

revising

Memorandum of Understanding between The Washington State Department of Health and The Washington State Board of Health

This Memorandum of Understanding is entered into between the Department of Health (hereinafter Department) and the Board of Health (hereinafter Board), to provide clarity.

1. The Board is an agency of the State of Washington created pursuant to Chapter 43.20 RCW, and having the powers and authority set forth therein and elsewhere in the Constitution and the Revised Code of Washington.
2. The Board is authorized, by statute, to employ an Executive Director and a Confidential Secretary, both of whom are exempt employees and not subject to the state civil service laws. Those employees will not be considered Department employees for any purpose.
3. The Department of Health will maintain the appointment of a liaison to the Board, currently the Director of the Office of Policy, Legislative, and Constituent Relations.
4. The Department has authority to provide "necessary technical support" to the Board. It is agreed that a portion of the Department's biennial appropriation will be allocated to support the Board in fulfilling its functions, including paying the costs of the two exempt employees, referred to in paragraph 2 above. This budget amount will be not less than funds initially allocated to support the Board during the 1999-2001 budget period adjusted for inflation according to applicable OFM guidelines and subject to adjustments imposed by OFM or the legislature.
5. In addition, the Department may assign employees to the Board as needed. Which of the foregoing reporting models is used will be clearly stated at the beginning of the assignment. The secretary or designee will consult with the Board or designee prior to determining the nature of the positions and the individual employees assigned to the Board under this section. The Board's Chairman and the Secretary each reserve the right to reject or terminate the assignment of any Department employee assigned to the Board with two weeks notice. The right to reject or terminate the assignment of any department employee includes those employees whose assignment may come as a result of a reduction in force.
 - a. In some cases, Department employees may serve as knowledge experts on projects at the request of the Board. In such cases, and with the agreement of their departmental supervisors, these departmental employees may be required to complete assignments according to the Board's or the Executive Director's direction. However, these employees will remain employees of the department.
 - b. In other cases the employees may be entirely assigned to the board but will continue to be Department employees. In this model employees will be under the direct supervision of and accountable to the Executive Director of the Board. The Board's Executive Director will perform the duties of a supervisor as defined in WAC 356-05-400. Employees assigned to the Board will be subject to all Department policies and procedures including reduction-in-force

actions. The Secretary of the Department shall continue to be the appointing authority for Department employees assigned to the Board.

6. In accordance with applicable GA, DIS, OFM, and DOP policies and regulations, the Department will provide certain administrative services to the Board. In addition, the Department will provide consultation on applicable Department policies and procedures. Administrative services provided the Board will include:

A. Facilities Management

- Provide and maintain adequate facilities for Board employees
- Provide service in the following areas: long and short range facility planning; facility financial forecasting and budgeting; negotiation and management of leases; interior space planning, work space specification and installation, movement of staff and space management; renovation of existing or new space.
- Prorate charges for rent, utilities, janitorial and general building repairs and maintenance in accordance with the amount of square footage occupied by the Board in any facility.
- Process costs billed by vendors for completing renovations, staff movement, consultation or repair of facilities requested by the Board and charge to the Board directly on a prorated basis determined by the Board's staffing or space use.

B. Financial Services

Consistent with OFM regulations and with written authorization by the Board Executive Director or Chair,

- Pay vendors, contractors and other types of payment documents
- Review and pay travel vouchers for staff and Board members
- Process payroll and benefits
- Prepare biennium budget submissions for Board approval
- Coordinate fiscal note submissions on legislative impact issues
- Monitor expenditures and provide quarterly status of expenditures as compared to spending plans to both the Executive Director and Board Chair

C. Contracts and Materials Management

Consistent with OFM regulations and with written authorization by the Board Executive Director or Chair,

- Process, negotiate, and prepare contracts at the request of the Board or Executive Director
- Advise on contract issues
- Assist in providing property tags and related documents
- Provide asset inventory control
- File personal services contracts with OFM
- Conduct competitive procurements and order goods and services on behalf of the Board subject to SBOH budgetary constraints
- Provide training for staff regarding procurement procedures and regulations

D. Information Services

Provide Applications support for the DOH and the SBOH, for example:

- Assist with development of first time web pages
- Assist in creation of the record retention schedule for the SBOH
- Approve transmittal of records and disposal of records
- Assist in creation of forms

Provide Data Management support for the DOH and the SBOH, for example:

- Data Administration
- Database Administration
- Geographic Information Systems
- Information Technology Security

Provide Information Technology Planning for the DOH and the SBOH, for example:

- Provide consultation on RFI's, RFP's, and RFQQ's
- Provide assistance with information technology convenience contracts

Provide Technology assistance for the DOH and the SBOH, for example:

- Comprehensive PC support including help desk access, software and hardware installation and problem resolution
- Provides employee and business program voice communication services

For a more detailed description of services please see the OIRM Core Services Guide

E. Human Resources

In accordance with applicable DOP and Personnel Board policies,

- Provide assistance with classification on request
- Provide guidance on corrective and disciplinary action issues
- Provide recruitment, appointment and termination services
- Administer reduction-in-force actions
- Provide rule interpretation
- Coordinate training and development
- Provide other services as necessary which are provided to the Department

F. Mail Services

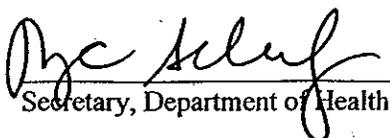
- Sort and deliver USPS and Campus Mail daily

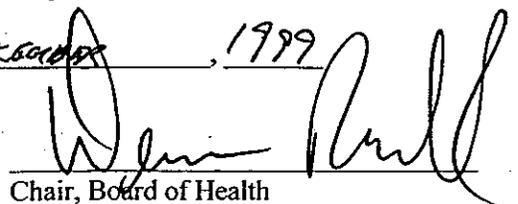
G. Risk Management

- Work-related injury prevention and support services

7. This agreement takes effect on the date of execution and shall remain in full force and effect until terminated or modified by mutual agreement of both parties.

DATED this 20th day of December, 1999


Secretary, Department of Health


Chair, Board of Health