



Amendment to the 2020 Cooperative Agreement

June 23, 2020

As a result of the 2020 COVID-19 global pandemic, local and state health departments have been unable to complete licensed establishment inspections due to establishment closures, limits on travel, efforts to reduce exposure to other people, and the need to divert resources to local COVID-19 response. Although facility inspections have been limited, extensive outreach to licensed establishments has been conducted. This document is intended to amend the 2020 Cooperative Agreement between DPHHS and the Butte-Silver Bow Health Board to reimburse jurisdictions for the COVID-19 related work conducted with licensed establishments in their jurisdiction.

This amendment does not modify the inspection types being conducted by Butte-Silver Bow Health Board. Jurisdictions that have already opted into body art and/or pool inspections will maintain that responsibility for the remainder of 2020.

Reimbursements for inspections this year will be based on two metrics – the number of traditional inspections or virtual site visits and the amount of COVID-19-related work that a jurisdiction completes.

- If a jurisdiction did not engage licensed establishments in COVID-19 related activities, then they will be paid at the rates agreed upon in the 2020 cooperative agreement.
- Regardless of the number of traditional inspections completed, local Health Boards will be reimbursed 100% of the Local Board Inspection Fund (LBIF) available for their jurisdiction, if they document that they made reasonable efforts to complete facility inspections as time, resources and COVID-19 related conditions allowed, and the time typically spent on inspections was diverted to COVID-19 related activities as described below.

Traditional Inspections

Traditional facility inspections must be documented through entry into the licensing database. Reasonable efforts must be made to conduct traditional facility inspections whenever possible. In situations where completion of traditional facility inspections is not possible, jurisdictions should:

- focus inspections on high risk behaviors and issues,
- prioritize inspections of higher risk facilities,
- investigate complaints about licensed establishments,
- attempt virtual site visits or consultations.

COVID-19 related work

COVID-19 related work must be documented by providing a quarterly report as described below. The Local Board Inspection Fund will be disbursed to jurisdictions on a quarterly basis for up to 100% of available quarterly funding. Quarterly funding will be disbursed after providing a quarterly report to the Department. Upon receipt of all quarterly reports for 2020 any remaining funds available to the jurisdiction will be disbursed at the end of the licensing year.

Quarterly reports must document the following:

- Commitment to protecting their communities from the spread of COVID-19 by:
- providing outreach and education to licensed establishments regarding how to implement best practices for prevention of virus spread in their establishments,
- conducting on-site, virtual site visits, or consultations with licensed establishments, as needed, ensure that state and local requirements are being followed,

- responding to complaints regarding violations of the state or local requirements, and/or
- creating and/or distributing guidance to licensed establishment operators.

Quarterly reports documenting COVID-19 related outreach and reimbursement will be kept on file at DPHHS and made available upon request.

The combined reimbursement for inspections and COVID-19 related activities shall not exceed the total amount of licensing fee money available in the LBIF for 2020 in any jurisdiction.

Liaisons:

These persons serve as the primary contacts between the parties regarding the performance of the task order.

1. Ed Evanson is the liaison for DPHHS (phone: 406-444-5309)
2. Liaison for the BOH: _____
(Print name and title)

For: Montana Department of Public Health and Human Services

Signature: _____
 Printed name and title: Todd Harwell, Division Administrator
 Date: _____

For: _____ County Board of Health

Signature: _____
 Printed name and title: _____
 Date: _____

Please mail signed Agreement to: Ed Evanson, Supervisor
 DPHHS-Food & Consumer Safety Section
 P.O. Box 202951
 Helena MT 59620-2951

Quarterly Report for 2020 Cooperative Agreement Amendment

Date _____

Quarter _____

Submitted By _____

Jurisdiction _____

For each of the categories listed below provide a brief narrative of the COVID 19 related outreach activities conducted during the last quarter. Include the approximate number of establishments each activity reached. Estimates may be used to when conducting outreach such as virtual community meetings or conference calls where the exact number of participants are not known

- Retail Food
- Wholesale Food
- Body Art
- Public Accommodation
- Pool
- Trailer Court/ Campground

This narrative of work related to COVID-19 is equivalent to or greater than the normal inspection work conducted by this jurisdiction during a normal quarter.

Signed by the Health Officer or their designee

Date

BUTTE-SILVER BOW CITY-COUNTY SIGNATURE BLOCK:

By: _____ Date: _____
Karen Sullivan, Health Officer
Butte-Silver Bow Health Department

By: _____ Date: _____
Ivy Fredrickson, JD – Chairwoman
Butte-Silver Bow Board of Health

IN WITNESS WHEREOF, the parties hereto have executed this instrument the day and year first written below.

CITY-COUNTY

DAVE PALMER
CHIEF EXECUTIVE

Date

ATTEST:

APPROVED AS TO FORM:

EILEEN JOYCE
COUNTY ATTORNEY