

**Subaward Agreement Amendment**  
**Kootenai County - Coronavirus Local Fiscal Recovery Funds**

Project Title: Premium Pay: Direct Care Retention and Sign-On Bonuses  
Project ID: SUB 21.027 WSM

---

Pursuant to the Subaward Agreement signed the 9th day of May, 2023, and amended as follows on this Nov 16, 2023 by and between Kootenai County and Wellspring Meadows, Inc.

---

Whereas Congress has declared that the COVID-19 national public health emergency is to be considered ended as of April 10<sup>th</sup>, 2023; and,

Whereas Treasury has notified recipients of CLFRF that premium pay shall henceforth be an eligible use of ARPA funds only when paid out for work performed prior to April 10<sup>th</sup>, 2023, while the national public health emergency was ongoing; and,

Whereas the extant agreement between Kootenai County and Wellspring Meadows, Inc. sets forth that premium pay shall be provided for work performed during three periods: 9/01/2022–11/30/2022, 3/01/2023–5/31/2023, and 9/01/2023–11/30/2023, and the latter two periods fall outside the eligible period for premium pay funded by ARPA; and,

Whereas premium pay must be provided for work performed during an eligible period instead;

Now, therefore, in consideration of the mutual promises hereinafter given, it is mutually agreed by and between Kootenai County and Wellspring Meadows, Inc. that this Amendment shall supersede the Scope of Work described in Attachment "A" to the Subaward Agreement executed 9th May, 2023. The amended Scope of Work shall read as follows:

A. Project Description

Premium pay for existing direct care staff will be disbursed as retention bonuses in three installments. Retention bonuses will be based on each employee's average weekly hours of work performed during each of the measurement periods defined below. Full-time equivalent employees will receive a prorated amount determined by the percentage of their weekly hours relative to forty (40). For example, an employee working an average of 20 hours per week (50% of 40) during the measurement period will receive 50% of the full amount of the associated bonus.

Sign-on bonuses for new employees shall not be included in this subaward or its associated project. The total Subaward under this agreement shall be \$203,280.00.

## B. Budget Narrative

Retention Bonus 1: \$61,352.27

Amount was based on bonuses disbursed to 98 direct care staff, plus accompanying taxes and fringe. The full bonus was \$1000 per worker, and actual bonuses were calculated based on each worker's average weekly hours worked during the period from 9/01/2022 to 11/15/2022. The final amounts were reflected in the reimbursement request submitted as outlined in Section C: Milestones.

Retention Bonus 2: \$141,927.73

Amount is based on bonuses disbursed to up to 55 FTE direct care positions, plus approximately 12% taxes and fringe. The full bonus is up to \$2,300 per worker, and the actual bonus per worker will be calculated based on each worker's average weekly hours worked during the period from 11/16/2022 to 3/31/2023.

This bonus shall be disbursed and reimbursed in two installments as outlined in Section C: Milestones. The final amounts for each installment will be reflected in the reimbursement requests and associated supporting documentation.

## C. Milestones

- 12/09/2022: Retention Bonus 1 was paid out alongside 12/09/2022 paychecks, using pre-award authority.  
The final Request for Reimbursement was submitted 06/14/2023.
- 6/09/2023: First installment of Retention Bonus 2 to be paid out along 6/09/2023 paychecks.  
Request for Reimbursement to be submitted by 12/31/2023.
- 12/08/2023: Second installment of Retention Bonus 2 to be paid out alongside 12/08/2023 paychecks.  
Request for Reimbursement to be submitted by 2/29/2024.

In witness to their acceptance of the mutual covenants contained herein, the parties set their respective hands with the Agreement to be effective on the date set forth above. All parties agree to electronic signatures.

**SUBRECIPIENT**

Molly Dubois  
Authorized Representative

Title: Treasurer

Date signed: November 16, 2023

**KOOTENAI COUNTY  
BOARD OF COMMISSIONERS**

\_\_\_\_\_  
Leslie Duncan, Chairman

\_\_\_\_\_  
Bruce Mattare, Chairman Pro-Tem

\_\_\_\_\_  
Bill Brooks, Commissioner

**ATTEST:**  
JENNIFER LOCKE, CLERK

By: \_\_\_\_\_  
Deputy Clerk

**Certificate Prohibiting Contracts with China**

The undersigned do hereby certify that the company contracted with hereby is not currently owned or operated by the government of China and will not for the duration of the contract be owned or operated by the government of China, and that this contract complies with all of the requirements of Idaho Code 67-2359:

Wellspring Meadows, Inc.

COMPANY NAME

Valley Lubox

AUTHORIZED SIGNATURE

November 16, 2023

DATE

KOOTENAI COUNTY BOARD OF COUNTY COMMISSIONERS: