



2022 Local Forum Amendment

PARTNER INFORMATION		
Agency Name	Address	Federal ID#
Health and Human Services Advisory Board – Health Sub Committee	1216 W. Robert Bush Drive, PO Box 26, South Bend, WA 98586	91-6001356
Program Contact	Email Address	Phone Number
Gracie Minks	gmanlow@co.pacific.wa.us	360.875.9300
Contract Signatory	Title	Phone Number
Katie Lindstrom	Director	360.642.9300 ext. 2648
Email Address		Fax Number
Koien@co.pacific.wa.us		
CPAA INFORMATION		
Contract Signatory	Title	Phone Number
Steven C. Clark	Chief Executive Officer	(360) 539-7576 x116
Email Address		Fax Number
Clarks@crhn.org		(360) 943-1164
AMENDMENT		
<p>This amendment is made between <i>Thurston County Thrives</i>, hereinafter called "PARTNER" and CASCADE PACIFIC ACTION ALLIANCE, hereinafter called "CPAA". It is mutually understood and agreed by and between the undersigned contracting parties to further amend the previously executed Local Forum Contract:</p> <p>A. The timeframe for this agreement is from the date of execution through January 31, 2023.</p> <p>B. Signed versions of this contract transmitted by facsimile copy or electronic mail shall be the equivalent of original signatures on original versions.</p>		
ATTACHMENTS		
Attachment A: Statement of Work & Funding Information		
Attachment B: Reporting Schedule & Template		

IN WITNESS THEREOF, CPAA and the PARTNER hereby acknowledge and accept the terms and conditions of this amendment. This amendment shall become effective upon signature of both parties. Signed versions of this contracted transmitted by facsimile copy or electronic mail shall be the equivalent of original signatures on original versions.



Partner Signature DocuSigned by: <i>Katie Lindstrom</i> 31CF1CA6094F473...		CPAA Signature DocuSigned by: <i>Steven Clark</i> 386862CDB022475...	
Printed Name	Katie Lindstrom	Printed Name	Steven C. Clark
Title	Director	Title	Chief Executive Officer
Date	5/31/2022	Date	5/31/2022



Attachment A

CPAA Local Forums Statement of Work (SOW)

Background

The key focus of the Local Forums, which are an initiative of CPAA and integral part of the Medicaid Transformation Project, is to identify local health priorities that include addressing social determinants of health SDOH, fostering health equity, supporting COVID 19 work, designing and adopting shared local priorities that align with the regional action agenda. Key partners that engage in the Local Forum include physical health, behavioral health, public health, law enforcement, education, social support, and community-based organizations, and at least one community member – all working together to address a wide range of community health improvement needs.

Each county in the Cascade Pacific region (Cowlitz, Grays Harbor, Lewis, Mason, Pacific, Thurston, and Wahkiakum) is expected to continue hosting a Local Forum as a platform and mechanism for bringing together diverse cross-sector partners to identify issues or gaps in services and develop local health improvement strategies.

Both CPAA and CHOICE Regional Health Network, will provide technical support and attend scheduled meetings as requested. They will also help in coordinating activities between local communities as needed.

Contractual Activities for the Local Forums

Each Local Forum is expected to:

1. Provide resources and mobilize speakers and participants to necessary for hosting one virtual CPAA Council Meeting in 2022 (see schedule below).
2. Work in collaboration with CPAA to develop a Council Meeting presentation using presentation outline template. Begin coordination with CPAA Community Outreach and Communications Managers 30 days in advance.
3. Coordinate a 75-minute presentation focusing on the Local Forum's community health improvement summary submitted to CPAA. The presentation should follow outline template provided by CPAA and include:
 1. Description of health priorities within the county.
 2. Strategies to address those health priorities.
 3. Local action already underway.
 4. Engagement with meeting attendees using small or large group discussion.
4. Submit presentation slides and supporting documents to CPAA no later than one week prior to the meeting.
5. Encourage organizations involved in the Local Forum to attend all CPAA Council Meetings.



CPAA Council Meeting Hosting Schedule

Wahkiakum Local Forum	April 14, 2022 1:00-3:00
Lewis County Community Health Partnership (Lewis)	June 9, 2022 1:00-3:00
Health and Human Services Advisory Board – (Pacific)	August 11, 2022 1:00-3:00
Mason County Health Coalition Local Forum – Mason County Community Services (Mason) & Summit Pacific Medical Center (Grays Harbor)	October 13, 2022 1:00-3:30
Thurston Thrives Coordination Council (Thurston) & Cowlitz Family Health Center (Cowlitz)	December 8, 2022 1:00-3:00

1. Host a minimum of four Local Forum meetings per year (at least one meeting per quarter) with a group of diverse community partners and local community members (consumers) to identify local health needs and strategize local community health improvement. Help disseminate information about CPAA events, newsletters, and meeting dates.
2. Recruit at least one 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. Promote the Local Forum meeting to encourage participation by additional consumers.
3. Maintain a designated point of contact with CPAA who is responsible for sharing communication from CPAA with local forum members. The designated point of contact will subscribe to relevant CPAA email list-serves and forward information about training and funding opportunities made available by CPAA to local forum members.
4. Submit quarterly reports to reporting@cpaawa.org that include the completed quarterly report template (Attachment C), meeting agenda(s), and meeting summary(s) for the previous quarter.

Quarter	Months	Report Due
Quarter 1	January – March	April 30, 2022
Quarter 2	April – June	July 31, 2022
Quarter 3	July – September	October 31, 2022
Quarter 4	October - December	January 31, 2023



I. CPAA will:

- a. Provide total compensation in the amount of \$10,420 during the contracted period.
Quarterly payments in the amount of \$2,605 will be made within 30 days of receipt of approved quarterly report, dependent on the availability of the Financial Executor Portal.
- b. Provide oversight of the CPAA Council Meeting by:
 - i. Collaborating on development of agenda and presentation(s).
 - ii. Provide a presentation outline template
 - iii. Creating final agenda.
 - iv. Distributing agenda to Council Members and regional partners.
 - v. Providing a standardized template and staff members to aid in meeting facilitation.
 - vi. Consolidating presentation slides.
 - vii. Managing the virtual meeting.
 - viii. Providing a written meeting summary.
- c. Attend Local Forum meetings when requested.
- d. Provide template for quarterly reporting.
- e. Determine right to renew contract annually.

Agreement Duration

The timeframe for this agreement is from the date of execution through January 31, 2023.



Attachment B

Local Forum Reporting Schedule and Template

Instructions: To fulfill CPAA reporting requirements, the quarterly report must be completed and emailed to reporting@cpaawa.org.

Quarter	Months	Report Due
Quarter 1	January – March	April 30, 2022
Quarter 2	April – June	July 31, 2022
Quarter 3	July – September	October 31, 2022
Quarter 4	October - December	January 31, 2023

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.	



3. Describe the strategies you are taking to address your local health priorities.

4. List of attendees



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