



# SEATTLE CITY COUNCIL

## Legislative Summary

CB 119149

Record No.: CB 119149

Type: Ordinance (Ord)

Status: Passed

Version: 1

Ord. no: Ord 125552

In Control: City Clerk

File Created: 07/25/2017

Final Action: 03/30/2018

**Title:** AN ORDINANCE relating to the Human Services Department; authorizing the Mayor to execute, for and on behalf of The City of Seattle, an interlocal agreement with King County for the administration of the Seattle-King County Area Agency on Aging as provided for in Title III of the Older Americans Act of 1965; superseding a prior interlocal agreement authorized by Ordinance 102148 and amended by Ordinance 120196; and ratifying and confirming certain prior acts.

Date

Notes:

Filed with City Clerk:

Mayor's Signature:

Sponsors: Bagshaw

Vetoed by Mayor:

Veto Overridden:

Veto Sustained:

Attachments: Att A – Area Agency on Aging Interlocal Agreement

Drafter: jane.klein@seattle.gov

Filing Requirements/Dept Action:

### History of Legislative File

Legal Notice Published:

Yes

No

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Mayor	08/22/2017	Mayor's leg transmitted to Council	City Clerk			
1	City Clerk	08/22/2017	sent for review	Council President's Office			
1	Council President's Office	08/29/2017	sent for review	Human Services and Public Health Committee			
	<b>Action Text:</b> The Council Bill (CB) was sent for review. to the Human Services and Public Health Committee						
	<b>Notes:</b>						
1	Full Council	12/04/2017	referred	Human Services and Public Health Committee			

- 1 Full Council 01/02/2018 re-referred Human Services, Equitable Development, and Renter Rights Committee  
**Action Text:** The Council Bill (CB) was re-referred. to the Human Services, Equitable Development, and Renter Rights Committee  
**Notes:**
- 1 Human Services, Equitable Development, and Renter Rights Committee 03/13/2018 pass Pass  
**Action Text:** The Committee recommends that Full Council pass the Council Bill (CB).  
**Notes:**  
In Favor: 2 Chair Sawant, Vice Chair Harrell  
Opposed: 0
- 1 Full Council 03/19/2018 passed Pass  
**Action Text:** The Council Bill (CB) was passed by the following vote, and the President signed the Bill:  
**Notes:**  
In Favor: 8 Councilmember Bagshaw, Councilmember González , Council President Harrell, Councilmember Herbold, Councilmember Johnson, Councilmember Mosqueda, Councilmember O'Brien, Councilmember Sawant  
Opposed: 0
- 1 City Clerk 03/23/2018 submitted for Mayor's signature Mayor  
1 Mayor 03/30/2018 Signed  
1 Mayor 03/30/2018 returned City Clerk  
1 City Clerk 03/30/2018 attested by City Clerk  
**Action Text:** The Ordinance (Ord) was attested by City Clerk.  
**Notes:**
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**CITY OF SEATTLE**

**ORDINANCE** 125552

**COUNCIL BILL** 119149

AN ORDINANCE relating to the Human Services Department; authorizing the Mayor to execute, for and on behalf of The City of Seattle, an interlocal agreement with King County for the administration of the Seattle-King County Area Agency on Aging as provided for in Title III of the Older Americans Act of 1965; superseding a prior interlocal agreement authorized by Ordinance 102148 and amended by Ordinance 120196; and ratifying and confirming certain prior acts.

WHEREAS, The City of Seattle (City) enacted Ordinance 102148 on May 7, 1973, later amended by Ordinance 120196, authorizing the City to enter into an agreement with King County and United Way of King County for the joint participation in and administration of the Seattle-King County Planning and Service Area for Aging pursuant to Title III of the Older Americans Act of 1965; and

WHEREAS, the parties to that agreement have determined that it is appropriate to update the agreement to respond to changes in demographics, local, state, and federal funding; and

WHEREAS, the parties have mutually agreed for United Way of King County to withdraw as a party to the agreement;

WHEREAS, the City and King County reaffirm their commitment to ongoing coordination related to planning for older adults and adults with disability in the Seattle-King County region, NOW, THEREFORE,

**BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:**

Section 1. The Mayor is authorized to execute for and on behalf of The City of Seattle an interlocal agreement with King County substantially in the form of the Interlocal Agreement between King County and The City of Seattle Concerning the Administration of the Area Agency on Aging for Seattle-King County, attached to this ordinance as Attachment "A" (the

1 “Agreement”). Once executed, the Agreement will supersede the agreement authorized by  
2 Ordinance 102148 (as amended by Ordinance 120196).

