

Agreement for Purdue Nutrition Education Services

Agreement made between the Monroe County Health Department ("County") and Purdue University ("Contractor").

Whereas, the County has identified specific, core public health service areas, as required of local health departments that desire to contract with core public health service providers under the Health First Indiana Program; and,

Whereas, the Contractor offers a wide range of health services to individuals, families, and group; and,

Whereas, the services offered by Contractor constitute the identified core public health service of chronic disease prevention; and,

Whereas, the County desires to obtain the foregoing chronic disease prevention from the Contractor; and,

Whereas, the Contractor wishes to provide the foregoing access and linkage to clinical care services to the County;

It is, therefore, mutually agreed by the County and the Contractor as follows:

1. **Scope of Agreement and Contract Amount.** The Contractor shall provide the program "Food as Medicine", using evidence-based *Dining with Diabetes* curriculum to support families in managing chronic diseases through nutrition education and other services as detailed in the Application Guide attached hereto and incorporated herein as "**Exhibit A**". The total amount paid to Contractor under this Agreement is \$10,000 upon approval of the contract.
2. **Reporting and Metrics.** Contractor shall submit quarterly reports to the Monroe County Health Department Health Administrator that includes the following information:
 - a) Number of classes conducted
 - b) Number of individuals served
 - c) Demographics of individuals served
 - d) A minimum of 4 photos that may be shared on the Indiana Department of Health website
3. **Term.** The term of this Agreement shall be three (3) months, commencing from the start date of the program. The Agreement will have formal review after program delivery and may be extended based on an agreement by both entities. It may be modified upon mutual written consent by both parties. A breach in following policy and procedures, documentation guidelines, data collection and distribution methods, or guidelines related to the Agreement can lead to an immediate termination of this agreement.

4. **Non-discrimination.** Contractor is aware of the County's policy prohibiting harassment of any kind. If Contractor becomes aware of any harassment, Contractor shall immediately report harassment to the Monroe County Legal Department. In the performance of work under this Agreement, it is agreed that Contractor, any of its subcontractors, or any person acting on their behalf shall not, in any manner, discriminate against or intimidate any employee or job applicant with respect to their hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of their race, religion, color, sex, national origin, ancestry, sexual orientation, gender identity, disability, housing status, or status as a veteran – or discriminate by reason of such factors, against any citizen of the State of Indiana who is qualified and available to perform the work.
5. **Insurance.** Both parties to this Agreement agree to maintain:
 - a) Comprehensive General Liability Insurance, including personal injury, liability and broad form contractual liability coverages, with limits of not less than \$1,000,000 per occurrence for bodily injury liability and property damage liability.
 - b) Professional Liability Insurance with limits of not less than those prescribed for health care providers who are not hospitals.
 - c) Worker's Compensation Insurance covering an liability incurred under the Indiana Worker's Compensation Act and including not less than \$1,000 employer's liability insurance.
6. **Compliance with Law.** Contractor shall comply with all State of Indiana and Monroe County applicable laws and regulations, including the County's policy prohibiting harassment. Contractor shall indemnify and save harmless Monroe County for any fines or expenses of any nature which it might incur from Contractor's noncompliance. If required by law, Contractor will comply with IC 22-5-1.7 et seq., specifically including the following:
 - a) Contractor to enroll in and verify the work eligibility status of all newly hired employees of the Contractor through the E-Verify program.
 - b) Contractor is not required to verify the work eligibility status of all newly hired employees of the Contractor through the E-Verify program, if the E-Verify program no longer exists.
 - c) Contractor must sign an affidavit affirming that Contractor does not knowingly employ an unauthorized alien.
7. **Independent Contractor.** It is fully understood and agreed that Contractor and its employees are serving as independent contractors and are not employed by the County. As such the parties agree to the following:
 - a) Contractor is NOT performing this work under the supervision or direction of the County.
 - b) Contractor shall use non-County materials and equipment to perform this work and to develop and duplicate any and all materials.
 - c) Contractor shall have exclusive control over the means, methods and details of fulfilling the obligations under this Agreement. Contractor is not to receive

direction or supervision from any County employee or representative. The County will provide feedback to and review any drafts submitted by Contractor.

