

## Lead To Results, LLC

[www.leadtoresults.com](http://www.leadtoresults.com)



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**Proposed:** Facilitation Leadership for Pacific County Engagement of Targeted Demographics

**Date:** April 14, 2022

**To:** Pacific County Public Health & Human Services  
Attn: Katie Lindstrom  
1216 Robert Bush Drive West  
South Bend, WA 98586

Under sponsorship and direction of Pacific County Health Department (PCHHS), local community groups and public assistance agencies will be convened to plan an outreach initiative to historically disadvantaged and unconnected demographic populations across the county. This initiative is grant funded with broad objectives to engage these populations to educate and encourage their access to available resources and services for health and welfare.

Lead To Results, LLC (LTR) proposes to facilitate workshops organized by PCHHS where organizations already reaching one or more of these populations are brought together to assemble and launch a workplan wherein best practices individually and collaboration collectively are leveraged to achieve these outreach objectives. A series of workshops are envisioned, beginning with one or two strategic and tactical action planning sessions followed by regular (monthly, anticipated) check-ins to monitor progress and refine the action plan as needed.

A workshop/meeting schedule with participating organizations remains to be finalized. For each workshop, LTR will engage with PCHHS as requested:

- (a) Preparation actions (agenda setting, prep of materials/data, decisions on outcomes and process),
- (b) Execution of the meetings (venue setup for A/V or remote access, meeting facilitation, documentation of meeting notes and actions), and
- (c) Followup and project tracking (monitoring of action assignments, compilation of progress measures, sharing of meeting notes and updates).



These rough objectives will be refined as directed by PCHHS. The number of workshops, scope of action, and duration of this facilitation will be directed by PCHHS. Tentative expectations for activities and estimates of work hours are presented below, based on an hourly work rate of \$95.00. Adjustment to tasks and expectations will be accommodated.

Activity	Description	Schedule	Budget
<b>Initial Convening Workshop(s)</b>	Includes preparation meetings with PCHHS staff to plan for the initial launch workshop of agency/assistance organizations. One (or two?) initial workshop/meeting events (either in-person or via Zoom) will convene staff from tagged organizations to (a) introduce the project, (b) share already-ongoing activities with specific demographics, (c) identify gaps in coverage/reach, (d) seek leverage/inspiration for inter-group collaboration, (e) develop success metrics and progress milestones, and (f) assign work actions.	tbd expected Jan-Feb 2022	Estimate ~4 hours planning; ~2 hours meeting(s); ~1.5 hours followup documentation and actions. \$500-\$600 total budget estimated plus mileage if in-person required.
<b>Progress Monitoring and Strategic Refinement</b>	Expecting that monthly (or thereabouts) followup meetings (Zoom) would proceed to track activity against the workplan, measure progress against targeted milestones/metrics, and refine/adjust the strategy/workplan as required.	tbd expected Mar-Sept 2022	Estimate ~1 hour prep for each meeting, ~1.5 hours meeting facilitation, and ~1 hour meeting followup documentation. \$250-\$350 total budget estimated per meeting.

### Engagement Reporting and Invoicing

LeadToResults will report progress regularly (at least monthly) and invoice PCHHS at least bi-monthly as activities and tasks are undertaken. Miscellaneous expenses for resources (mileage, meeting space rental, etc) will be included.

### Representation and Obligations

LTR will perform all services described above as an independent contractor under engagement to PCHHS. LTR nor anyone engaged by LTR shall represent itself/themselves as an employee of PCHHS. All data, reports, analyses, documents, and presentations produced by LTR for delivery or sharing to PCHHS under this program shall be the sole and absolute property of PCHHS. LTR shall not, without prior consent of PCHHS, disclose to any third parties any information received or developed in conjunction



with this program.

Program content, deliverables, and schedule particulars may be amended as directed by PCHHS. Interim progress reports and informal updates may be requested and shared with PCHHS at any time.

LTR maintains commercial general liability insurance of \$2M in aggregate, as well as individual property, auto, and umbrella liability insurance totaling \$1M in coverage for its principals, Kelly Rupp and Bev Arnoldy.

Either LTR or PCHHS may terminate this program agreement without cause upon giving the other party at least 30-days written notice.

**Accepted and Agreed:**

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W. Kelly Rupp, Managing Principal  
LeadToResults, LLC

Date: \_\_\_\_\_

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Pacific County Public Health and Human Services

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