3 Section 2. Upon execution of the Agreement, the Director of the Human Services  
4 Department is hereby authorized and directed to take actions necessary to implement and  
5 administer the Agreement.

6 Section 3. Any act consistent with the authority of this ordinance taken after its passage  
7 and prior to its effective date is ratified and confirmed.

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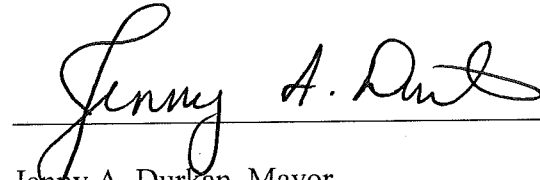
1 Section 4. This ordinance shall take effect and be in force 30 days after its approval by  
2 the Mayor, but if not approved and returned by the Mayor within ten days after presentation, it  
3 shall take effect as provided by Seattle Municipal Code Section 1.04.020.

4 Passed by the City Council the 19<sup>th</sup> day of March, 2018,  
5 and signed by me in open session in authentication of its passage this 19<sup>th</sup> day of  
6 March, 2018.

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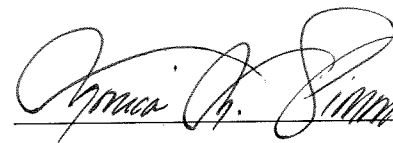
8 President \_\_\_\_\_ of the City Council

9 Approved by me this 30<sup>th</sup> day of March, 2018.

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11 Jenny A. Durkan, Mayor

12 Filed by me this 30<sup>th</sup> day of MARCH, 2018.

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14 Monica Martinez Simmons, City Clerk

15 (Seal)  
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20 Attachments:

21 Attachment A – Interlocal Agreement between King County and The City of Seattle Concerning  
22 the Administration of the Area Agency on Aging for Seattle-King County

## **Interlocal Agreement between King County and The City of Seattle Concerning the Administration of the Area Agency on Aging for Seattle-King County**

This Interlocal Agreement Concerning the Administration of the Area Agency on Aging for Seattle-King County ("Agreement") is between the City of Seattle (City) and King County (County). The City of Seattle designates its Department of Human Services to carry out the City's responsibilities and activities under this Agreement, and King County designates its (i) Department of Community and Human Services and (ii) Public Health – Seattle & King County to carry out the County's responsibilities under this Agreement (City and County are each individually referred to as a "Partner Agency" and collectively the "Partnership Agencies"). The City of Seattle and King County hereby mutually agree that the Aging and Disability Services division of the City of Seattle Human Services Department is the designated Area Agency on Aging for the Seattle-King County Planning and Service Area (PSA), pursuant to Title III of the Older Americans Act of 1965, as amended.

This Agreement sets forth the relationship including roles and responsibilities of the Partnership Agencies. This Agreement will align with the WA State Department of Social and Health Services, Aging and Long-Term Services Administration Policy and Procedures<sup>1</sup> for Area Agency on Aging Operations (Chapter 2) and Area Agency on Aging Advisory Councils (Chapter 4).

### **Section I: Shared Desired Result for Older Adults and Adults with Disabilities**

The Partnership Agencies will work toward a shared result of promoting healthy aging and ensuring older adults and adults with disabilities experience stable health and can remain in the community as they age. The Partnership Agencies will define population indicators, and track the indicators through the Area Plan on Aging process. The indicators will include progress made toward reduction of racial and ethnic disparities in health and healthy aging.

### **Section II: Roles & Responsibilities of Partnership Agencies**

- A. Each Partnership Agency will designate department(s) to work with the Area Agency on Aging.
- B. The department heads or their designees will meet as needed for strategic planning on regional initiatives affecting older adults and adults with disabilities.
- C. Public Health – Seattle & King County will provide strategic advice and support to ADS on matters related to overall population health and prevention, emergency preparedness and communicable disease as it related to the older adult population.
- D. The King County Department of Community and Human Services will provide insight and coordination related to services it contracts for to address the needs of older adults, people with developmental disabilities, and individuals' behavioral health issues, and other vulnerable populations.

