indirect Costs @ %	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -
In-kind	\$ -	\$ -	\$ -	\$ -
TOTAL COSTS	\$ -	\$ -	\$ -	\$ -

REVENUES

	Title X Funding	Family Planning Program Generated Income	State /Local General Funds and Other Funds	Combined Total
Title X Family Planning	\$ -	\$ -	\$ -	\$ -
Client fees	-	-	-	-
Client donations	-	-	-	-
Medicaid	-	-	-	-
State Children's Health Ins (CHIP)	-	-	-	-
State General Funds	-	-	-	-
Other State Allocations	-	-	-	-
Local government-County and/or City grants and contracts	-	-	-	-
In-kind (Other Donations, Volunteers)	-	-	-	-
Other public health insurance (TRICARE/CHAMPUS, CHAMPVA)	-	-	-	-
Private health insurance	-	-	-	-
Other (specify private grants, fundraising, MCH, Social Service Block grant, Medicare, etc)	-	-	-	-
Other (specify private grants, fundraising, MCH, Social Service Block grant, Medicare, etc)	-	-	-	-
TOTAL	\$ -	\$ -	\$ -	\$ -
Unspent Funds - This Period	\$ -	\$ -	\$ -	\$ -
Unspent Funds - Prior Periods	-	-	-	-
Balance Unspent Funds	\$ -	\$ -	\$ -	\$ -

Has your agency used Title X funds to purchase any single piece of equipment valued at \$5,000 during this period? Yes No

CERTIFICATE: I certify that revenues reported were authorized for use by the agency only in support of this program and that expenditures and encumbrances reported are true and correct to the best of my knowledge and belief.

PREPARED BY _____

PHONE _____

AUTHORIZED AGENT _____

DATE _____

Aging and Disability Services Division

Subrecipient Guidelines for Reopening Services

In May 2020, Governor Steve Sisolak unveiled Phases 1 and 2 of Nevada's Roadmap to Recovery approach to reopening many businesses and services throughout the state. At this time, vulnerable populations are encouraged to stay at home to lessen their risk of exposure to COVID-19.

As we continue to move forward with these phased reopening guidelines, please refer to the links below as additional resources:

- [ACL - Reopening Guidelines](#)
- [Nevada Roadmap to Recovery Guidelines](#)
- [Nevada Health Response](#)

Additionally, each subrecipient should consult with local officials and health authorities to determine additional guidelines and protocols in place for their specific city or county.

ADSD Program Guidelines (in effect until further notice)

These guidelines can be adjusted as Nevada moves through the Roadmap to Recovery.

General Services:

Continue to provide remote/telework services whenever possible to assist clients. If services require in-home or face-to-face interaction, adhere to these requirements:

- Follow all of the health department/division's protocols, according to jurisdiction.
- Staff should be required to wear face coverings when interacting with clients and maintain social distancing.
- Staff should be symptom-free, which includes daily temperature checks before entering a client's home or having face-to-face interaction with clients.
- Clients or staff exhibiting symptoms should be asked to self-isolate. Clients should be offered alternative, in-home services.
- Maintain at least six feet of social distancing.
- Wash or sanitize hands before entering and when exiting a client's home and other locations visited for business.
- Sanitize regularly used items, such as pens and clipboards, before and after use, as well as any other equipment that may have been contaminated.

Congregate Meal Services (when permitted to open according to the area's health department or division), in addition to the general guidelines and resources above:

- Directors should train servers on the health authority's protocols and supervise their adherence.
- Practice social distancing by placing tables and chairs at least six feet apart.
- Meals should be served to clients at their table. If a line is required, limit the number of individuals allowed at one time and mark the floor with social distancing cues.
- Limit dining to 50% seating capacity – providing meals in phases (if necessary).
- Keep individual packets/items available for use such as salt, pepper, and condiments.
- Buffet services/self-serve options are not permitted.
- Servers and staff are required to wear face coverings and gloves.
- Staff should sanitize commonly touched surfaces regularly throughout mealtimes.
- Patrons should be encouraged to wash or sanitize their hands prior to and after meals.
- Hand sanitizing stations are required throughout buildings.

Home-Delivered Meal Services, in addition to the general guidelines and resources above:

- Directors should train drivers on the health authority's protocols and supervise their adherence.
- If possible, maintain contactless meal delivery throughout reopening phases.
- Complete wellness checks according to the most current ACL reopening guidelines.
- If entering the home, avoid unnecessary touching of surfaces.
- Delivery vehicles and hot/cold holding boxes (if applicable) should be sanitized before meals are loaded.
- Drivers should sanitize their hands prior to handling meal containers or bags.

