



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES

March 10, 2025

Office of Financial Management
ExemptionRequest@ofm.wa.gov

To Whom It May Concern:

Attached is the reporting log for the Department of Social and Health Services describing all agency approved exceptions from the Governor's Freeze Directive 24-19 for the period from February 20, 2025 through March 5, 2025.

I have reviewed and approved each entry and each worksheet on the spreadsheet.

Sincerely,

Cheryl Strange
Acting Secretary

Attachment

Hiring Freeze Exception Report to OFM

Agency: Department of Social and Health Services
Program: All
Agency Director signature: see cover memo

(Do not report a running list, only report new actions since your last report.)

Date Approved	Hire Date keyed into HRMS (Start Date)	SAP Position Number (8 digits)	Position Title	Job Class Code	Job Class Title	Fund Source (e.g. GFS, Traspo, etc.)	Rationale for Approving Exception
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**NOTHING TO REPORT FOR
THIS PERIOD**

Contracts Freeze Exception Report to OFM

Agency: Department of Social and Health Services
 Program: All
 Agency Director signature: see cover memo

(Do not report a running list, only report new actions since your last report.)

Date Approved	Name of Contractor	Brief Description of Services	Term of Contract	Total Cost	Fund Source (e.g. GFS, Transpo, etc.)	Rationale for Approving Exception	DSHS Contract # or RFx#
2/20/2025	Unisys Corporation	This purchase is for an application infrastructure assessment, to include and inventory, review, and assessment of the Unisys Mainframe and related application tools. This assessment is for applications, processes and code that are not currently supported by Unisys and have limited or no support by DSHS.	2/15/2025-4/30/2025	\$14,500	Operating - General Fund State; Federal Funding.	Without the proper maintenance and support, the applications currently being run on the Unisys mainframe could fail without the technical expertise available to remediate the issues.	2326-50728-01
2/26/2025	Grafton School (DBA Ukeru)	Ukeru training for DDA State Operated Community Residential (SOCR) staff through 6/30/25. The training is necessary to maintain certification, which is required to claim Medicaid matching funds.	1/1/2025-6/30/2025	\$20,000	Operating - General Fund State; Federal Funding.	Ukeru is a crisis-training program to offer a physical alternative to restraints and seclusion. Staff in all State Operated Community Residential (SOCR) programs are required to maintain this training annually.	2531-61273
3/3/2025	TokuSaku, Inc.	OneWashington system remediation project management support until June 30, 2025.	6/1/2025-6/30/2025	\$27,900	Operating - General Fund State	Project management support is vital for success in the new OneWA Elevated Agency Support (EAS) model where onsite meetings and in-depth technical discussions are occurring and expected to continue to occur through June 30, 2025.	2427-58830-01
3/4/2025	Service Alternatives Inc.	Support for the Traumatic Brain Injury (TBI) Council for planning and meetings, support for TBI Staff, and communication planning and strategy.	3/1/2025-6/30/2025	\$20,000	Operating - State 12-T TBI Account	Additional hours are needed for meeting planning and preparation, staff knowledge, and developing communication plan to implement and update communication resource and awareness materials as identified in RCW 74.31.	2334-50166-03
3/4/2025	Samir Kumar Gunjan	Laboratory Director services at Western State Hospital.	8/1/2025-7/31/2026	\$35,496	Operating - General Fund State	The College of American Pathologists (CAP) requires Western State Hospital laboratory to have a qualified laboratory director. None of the existing staff have adequate qualifications to take on the workload. Not filling this role would result in a loss of CAP certification, loss of lab reimbursement for lab services, and inability to continue lab operations.	TBD

Goods and Equipment Freeze Exception Report to OFM

Agency: Department of Social and Health Services

Program: All

Agency Director signature: see cover memo

(Do not report a running list, only report new actions since your last report.)