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<sup>1</sup> <https://www.dshs.wa.gov/altsa/home-and-community-services/policy-procedure-manual-aaa-operations>

- E. The Partnership Agencies will work together to appoint twenty-one (21) members to Aging and Disability Services Advisory Council, including at least one locally-elected official from each the City of Seattle and King County. Each member appointed shall serve for a term of two years. No member shall be appointed for more than three consecutive terms. The Partnership Agencies will ensure the composition:
  - 1. Represents the diverse population of King County in terms of race, gender, age, ethnicity, ability, and socio-economic status;
  - 2. Reflects the geographic distribution of older adults in King County;
  - 3. Includes leaders from the community with experience in public or private sectors, working with or on behalf of older adults and people with disabilities;
  - 4. Maintains a majority of members who are ages 60+.
- F. The Partnership Agencies will consult and coordinate, to the extent consistent with the authority of each department, in the recruitment of board members for King County and City of Seattle advisory boards that address issues related to older adults and adults with disabilities.

### **Section III. Roles and Responsibilities of King County**

- A. Assign staff to work with the Area Agency on Aging.
- B. Assigned staff will engage in collaborative planning with the Area Agency on Aging by meeting monthly, or as needed, for strategic planning on regional initiatives, community engagement, Area Plan on Aging development, recruitment strategy for Advisory Council members, and aligned advocacy so that services are coordinated for older adults living in King County.
- C. Support recruitment efforts for a full complement of Advisory Council members.
- D. Review Area Plan and amendments and give input prior to public review.
- E. Participate in selection process for the Director of Aging and Disability Services.

### **Section IV: Roles and Responsibilities of the City of Seattle Human Services Department**

Aging and Disability Services is a division within the City of Seattle, Human Services Department. In addition to the City of Seattle's role as a Partnership Agency, the Human Services Department has the full responsibility for administering all aspects of the Area Agency on Aging, including, but not limited to:

- A. Exercising administrative authority to receive and disburse funds necessary for implementation of the Area Plan, consistent with the ordinances, and policies of the City of Seattle and Department of Social and Health Services. The "Area Plan" is the four-year plan that guides the work of the Area Agency on Aging and includes a population profile with trends and indicators, a description of services provided in the community, issue areas and objectives, and budget.
- B. Following all appropriate Federal and State laws and regulations in the administration of the Area Plan and related activities.

- C. Approving the Area Plan, annual amendments, and discretionary allocations recommended by the Advisory Council.
- D. Awarding and signing contracts with service providers to deliver the services specified in the Area Plan and its amendments.
- E. Filling all vacant positions in Aging and Disability Services, including the Director of Aging and Disability Services.
- F. Consulting with the Advisory Council and King County regarding appointments of Aging and Disability Services leadership positions, provided the City shall be the final decisionmaker regarding hiring decisions.

### **Section V. Roles and Responsibilities of Aging and Disability Services**

The responsibilities of Aging and Disability Services as the Area Agency on Aging are defined in Department of Social and Health Services, Aging and Long-Term Services Administration Policy and Procedures<sup>2</sup> for Area Agency on Aging Operations (Chapter 2). Below are the primary responsibilities of the Area Agency on Aging:

- A. Be the regional focal point for aging matters.
- B. Develop and implement the Area Plan for the Seattle-King County PSA that can adjust to emerging issues such as population shifts, fluctuations in funding, new mandates, or other impacts affecting older adults and adults with disabilities.
- C. Plan and coordinate the development of a comprehensive and coordinated service delivery system for older adults and adults with disabilities in consultation with the Advisory Council, community, policy makers and providers.
- D. Develop investment processes and contracts for purchase of services under the Area Plan which contain performance goals related to priority clients residing in King County.
- E. Evaluate and monitor the Area Plan investments and report results to the Advisory Council.
- F. Engage in collaborative planning by meeting monthly or as needed with designated King County staff for strategic planning on regional initiatives, community engagement, Area Plan on Aging development, recruitment strategy for Advisory Council members, and aligned advocacy.
- G. Provide staff support for the work of the Advisory Council and its committees.
- H. Educate the Advisory Council about services and programs funded by Aging and Disability Services.

