



December 22, 2020

Refugee & Immigrant Services Northwest  
c/o Everett Community College  
Rainier Hall, Rm 228, M/S 41  
2000 Tower St.  
Everett, WA 98201

Dear Mr. Kuno,

I'm reaching out to you to express the Health District's intent to exercise the one-year extension option of our professional services agreement, pending final approval of the Board of Health at their January meeting.

If the Board approves, the professional service agreement for translation and interpretation services with Refugee & Immigrant Services Northwest, effective February 1, 2020, would be extended for the period of February 1, 2021, through January 31, 2022. The contract terms will remain the same as in 2020-21.

Please email Prevention Services Director Katie Curtis at [kcurtis@snohd.org](mailto:kcurtis@snohd.org) if you are agreeable to extending the agreement through January 31, 2022.

Thank you for your consideration of this request. We will follow up with you following the January 19 Board of Health meeting.

Sincerely,

Shawn Frederick  
Administrative Officer

## Sarah de Jong

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**From:** Van Kuno <vkuno@everettcc.edu>  
**Sent:** Tuesday, December 22, 2020 3:31 PM  
**To:** Katie Curtis  
**Cc:** Sarah de Jong  
**Subject:** Contract Extension

Hi Katie

Refugee & immigrant Services Northwest agree to the contract extension with Snohomish Health District through January 31th, 2022. Thank you and have a Happy and Safe Holidays.

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