- d) Contractor executes this Agreement as an independent contractor and shall not be considered an employee or agent of the County for any purpose.
- e) Contractor shall pay all taxes, withholdings and contributions required by Social Security (FICA) laws, Indiana and federal income tax laws, and Indiana unemployment insurance laws, as required by law.

8. Governing Law. This Agreement shall be governed in accordance with the laws of the State of Indiana. The Venue for any litigation resulting from or related to this Agreement shall be Monroe County, Indiana.

9. Indemnification. Purdue University agrees to protect, defend, hold harmless, and indemnify Monroe County Government, its subsidiaries, and their respective directors, officers, employees, agents, and affiliates from and against all claims, demands, actions, suits, damages, liabilities, losses, settlements, judgments, costs, and expenses related to services provided under this contract.

10. Notices. Notices to Contractor shall be sent via email to Annie Eakin at aeakin@purdue.edu. Notices to the County shall be sent to Lori Kelley, Health Administrator, Monroe County Health Department, 119 W. 7th Street, Bloomington, IN 47404.

IN WITNESS WHEREOF, Contractor and the County have executed this Agreement as dated below and, if executed in two counterparts, each shall be deemed an original.

APPROVED BY CONTRACTOR, Purdue University

By: _____

APPROVED BY THE COUNTY, MONROE COUNTY BOARD OF HEALTH

By: _____

APPROVED BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF MONROE

Julie Thomas, President

Penny Githens, Vice President

Lee Jones, Member

ATTEST:

Brianne Gregory, Auditor

"Exhibit A"
Health First Indiana Partnership - Food As Medicine

Name of Organization: Purdue University	Division/Department: Purdue Extension Nutrition Education Program
Mission Statement: Purdue Extension enriches Indiana communities through comprehensive programs in Agriculture and Natural Resources, promoting sustainable practices; Health and Human Sciences, enhancing well-being; Community Development, fostering economic growth; and 4-H and Youth Development, empowering the next generation. We deliver practical, research-based information that enhances lives and livelihoods.	Website: https://extension.purdue.edu/county/monroe/index.html Contact Number: 812-349-2575
Full-Time Staff: 0 Part-Time/Seasonal Staff: 2 people at 4% effort for the length of the project	Total Population Served: 12 families (minimum 2 people per family, maximum 4 people per family): 24-48 people living in Bloomington, Ellettsville, Stineville.
	Purdue Nutrition Education Program serves 20.966 participants in the State of Indiana
Director Information: Angela Abbott	
Director Bio:	
Current Operating Budget: 2.537 Billion	
Financial Report: https://www.purdue.edu/treasurer/finance/financial-planning-and-analysis/	
Primary Program Contact: Annie Eakin Email: aeakin@purdue.edu	

Letter of Intent - Health First Indiana, Food as Medicine
10/10/2024

Organization Contact:
Annie Eakin, MS, Certified Community Health Worker
Purdue Extension - Community Wellness Coordinator
aeakin@purdue.edu
812-679-7982

Proposed Program: The "Food as Medicine" initiative will utilize the evidence-based *Dining with Diabetes* curriculum to support families in managing chronic diseases through nutrition education. As part of this program, participating families will receive a meal kit that serves four, tailored to address specific dietary needs that reflect the diverse backgrounds of the population served. The program will provide culturally relevant meal options that accommodate the dietary preferences and health considerations of the community.

Pre- and Post-Assessment: A comprehensive pre- and post-assessment questionnaire and follow up surveys will be administered to measure the following:

- **Knowledge:** Participants' understanding of nutrition and its role in managing chronic diseases.
- **Change in Perception and Behavior:** Shifts in attitudes towards healthy eating and the adoption of new dietary practices.
- **Awareness/Knowledge:** Increased awareness of how diet and lifestyle choices affect diabetes and other chronic conditions.
- **Motivators to Change:** Identification of factors that encourage participants to modify their eating habits and engage in healthy behaviors.
- **Interest in Community Programming:** Gauge participants' interest in long-term community programs that support continued healthy lifestyle changes.

Dining with Diabetes Curriculum: *Dining with Diabetes* is an evidence-based program that teaches individuals with diabetes how to effectively manage their condition through diet, lifestyle, and self-efficacy skills. It offers cooking demonstrations, recipes, and nutrition education, focusing on meal planning and exercise. Participants will learn to:

- Prepare healthy, flavorful meals.
- Read nutrition labels to make informed food choices.
- Substitute ingredients to create healthier versions of familiar recipes.

The program spans five sessions, including a reunion session at the three-month mark to review progress, provide ongoing support, and reinforce the skills and knowledge gained.

Incentives: To encourage engagement and sustain participation, families will receive the following incentives:

- A *GOAL* cookbook that promotes family-friendly, healthy recipes.
- The *Dining with Diabetes* booklet, which provides recipes, tips, and practical advice on managing diabetes through nutrition.
- A voucher for local healthy food options, such as a Farm Stop or Community Supported Agriculture (CSA) box, to support continued healthy eating beyond the program.

These elements work together to provide participants with the tools and motivation necessary to implement long-term, sustainable changes in their diet and lifestyle.

Proposed Partnership: This program is a collaborative effort between key local and academic partners, including the Purdue Extension Monroe County, City of Bloomington Parks and Recreation, and Indiana University School of Public Health-Bloomington (IUSPH), the Center for Community-Engaged Dissemination and Implementation Research (CCEDIR). In addition, local food vendors will play an essential role in supporting the program's focus on healthy eating. The Bloomington Cooperative Farm Stop, Sobremesa Farm, Bethel Lane Farm Stop, and local farmers markets will provide fresh, locally sourced food for meal kits and program activities. These vendors will allow families to access nutritious food options that promote healthy eating habits, further integrating the program's objectives of community wellness and sustainability.

Partnership Need: This program aims to establish a collaborative partnership between local organizations, community residents committed to improving nutrition, and the Indiana University School of Public Health to promote nutrition and family wellness. The partnership will leverage the expertise and resources of Purdue Extension, City of Bloomington Parks and Recreation, IU, and local vendors (e.g., Farm Stop, Sobremesa, Bethel Lane Farm Stop, Pantry 279) to deliver a comprehensive program focused on nutrition. By utilizing the Dining with Diabetes curriculum, engaging in local community outreach, and incorporating experiential, hands-on learning, the program will offer a holistic approach tailored to meet families where they are. Local vendors' involvement will enhance the program's sustainability by promoting healthy eating and supporting local economies. These collaborative efforts are crucial to the initiative's success, enabling the sharing of knowledge, resources, and community trust to create a lasting, positive impact on family health and well-being.

This partnership will specifically address chronic disease prevention, with the following key performance indicators (KPIs) guiding the program's outcomes:

- **Participation Rate in Nutrition Education Sessions:**
Target: 80% of enrolled families attend all 4 weeks of in-person nutrition education sessions.
- **Knowledge Gain on Nutrition and Chronic Disease:**
Target: 75% of participants demonstrate an increase in knowledge about healthy eating and its impact on chronic disease management, as measured by pre- and post- assessment surveys.
- **Behavioral Changes in Dietary Habits:**
Target: 60% of participants report adopting at least one new healthy eating habit (e.g., increased fruit and vegetable intake, reduced sugar consumption) within 90 days of program completion, as measured by follow-up surveys.
- **Chronic Disease Risk Reduction Practices:**
Target: 50% of participants report actively using strategies learned from the program (e.g., meal planning, portion control) to manage or reduce their risk of chronic diseases such as diabetes and hypertension.
- **Utilization of Local Food Resources:**
Target: 75% of participants redeem their \$50 incentive at local vendors (Farm Stop,

Sobremesa, Bethel Lane Farm Stop) to purchase nutritious food options, tracked through vendor partnership reports.