### **Section VI. Roles and Responsibilities of Advisory Council**

The responsibilities of the Aging and Disability Services Advisory Council are defined in Department of Social and Health Services, Aging and Long-Term Services Administration Policy

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<sup>2</sup> <https://www.dshs.wa.gov/altsa/home-and-community-services/policy-procedure-manual-aaa-operations>



and Procedures<sup>3</sup> for Area Agency on Aging Operations (Chapter 4). Below are the primary responsibilities of the Advisory Council:

- A. Advise Aging and Disability Services and the Partnership Agencies about the needs of all older adults and adults with disabilities who reside in King County, especially those with the greatest social and economic need.
- B. Advise Aging and Disability Services in the development of the Area Plan including:
  - 1. Review and comment on Aging and Disability Services' processes for assessing community needs, establishing priorities for service, assuring community participation, and allocating discretionary funds;
  - 2. Review and comment on the Area Plan, including the annual goals, objectives, and budget;
  - 3. Sponsor and conduct public hearings on the Area Plan and its allocations.
- C. Advise Aging and Disability Services in its administration of programs under the Area Plan including:
  - 1. Review and comment as appropriate on service standards for programs;
  - 2. Assist in the assessment and evaluation of programs;
  - 3. Assist the Director of Aging and Disability Services in the hiring of leadership positions; and
  - 4. Participate in selection process for the Director of Aging and Disability Services.
- D. Serve as an advocate body on behalf of older adults and adults with disabilities who reside in King County, including:
  - 1. Sponsor and conduct public hearings, forums, conferences, and other methods to solicit information and educate the public;
  - 2. Review and comment on existing and proposed federal/state/local public policy; meet with elected officials, testify at public meetings, and issue public statements.

#### **Section VII: Method for Resolving Disputes Under This Agreement**

The Partnership Agencies shall use good faith efforts to resolve disputes arising under this Agreement through decision-makers appropriate to the nature of the dispute. If necessary for resolution, the matter shall be referred to each Partner Agency's designated department head. The meeting shall be open to the Partnership Agencies and members of the Advisory Council.

#### **Section VIII: The Selection and Hiring of the Director of Aging and Disability Services**

The following process will be used for the selection and hiring of the Director of Aging and Disability Services:

- A. The Seattle Human Services Department will share position description and selection criteria with King County and Advisory Council Chair for review and comment.

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<sup>3</sup> <https://www.dshs.wa.gov/altsa/home-and-community-services/policy-procedure-manual-aaa-operations>

- B. The Seattle Human Services Department will lead the interview process with representation from:
  - 1. ADS Advisory Council;
  - 2. King County;
  - 3. Seattle Human Services Department, including Aging & Disability Services division; and
  - 4. Community providers.
- C. After considering the recommendations of the interview panels, the Director of the Human Services Department selects the final candidate.

**Section IX: No legal partnership; Incorporation of AAA Policy.**

While this Agreement is intended to establish a collaborative relationship between the Partnership Agencies, it is not intended to create a legal partnership. The relationship of the parties shall remain that of independent parties, and neither Partnership Agency shall have the authority to bind the other. Additionally, while employees of the Partnership Agencies may collaborate and work jointly on programs under this Agreement, each Partnership Agency shall remain responsible for supervision, payment and direction of its own employees.

The Partnership Agencies intend that this Agreement comply with the Washington State Department of Social and Health Services, Aging and Long-Term Services Administration Policy and Procedures for Area Agency on Aging Operations (“Policies and Procedures”), as amended from time to time and incorporated herein by reference. If there is any conflict between the Policies and Procedures and this Agreement, the Policies and Procedures shall govern to the extent necessary to resolve the conflict.

**Section X: Effective date**

This Agreement shall take effect upon the date when last signed by an authorized representative of each Partnership Agency following authorization by each Partnership Agency’s legislative body. Once effective, this Agreement shall supersede and replace the 2001 Agreement Between King County, United Way of King County, and The City of Seattle Concerning the Administration of the Area Agency on Aging for Seattle-King County.

\_\_\_\_\_  
Mayor, City of Seattle

\_\_\_\_\_  
King County Executive

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

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