Guidance for Serving Older Adults During Phase Three:

Please refer to the Gating Criteria for States and Regions in the Guidelines for Opening Up America Again.

During this phase, vulnerable individuals can resume public interactions, but should practice social distancing, minimizing exposure to social settings where distancing may not be practical, unless precautionary measures are observed.

As states begin to relax the social distancing requirements and stay-at-home orders, considerations will be given to re-opening congregate sites with social distancing. As a consequence, the manner in which programs offer meals may change. This may be different from the way programs provided services during social distancing and may be different than how programs offered meals in the past.

Programs may also have to continue assessing clients virtually (on a regular basis) if they are uncomfortable allowing others into their homes or coming out to a site. In establishing a new normal under Phase Three, be sensitive to the reluctance and fear of individuals who may have lost a loved one to COVID-19. It may take longer for them to adjust, so they may require more accommodating programming. Also consider that programs may need to screen former congregate clients who have been receiving home-delivered meals. Their functional ability may have declined and they may be unable to return to a congregate setting. Feel free to consider any of the suggestions outlined above for Phases One and Two.

Additional Resources

CDC -- [Best Practices on Use of Face Coverings](#)

CDC -- [Running Essential Errands, including Accepting Deliveries and Takeout Orders](#)

FDA -- [Food Safety and Coronavirus](#)

[Connecting While Socially Distancing](#)

[Addressing Social Isolation for Older Adults During COVID-19](#)

Jodi Wahl

Direct Manager:
Karen Beckerbauer

Annual Evaluation Form - All Employees (due 07 / 02 / 2020)
Due Date: Thu, Jul 2, 2020

General Information

Position
Administrative Services Manager

Division
Social Services General

Evaluation Type
Periodic

Department
Community Services

Class Spec
Administrative Services Manager

Ratings Summary : Karen Beckerbauer

Total Score

2.5

Content

Competency Section | 4 Point Scale

Values

Based on these core values, Douglas County employees are dedicated to providing essential and cost-effective public services fostering a safe, healthy, scenic, and vibrant community for the enjoyment of our residents and visitors. Employees are evaluated on their performance based on these core values.

Integrity

The employee demonstrates honest and ethical conduct through their actions at all times.

Rater & Rating

Karen Beckerbauer

2 Meets Expectation

Comment

Jodi is honest and ethical in her actions and decision making. She is the person her coworkers go to when struggling with decisions or client case plans. She works independently and know when to ask for direction or pass along information to her supervisor. Jodi maintains a professional image with coworker and the public always representing the department and county with dignity and respect. She has gotten more involved with day to day problem solving and conflict resolution. She sees everyone's individual characteristics and strengths and uses that insight to provide direction and feedback.

Accountability

The employee accepts responsibility for their actions.

Rater & Rating

Comment

Karen Beckerbauer

3 Exceeds Expectation

Jodi has taken on more responsibility in grants management this past year, completing all RFRs for 6 grants along with all program reporting on each. She is tasking herself with mastering the processes involving various other departments to secure permission for grants, get the approved, and recorded. She is the expert in our database eLogic, being selected by the state Grants Management Unit to participate in vetting potential other databases. Jodi was instrumental in developing the reopening plan for Social Services during the COVID closures and directed staff on how to switch modes to serving clients primarily by phone yet still getting all required verifications. Jodi has taken full responsibility for clerking the RISE UP and Committee on Health boards. She has worked closely with the Budget Analyst on the financial aspects of each of our grants for Social Services and the clinic. She has used her skills as a ROMA implementer in writing grant applications and scopes of work. She has taken on greater responsibility for direct client care oversight by the case managers especially since my transition to another office location. She reminds each case manager of program guidelines and appropriate boundaries and limitations to place on clients' requests. She conducts chart audits on every visit that generates a claim and random audits throughout the year. She has set a goal for herself to achieve certification as a Community Action Professional, while she has also begun her Master's program to further her education and career goals.

Customer Service

The employee delivers efficient and effective service with an attitude of respect and fairness.