Date Approved	Description of Goods or Equipment	Total Cost	Fund Source (e.g. GFS, Traspo, etc.)	Rationale for Approving Exception
2/19/2025	Installation of Electric Vehicle Supply Equipment (EVSE), 4-ea, Blink EV Chargers at our DSHS Vancouver location. This installation will be fully reimbursed by the DES and Commerce Grants.	\$ 281,962.00	General Fund State to be reimbursed by two DES & Commerce Grants for EVSE installations.	This expenditure will be fully refunded by two new grants obtained via Commerce and DES which will expire June 2025. If not used, we will lose the grant funding.
2/21/2025	This is for the purchase of the equipment, wiring and installation of the security system and access-controlled badge reader for the new commissary warehouse to serve the Brockmann Campus in Vancouver.	\$ 27,100.00	General Fund State	This purchase is necessary for implementation of the the OFM 6-year Facilities Plan and is required for reconfiguring services and modernizing business needs for the new 48-bed residential treatment facility located in the city of Vancouver. A security system is required for the ongoing safety and security of patients and staff, as well to protect and preserve provisions stored in the commissary warehouse.
2/21/2025	Purchase from Toyota Lift North for the equipment and installation of the warehouse storage/racking system in order to set up the new commissary warehouse that will serve the Brockmann Campus in Vancouver.	\$ 23,500.00	General Fund State	This purchase is necessary for implementation of the OFM 6-year Facilities Plan and is required for reconfiguring services and modernizing business needs for the new 48-bed residential treatment facility located in the city of Vancouver. It is an essential to configuration of the commissary warehouse required for storage of provisions for the facility.
2/21/2025	Flooring material and installation for the Special Commitment Center office renovation. This project is part of the six-year plan and was funded by OFM in the State Agency relocation pool fund 22A-6.	\$ 12,000.00	State Agency Relocation Pool Fund 22A-6. NOT General Fund State.	This purchase is necessary for implementation of the OFM Six-year Facilities Plan. The project reconfigures and modernizes the office space to support Special Commitment Center (SCC) business needs at the Steilacoom office. It is an essential part of the reconfiguration process for the SCC community staff who will be working at this location. Without this purchase, there would be a significant delay in the full assembly and efficient use of workspace for the SCC community office preventing program staff from carrying out day-to-day operations for client services.

Date Approved	Description of Goods or Equipment	Total Cost	Fund Source (e.g. GFS, Trasp, etc.)	Rationale for Approving Exception
2/24/2025	Approval for Communication Access Realtime Translation (CART) captioning and language access services for trainings that Behavioral Health Administration (BHA) provides. BHA anticipates 2-3 trainings per month at approximately \$1,500 each for the remainder of the year.	\$ 50,000.00	General Fund State	These trainings are required to meet ADA and RCW 70.84.010 (Blind, Handicapped, and Disabled Persons) requirements and to ensure accessibility for those in need of Communication Access Realtime Translation (CART) services.
2/24/2025	Approval for specialized training services that Behavioral Health Administration (BHA) provides as required by the Learning and Development Council. BHA anticipates 2-3 trainings per month at approximately \$1,500 each for the remainder of the year.	\$ 37,600.00	General Fund State	This training allows Behavioral Health Administration (BHA) to support staff development and offer continuing education, which is a requirement of licensure for many staff. This training is also a key component of recruitment and retention for difficult-to-fill positions in BHA (such as psychologists and forensic evaluators). The training ensures staff and new employees stay abreast of best practices in completing job duties. The training also satisfies Washington State Department of Health requirements around health equity and suicide assessment.
2/24/2025	DES Lease for Laptops for 4 years, and the purchase of accessories (monitors, keyboards, and mice) for new staff starting with the WA Cares Team.	\$ 30,500.00	WA Cares Fund / LTSS Trust Account Fund 567 Not General Fund State	Computer equipment needed for new staff starting with the WA Cares Team. New staff will not be able to complete daily work without this equipment.
2/24/2025	Purchase Correctional Industries Furniture for Office Building #2, 1st Floor, West to relocate Research & Data Analysis (RDA) for the consolidation and reconfiguration of moving AL TSA HQ into OB2.	\$ 88,500.00	Supplemental Budget Approval for Program 110. General Fund State	This furniture purchase supports the Leased Facilities One-Time project to prepare Office Building Two (OB2) for the DSHS Aging and Long Term Support Administration (AL TSA) to relocate. This project was funded in FY25 Supplemental budget. By consolidating programs in OB2, DSHS will be able to reduce lease obligations by 110,000 square feet. As part of this plan, the Research and Data Analysis division (RDA) will be moving to the first floor. This purchase is required in order to configure that space for RDA's needs. Without the ability to relocate RDA, the project will not be able to move forward and ultimately, AL TSA will not be able to move into OB2.

