

AGENDA REQUEST FORM

Agenda Item: To consider and/or approve a Contract between Cleveland County Health Department and Shannon Cretsinger to provide Mommy and Me classes at The Well.

Name of Person Submitting Request: Melody Bays, Regional Director

Address: Cleveland County Health Department
250 12th Ave. NE
Norman, OK 73071

Phone: (405) 579-2261

Date Requested: 6/22/2026

Description of Agenda Item including purpose for consideration by Board of County Commissioners (include type of Motion requested).

To consider and/or approve a Contract between Cleveland County Health Department and Shannon Cretsinger to provide Mommy and Me classes at The Well.

The Health Department will pay \$30 per hour at The Well. The contract is to be effective July 1, 2026 through June 30, 2027.

Internal Use Only

Received by: _____

Acknowledge: _____ (Chairman)

Date Assigned: _____

_____ (Member)

Applicant Notified: _____

_____ (Member)

Routine (Consent) Item: _____

Other Parties Notified: _____

No payments in advance of, or in anticipation of, goods or services to be provided under this contract shall be made by CCHD.

A properly completed invoice must be submitted within 30 days of the end of the month in which services were delivered and include the following items:

1. Name, address, telephone number, and social security number of the Contractor;
2. Name and address to whom payment is to be sent;
3. Invoice date;
4. Period covered by invoice; and
5. Detail of date and scope of services provided.

The invoice shall be submitted to:

Cleveland County Health Department
ATTN: Daniel Thatcher
250 12th Ave. N.E.
Norman, OK 73071

V. Scope of Services

In exchange for the compensation outlined in Section IV, Contractor shall perform the following Contractor Duties:

1. Contractor shall provide teaching instruction in the areas of: (Circle all that apply)

-Physical activity: Tai Chi
 Yoga
 Zumba
 High Intensity Interval Training
 Other: _____

-Nutrition Education: Cooking
 Horticulture
 Dietetics
 Other: _____

-Financial Literacy
-Health Promotion and Education

-Other: Mommy + Me

2. Contractor shall maintain licensure in areas of instruction when required.
3. Other than the facility space provided by the CCHD, Contractor shall be responsible to provide all other materials, equipment, supplies, etc.
4. Contractor shall agree to abide by all CCHD and/or The Well policies and procedures.

XV. Waiver of Breach

No failure by the CCHD to enforce any provisions hereof after any event of default by the Contractor shall be deemed a waiver of the CCHD rights with regard to that event, or any subsequent event. Waiver shall not be construed to be a modification of the terms of the contract.

XVI. Workers Compensation and Employer's Liability

Contractor is required to comply with applicable federal and state workers compensation statutes. Contractor shall be responsible for maintaining insurability as required by state and federal ordinances, statutes, or regulations, including workers compensation, automobile insurance, or general liability, as applicable.

XVII. Procurement Integrity

By signing this Agreement, Contractor attests and assures it has made no payment or donation, either directly or indirectly, to any elected or appointed official, officer or employee of the State of Oklahoma or its political subdivisions, nor waived payment of any money or other thing of value due to Contractor in order to obtain this Agreement or other contracts. Nor has Contractor entered into this Agreement with this or any other state agency that would result in a substantial duplication of the services or duplication of the end product rendered by Contractor or its employees.

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