Rater & Rating

Comment

Karen Beckerbauer

3 Exceeds Expectation

Jodi's internal customer service has shown particular growth in the past year. She has become a valuable resource for clinic staff, has been instrumental in education the Budget Analyst on all of our grants, has assisted me by taking over all grant writing and reporting, and assisted in developing the reopening plan for our office after being closed to the public for 3 months. She has ensured that clients' needs have been met even when unable to meet with them face to face. She has taken responsibility for building agendas, scheduling, and clerking RISE UP and Committee on Health board meetings. She is the primary daily contact for the case managers and office staff for operational and problem solving direction. She gives direction based on standard operating procedures and their bases in our grants and NRS. Her focus is on service to the client with appropriate levels of accountability being applied. She takes in the case managers' outlook on the case and gives direction that maintains fairness among the clients and programs. She routinely fills in at statewide meetings for her supervisor and reports back the valuable pieces of information gathered. Jodi's mastering of our database and learning of the electronic medical record system make her a strong team member who can be counted on to troubleshoot the systems and run valuable reports.

Leadership

The employee establishes the tone and direction for success; motivating and inspiring others to accomplish a shared vision.

Rater & Rating

Comment

Karen Beckerbauer

2 Meets Expectation

Jodi has done very well in getting our Office Specialist trained in her job and continues to look for special projects for her to work on especially in down times and those projects that will help her learn more about the department and our programs. She is always looking ahead to new grant programs to be implemented. She continues to grow in the Community Action arena and is recognized as an expert in ROMA implementation, while looking forward to gaining her certification as a Community Action Professional. Jodi's focus on that vision made it such that our agency was the only rural agency in complete compliance with CSBG organizational standards, a project that took more than a year. She maintains focus on our mission and vision whenever interpreting a client situation and providing input or direction. She is an excellent liaison between staff and daily activities and her supervisor.

Communication

The employee ensures open dialogue through proactive listening and sharing of information throughout the organization and the community.

Rater & Rating

Karen Beckerbauer

2 Meets Expectation

Comment

Jodi is our office's communication hub. She spends her days keeping up on what the case managers are facing and giving thoughtful input. They trust that she is available to listen and she has become more assertive in her interventions and direction. She has taken the role of primary contact for our grantors, making sure all grant documents are current and accurate. She attends the Administrative Services Managers' meeting and brings back valuable information and processes. She is working with our Office Specialist to help in tracking grants and documents through until recording and filing. She has worked closely with our Budget Analyst to help him to learn each of the grants as well. Her communication with the grants management office, her attendance at numerous webinars, and her studying of the CSBG organizational standards allowed us to be fully in compliance for the next 3 years.

Teamwork

The employee works together with others to achieve shared goals.

Rater & Rating

Karen Beckerbauer

3 Exceeds Expectation

Comment

Jodi works with every level of the organization furthering our mission and values into the community and with our other partners. She looks at the team that exists outside of our doors as a way to make our mission stronger. She recently approached me about using unspent grant funds to resume substance abuse evaluations for our jail population. She contacted the grantor, received permission, and submitted the amendment. She easily balances stressful situations with everyday responsibilities. She includes the whole team in her role as our primary staff scheduler. She maintains routine and supportive communication with the clinic as well. She is working on being an active administrator for the electronic medical records database and is primary lead on the social services database. She spends her days being involved in the daily operations of the office and extended relations such as our local non-profits and state grant partners. She looks for opportunities for our programming to grow especially through her understanding of all of our grants. Jodi looks for overlaps or synergies between, not just our departments, but our other community partners and the greater community services division as a whole. She has also taken full ownership of all details of clerking two of our Boards.

Goal Section | Future/List

Goals

Enter 2-3 goals for the employee for the upcoming evaluation period. Be specific with time period to accomplish the goals and what is to be accomplished. Goals should be Specific, Measurable, Attainable, Realistic and Time-based, and meet the goals and objectives of the individual, the department and the County as a whole. Goals can be short-term (days or weeks) to long-term (up to a year).

social media

Due Date 11/20/2020

Jodi will work with Melissa and other county employees to update all Social Services social media campaigns and websites

training

Due Date 01/22/2021

Jodi will develop a curriculum and training schedule for staff to address routine training needs and new realms of education for staff

Previous Evaluation Goals

Use this section to document progress on goals from previous evaluations.

eClinicalworks

Due Date 12/27/2019

Jodi will become comfortable navigating reports and IZ pricing within eCW

Rater Comment

Karen Beckerbauer

contract and grant management

Due Date 12/30/2020

Jodi will master the processes involved in tracking through recording of grants and contract documents

Rater Comment

Karen Beckerbauer

Evaluation Overall Section | Text Only

Overall Comment

Rater Comment

Karen Beckerbauer

Process

- 1 Add previous/current goals to the evaluation
Completed On Mon, Jun 15, 2020
Rater **Karen Beckerbauer** x Karen Beckerbauer
- 2 Rater **Karen Beckerbauer**
Completed On Thu, Jun 18, 2020
- 3 Approval & Signature **Scott A Morgan** x _____
- 4 Approval & Signature **Karen Beckerbauer** x _____
- 5 Signature **Jodi Wahl** x _____

By clicking certify and submit, you confirm that your rating is complete and accurate. Once your rating is submitted, you will no longer be able to make changes without administrator assistance.