- **Satisfaction with Program Content:**

Target: 85% of participants report satisfaction with the nutrition education and chronic disease management content, as measured by post-program evaluation surveys

Primary Program Contact: Annie Eakin
Responsible Person for Contract: Shelby Drake, shelby.drake@bloomington.in.gov
Core Service + KPI: Chronic Disease Prevention
Population: 12 families (24-48 people) living in Bloomington, Ellettsville, Stinesville seeking to improve healthy eating/nutrition practices and overall family wellness
Evidenced-Based Program: Dining with Diabetes curriculum
Budget: \$10,000

Budget and Budget Justification

Line Item	Amount
Personnel/Staffing	\$1,012
Consulting Fees	\$5,308
Facility Rental	\$750
Supplies	\$480
Participant Incentives	\$1,200
Food	\$1,250
Total	\$10,000

Personnel/Staffing (\$1,012)

- o Two Purdue Extension staff (4% of effort) will coordinate program logistics, engaging with families, facilitating workshops, and managing administrative asks. They will also support participant follow-up at the 30, 60, and 90-day intervals.

Consulting (\$5,308)

- o Bloomington Parks and Recreation will coordinate program logistics, engaging with families, facilitating workshops, and managing administrative tasks. They will also support participant follow-up at the 30, 60, and 90-day intervals. **(\$1,308)**
- o Two students, receiving stipends **(\$3,000/\$1,500** each), will develop and execute a community outreach strategy, create marketing materials, and manage social media engagement to raise awareness about the program. The students will also assist with participant recruitment and engagement, ensuring the program reaches a broad audience within the community. They will document the program through media and support efforts to maintain communication with participants during the 30, 60, and 90-day follow-up periods, contributing to overall program visibility and sustainability.
- o Center for Community-Engaged Dissemination and Implementation Research (CCEDIR) will administer a comprehensive evaluation of the program. This will include pre- and post-assessments to measure knowledge, attitudes, and behaviors before and after the program. Additionally, CCEDIR will conduct 30, 60, and 90-day follow-ups with families to assess how they are applying the information learned from the workshops in their daily lives. These follow-up assessments will help evaluate the program's long-term effectiveness and provide insights into sustained behavior change. **(\$1,000)**

Facility Rental (\$750)

- o The program will take place at three locations, the Southwest Library, a church/library in Ellettsville/Stinesville, and St. Paul in Bloomington. Each location will receive \$250 each for space utilized during the 4-week program.

Supplies (\$480)

- o Supplies from 12 families (24-48 individuals) include educational materials, handouts, workshop tools, and any other resources needed for the "Food as Medicine" sessions and other program activities. Supplies will be used to enhance the learning experience for participating families, providing them with tangible resources they can take home and apply to improve their health and well-being.

Participant Incentives (\$1,200)

o Incentives will be provided to encourage participation and completion of the program as well as participation in 30, 60, 90 day follow up. In addition to small incentives offered during the program, each family will receive a \$50 incentive upon successful completion of the program. This incentive will be a voucher that can be used at Farm Stop or Sobremesa, both local food vendors, to promote healthy eating and support local businesses. Additionally, incentives will be offered at the 30, 60, and 90-day follow-up intervals to assess how families are applying the information learned during the workshop. These follow-ups will help gauge the program's long-term impact on behavior change and family wellness.

Food (\$1,250)

o Food will be provided for participants over a 4-week period, supporting 12 families attending in-person sessions. Meals will be sourced from a local vendor, aligning with the program's emphasis on community support and sustainability. These meals will be part of the "Food as Medicine" sessions, where participants will learn about the nutritional value of the food they consume and how healthy eating can positively impact their family's health.