

**MEMORANDUM OF UNDERSTANDING (MOU)  
WOOD COUNTY NET-PLUS TRANSPORTATION SERVICES BETWEEN  
WOOD COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES, CHILDREN'S  
RESOURCE CENTER OF WOOD COUNTY, WOOD COUNTY ALCOHOL DRUG  
ADDICTION AND MENTAL HEALTH SERVICES BOARD,  
WOOD COUNTY HEALTH DISTRICT, AND  
THE WOOD COUNTY BOARD OF COUNTY COMMISSIONERS**

**THIS MEMORANDUM OF UNDERSTANDING** ("MOU"), is made and entered into this 17 day of ~~August~~ 2017 by and between the following participating entities: (1) Wood County Department of Job and Family Services Agency (hereinafter the "WCDJFS"); (2) Children's Resource Center of Wood County (hereinafter the "CRC"); (3) Wood County Alcohol Drug Addiction and Mental Health Services Board (hereinafter "ADAMHS"); (4) Wood County Health District (hereinafter "Health District"); and, (5) Board of County Commissioners, Wood County (hereinafter "BCC").

**WHEREAS**, there is a need for additional non-emergency medical appointment transportation services for Wood County residents; and

**WHEREAS**, the entities identified above have agreed to work collaboratively to provide enhanced transportation services to the residents of Wood County who require transportation to medical health appointments; and

**WHEREAS**, the program will be referred to as the Wood County Net-Plus Transportation Services Program ("Net-Plus"); and

**WHEREAS**, this MOU shall hereby replace any prior existing MOUs between the parties with respect to Net-Plus; and

**WHEREAS**, the participating entities have established and agreed upon the following procedures for providing the Net-Plus services.

**NOW THEREFORE**, the parties hereto, each in consideration of mutual promises and obligations assumed herein by the other, agree as follows:

**1. Net-Plus General Operating Procedures.**

- a. Potential clients will call an 800 number which will connect them with the designated Transportation Coordinator.
- b. The Transportation Coordinator will determine the client's eligibility for transportation services based upon the funding source program requirements.
- c. If the client is eligible for services, the Transportation Coordinator will schedule the client's trip through a designated vendor.
- d. The Transportation Coordinator will prepare and distribute statistical reports for the participating entities.
- e. The vendor that provides the client trip will invoice the WCDJFS.
- f. Wood County Department of Job and Family Services will pay the invoice and charge appropriate funding sources for the trip in accordance with Section 3.

## **2. Designated Funding Sources.**

- a. Clients may only participate in the Net-Plus program if they are deemed eligible for funding under one of the programs listed below. The Transportation Coordinator will determine the client's eligibility for funding sources using the following priority of order:
  1. Medicaid Non-emergency Transportation (NET) Funds (Administered by WCDJFS);
  2. Title XX Transportation (Administered by WCDJFS);
  3. TANF Title XX Transfer Funds (Administered by WCDJFS);
  4. Wood County ADAMHS Board Funds;
  5. Wood County Health District Levy Funds 50% and Wood County Board of County Commissioners 50%.

## **3. Invoicing/Payment Procedure.**

- a. Transportation vendors shall submit a monthly invoice to the WCDJFS.
- b. WCDJFS will pay vendors directly.
- c. WCDJFS will invoice ADAMHS for any medical appointment for mental or behavioral health transportation services deemed ineligible for other funding sources.
- d. WCDJFS will then invoice, as payer of last resort, the Health District and the BCC monthly for eligible transportation services. The invoice will be divided equally (50% to each entity) for any non-emergency medical transportation services deemed ineligible for other funding sources. The Health District's payments shall not exceed \$12,000.00 for a one-year period. The BCC will match the Health District payments up to \$12,000.00.

## **4. Transportation Coordinator.**

- a. CRC shall employ the Transportation Coordinator.
- b. The Transportation Coordinator shall perform the tasks/functions described herein.
- c. The Transportation Coordinator shall track the overall number of trips funded and the number of trips funded by the NET Program (Medicaid Non-emergency Transportation and Title XX Transportation) to determine the percentage of the trips that are NET funded trips.
- d. CRC shall submit a monthly invoice to WCDJFS using the following formula: Transportation Coordinator's total salary/benefits multiplied by the % of NET funded trips.

**5. Term.**

- a. The parties agree that this Agreement will be effective **July 1, 2017 through June 30, 2019**, unless such dates are changed in accordance with the provisions of this MOU.

**6. Termination.**

- a. Termination for Convenience.

- 1. The parties agree that this MOU may be terminated by any one party upon notice, in writing, delivered upon the other parties thirty (30) calendar days prior to the effective date of termination.


- b. Termination for Lack of Funding.


- 1. The parties agree that this MOU may be terminated by any one party upon notice, in writing, delivered upon the other parties thirty (30) calendar days prior to the effective date of termination due to lack of funding.

- 7. This MOU, and all exhibits designated on the face of this MOU, shall constitute the entire agreement of the parties and shall supersede all prior negotiations, proposals, and the representations, whether written or oral.

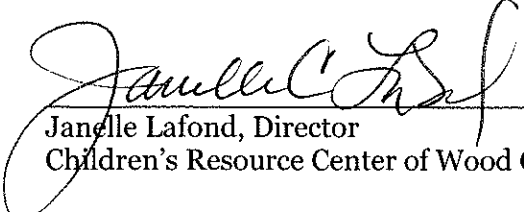
**IN WITNESS WHEREOF**, the parties hereto have caused this MOU to be executed as evidenced by their signatures below:

**WCDJFS:**

  
\_\_\_\_\_  
Dave Wigent, Director  
Wood County Department of Job and Family Services

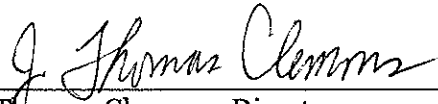
  
\_\_\_\_\_  
Date

**CRC:**

  
\_\_\_\_\_  
Janelle Lafond, Director  
Children's Resource Center of Wood County

  
\_\_\_\_\_  
Date

**ADAMHS:**

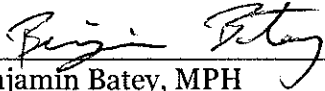


J. Thomas Clemons, Director  
Wood County Alcohol Drug Addiction and  
Mental Health Services Board Local Levy Funds

9/20/17

Date

**Health District:**

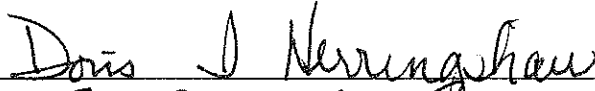
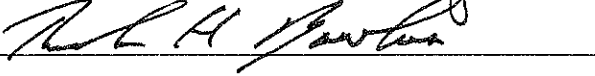


Benjamin Batey, MPH  
Health Commissioner  
Secretary to the Board of Health

8/10/17

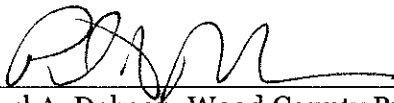
Date

**Wood County Board of Commissioners:**

Date: 8-17-17

**Approved as to form:**



Paul A. Dobson, Wood County Prosecuting Attorney

Date: 8/27/17

**ADAHMS CERTIFICATION OF FUNDS**

I, Michael Sibbersen, Auditor of Wood County, hereby certify that the money to meet this agreement has been lawfully appropriated for the purpose of this agreement and is in the treasury of 053.0253.5400 or is in the process of collection to the credit of the appropriate fund, free from prior encumbrance.

Total \$ 20,000.00

Michael Sibbersen  
Michael Sibbersen, Wood County Auditor

**HEALTH DISTRICT CERTIFICATION OF FUNDS**

I, Michael Sibbersen, Auditor of Wood County, hereby certify that the money to meet this agreement has been lawfully appropriated for the purpose of this agreement and is in the treasury of 003.0203.5400 or is in the process of collection to the credit of the appropriate fund, free from prior encumbrance.

Total \$ 12,000.00

Michael Sibbersen  
Michael Sibbersen, Wood County Auditor

**BOARD OF COMMISISONERS CERTIFICATION OF FUNDS**

I, Michael Sibbersen, Auditor of Wood County, hereby certify that the money to meet this agreement has been lawfully appropriated for the purpose of this agreement and is in the treasury of 001.0099.540100 or is in the process of collection to the credit of the appropriate fund, free from prior encumbrance.

Total \$ 12,000.00

Michael Sibbersen  
Michael Sibbersen, Wood County Auditor