Date Approved	Description of Goods or Equipment	Total Cost	Fund Source (e.g. GFS, Trasp, etc.)	Rationale for Approving Exception
2/27/2025	Phase II session of Leadership Development training provided by Insight Leadership for Division of Disability Determination Services (DDDS), Spokane Operations Management team, 12 staff in total.	\$ 11,880.00	Mixed Funding: Total \$11,880 - \$11,642 Federal Funding, - \$238 General Fund State.	This training is needed to complete a training series targeted to increasing work efficiencies in order to improve customer and claimant service. We have already invested 1 ½ years of staff time and financial resources to bring Insight Leadership to work with the Spokane Operations Leadership Team. We will not realize the full benefits of past investment in this program if we are unable to complete the final phase.
3/5/2025	Furniture purchase for the new Aging and Long Term Support Administration (AL TSA) office in Totem Lake. The Leased Facilities Planning and Design team have creatively reduced the budget by identifying surplus furniture and reducing the furniture budget from \$485,000 to \$48,405.	\$ 48,405.00	Mixed Funding: Total \$48,405 - \$21,972 Federal Funding. - \$26,433 General Fund State.	Configuration of this new office for use requires this furniture purchase. Without this purchase, the Totem Lake facility will not be able to open and Aging and Long Term Support Administration (AL TSA) staff will not have office space in eastern King County. Reduces total square feet from 55,000 to 30,000
3/5/2025	Furniture purchase for the new Aging and Long Term Support Administration (AL TSA) office in Totem Lake. The Leased Facilities Planning and Design team have creatively reduced the budget by identifying surplus furniture and reducing the furniture budget from \$1.2M to \$345,608.	\$ 345,608.00	Mixed Funding: Total \$345,608 - \$156,877 Federal Funding. - \$188,731 General Fund State.	Configuration of this new office for use requires this furniture purchase. Without this purchase, the Totem Lake facility will not be able to open and Aging and Long Term Support Administration (AL TSA) staff will not have office space in northern King County.

Travel Freeze Exception Report to OFM

Agency: Department of Social and Health Services

Program: All

Agency Director signature: see cover memo

(Do not report a running list, only report new actions since your last report.)

Date Approved	Position Title	Total Cost	Fund Source (e.g. GFS, Trasp, etc.)	Rationale for Approving Exception
2/20/2025	Eastern State Hospital Patient being discharged	\$179	General Fund State	Required in order to meet patient care requirements
2/20/2025	Eastern State Hospital Patient Escort	\$748.00	General Fund State	Required in order to meet patient care need
2/25/2025	Benjamin Veghte, Aging and Long Term Support Administration, WA Cares	\$2,734	\$1,986: American Society on Aging, \$748 Department Funds	WA Cares has dedicated funding & does not use GF-S funds
2/26/2025	Bea Rector, Aging and Long Term Support Administration	\$2,509.00	\$1,759 Advancing States, \$750 Department Funds	Required meeting: DSHS Aging and Long Term Support Administration Assistant Secretary, Bea Rector, is the President, and Board Member of Advancing States