County Values Descriptions/Examples of Meeting Expectations

- **Integrity:** Demonstrates honest and ethical conduct through all actions; speaks positively about the County and coworkers; does not engage in gossip and rumors; maintains confidentiality; is respectful; responds to and meets commitments to supervisor/manager, peers, and coworkers; demonstrates an understanding and respect of individual differences; acts with integrity; controls anger and impatience; is polite, helpful and courteous; maintains a professional image with the public, customers, management and coworkers.
- **Accountability:** Upholds all standards, policies, procedures, and regulations; accepts responsibility for one's own actions; improves and learns from mistakes; gets the most out of limited resources, works within budget, and identifies cost effective ways to get work accomplished; tracks completed work to ensure output meets accuracy and timeliness standards.
- **Customer Service:** Personally provides efficient and effective services to internal/external customers; knows and understands each customer's needs; uses knowledge to anticipate problems and identify barriers to exceptional service; handles complaints and follows up to ensure satisfaction.
- **Leadership:** Upholds the tone and directions for success; contributes to the success of the department/division/County by working towards goals and objectives and successfully meeting performance expectations.
- **Communication:** Politely and professionally gives consistent, timely, and accurate information; finds answers when unsure; expresses ideas clearly and concisely; ensures open dialogue through proactive listening and sharing of information; respects differences of opinion and seeks first to understand before offering own opinion.
- **Teamwork:** Offers to help out and cooperates with peers/coworkers; works cooperatively with employees in other departments/divisions; participates in meetings; builds relationships with others as valuable resources.

Rating Scale Descriptions and Explanations

Exceeds Expectations (3):

- All 3 ratings must be substantiated by specific examples of what the employee has done that exceeds expectations.
- Performance is notably superior and demonstrates exceptionally high ability in greatly exceeding established job performance expectations. Employee's level of work and initiatives significantly advance and improve the work flow of the department and the County's interests. In addition, employee makes major contributions or had major achievements in the areas of quality service, efficiency, and mastery of knowledge and skills, and may be recognized beyond work group for contributions. Employee's performance consistently exceeds job performance expectations, demonstrating work efforts and abilities that are clearly above the expectations for the position. The employee serves as an example to other employees.

Meets Expectations (2):

- A 2 rating is a good rating and means an employee is doing what is expected of them.
- Employee consistently meets and may sometimes exceed job performance expectations and is consistently receptive and responsive to the instructions of the supervisor/manager. Tasks are completed on time, successfully and proficiently. Employee's performance fully meets the expectations for the position.

Opportunity for Improvement (1):

- All 1 ratings must include details regarding the opportunities for improvement.
- Employee's performance may generally meet job performance expectations but occasionally falls below what is required. May achieve results in some areas and may need development in one or more areas; performance is inconsistent, below the expectations for the position, and may negatively impact coworkers. The employee's acceptance and response to instruction from the supervisor/manager is inconsistent and/or incomplete. May indicate that the employee is new to the job and/or additional effort is needed to improve performance.

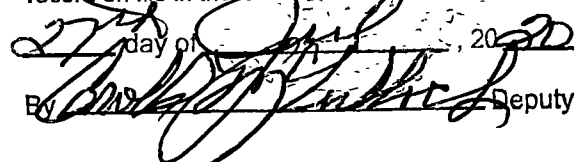
Requires Substantial Improvement (0):

- All 0 ratings must include specific information which led to the rating.
- Employee does not perform, or make reasonable efforts to achieve job performance expectations. Employee's performance has not shown sufficient improvements. Employee repeatedly makes errors, does not typically respond positively to instructions, and fails to get the job done. Employee's performance does not meet minimum performance levels.
- Failure to improve could result in disciplinary action, up to and including termination of employment

Douglas County, Nevada State of Nevada

CERTIFIED COPY

I certify that the document to which this certificate is attached is a full and correct copy of the original record on file in the Clerk-Treasurer's Office on this

27th day of July, 2020
By  Deputy