

**CITY OF SAN ANTONIO
INTERDEPARTMENTAL MEMORANDUM
SAN ANTONIO METROPOLITAN HEALTH DISTRICT**

TO: Mayor and City Council

FROM: Fernando A. Guerra, MD, MPH, Director of Health

THROUGH: Terry M. Brechtel, City Manager

COPIES: Frances A. Gonzalez, Assistant City Manager; City Attorney's Office; Human Resources Department; Finance Department; Project; File

SUBJECT: ORDINANCE ACCEPTING FUNDS FROM THE TEXAS DEPARTMENT OF HEALTH FOR THE CHILDHOOD LEAD POISONING PREVENTION PROGRAM

DATE: June 24, 2004

SUMMARY AND RECOMMENDATIONS

This ordinance authorizes the City Manager to accept and execute a contract change totaling \$45,000.00 from the Texas Department of Health (TDH) to renew the ongoing Childhood Lead Poisoning Prevention Program (CLPPP) in the San Antonio Metropolitan Health District (SAMHD) for the period July 1, 2004 through June 30, 2005. This ordinance will also adopt the program budget, approve the personnel complement, and authorize payments for contractual services. Staff recommends approval.

BACKGROUND INFORMATION

TDH provides annual financial assistance to the City to support core public health activities provided by the SAMHD. TDH has offered Contract Change Notice No. 05 as an amendment to the TDH contract previously accepted through an ordinance passed and approved December 4, 2003. This contract change awards \$45,000.00 to renew the ongoing CLPPP in the SAMHD. This additional funding brings the total support under this contract to \$1,181,833.00

In 2003 San Antonio had 438 children with confirmed Elevated Blood Lead Levels (EBLLs). Since many EBLL cases are undiagnosed, the Center for Disease Control and Prevention (CDC) estimates that San Antonio may have as many as 3,100 EBLL cases in the community. This CDC prediction was based on the San Antonio population, number of older houses, and scientific data taken from the Hanes Report, a national database.

Under the CLPPP, SAMHD staff identifies households that have children with EBLL, determines the source of the lead poisoning, provides non-clinical case management for the children and their families, organizes public awareness campaigns via health fairs, school and community presentations, and conducts educational seminars for physicians and their staff. In addition, the CLPPP will continue to staff and facilitate a City-wide Lead Task Force with the goal of reducing the number of children suffering from lead poisoning by increasing awareness in the community through community participation.

Most of the field work for this program is performed by sanitarians from the Environmental Health Division. However, this program currently has a part-time Office Assistant funded by the grant to prepare correspondence, file documents and take phone calls from constituents. Due to the workload of the program and the increasing complexity of the duties required, this position will be phased out over the first two months of the next grant cycle and replaced with one full-time Administrative Assistant I. This new staff person will also be responsible for coordinating follow up screening activities on those children with EBLLs and maintaining the program database.

POLICY ANALYSIS

Acceptance of this grant from TDH will continue the long-standing practice of utilizing Federal and State aid to support the local public health programs of the City.

FISCAL IMPACT

This TDH contract change provides \$45,000.00 in support for the CLPPP in the SAMHD. This is the same level of funding as last year. Acceptance of this contract change will place no demands on the City General Fund.

COORDINATION

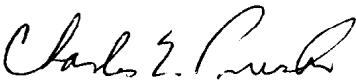
The City Attorney's Office and the Human Resources Department, Risk Management Division have reviewed the contract with TDH. The Finance Department has approved the proposed project budget.

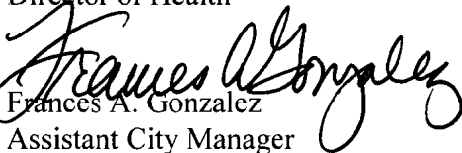
SUPPLEMENTARY COMMENTS

Provisions of the Ethics Ordinance do not apply.


Attachments:

- Attachment I: Public Health State Support Project 2004/2005 –Federal Budget and Personnel Complement
- Attachment II: TDH 7460020708 2005 Contract Change Notice No. 05, Attachment No. 06


Fernando A. Guerra, MD, MPH
Director of Health


Frances A. Gonzalez
Assistant City Manager

APPROVED BY:


Terry M. Brechtel
City Manager

ATTACHMENT I
Public Health State Support Project 2004/2005 - Federal
Fund and Project No. 26-016066
TDH Contract No. 7460020708 2005

INDEX	<u>ESTIMATED REVENUES</u>	OBJECT CODE	ORIGINAL BUDGET
	Attachment #06		\$ 45,000
	Total Estimated Revenues		<u><u>45,000</u></u>

APPROPRIATIONS

Childhood Lead Poisoning Prevention Program
Activity 36-11-09

07/01/04 to 06/30/05

Regular Salaries & Wages	01-010	23,860
Social Security	01-030	1,830
TMRS	01-040	2,775
Group Health Insurance	01-050	4,908
Life Insurance	01-051	5
Communications: Telephones	02-110	600
Mail and Parcel Post Service	02-113	550
Travel - Official	02-124	1,500
Education	02-128	1,000
Maintenance & Repair - Mach. & Equip.	02-142	70
Fees to Professional Contractors	02-160	2,120
Advertising and Publication	02-175	1,000
Membership Dues & Licenses	02-178	1,050
Binding, Printing and Reproduction	02-181	750
Office Supplies	03-210	502
Clothing & Linen Supplies	03-214	100
Chemicals, Medical & Drugs	03-228	50
Indirect Cost	04-280	2,330
Total Appropriations		<u><u>\$ 45,000</u></u>

Fund Only Index # xxxxxx

PERSONNEL COMPLEMENT

Class No.	Title	Position
0010	Office Assistant (.5 FTE)	1
0040	Administrative Assistant I	<u>1</u>
	Total:	<u><u>2</u></u>



ATTACHMENT II

TEXAS DEPARTMENT OF HEALTH
1100 WEST 49TH STREET
AUSTIN, TEXAS 78756-3199

STATE OF TEXAS

TDH Document No. 7460020708 2005

COUNTY OF TRAVIS

Contract Change Notice No. 05

The Texas Department of Health, hereinafter referred to as RECEIVING AGENCY, did heretofore enter into a contract in writing with SAN ANTONIO METROPOLITAN HEALTH DISTRICT hereinafter referred to as PERFORMING AGENCY. The parties thereto now desire to amend such contract attachment(s) as follows:

SUMMARY OF TRANSACTION:

ATT NO. 06 : EPI-CHILDHOOD LEAD POISONING PREV.

All terms and conditions not hereby amended remain in full force and effect.

EXECUTED IN DUPLICATE ORIGINALS ON THE DATES SHOWN.

Authorized Contracting Entity (type above if different from PERFORMING AGENCY) for and in behalf of:

PERFORMING AGENCY:

SAN ANTONIO METROPOLITAN HEALTH
DISTRICT

By: _____
(Signature of person authorized to sign)

(Name and Title)

Date: _____

RECOMMENDED:

By: _____
(PERFORMING AGENCY Director, if different from person authorized to sign contract)

RECEIVING AGENCY :

TEXAS DEPARTMENT OF HEALTH

By: Bob Burnette
(Signature of person authorized to sign)

Bob Burnette, Director
Procurement and Contracting Services Division
(Name and Title)

Date: 5-27-04

SC PCSD - Rev. 2/03

DETAILS OF ATTACHMENTS

Att/ Amd No.	TDH Program ID/ TDH Purchase Order Number	Term		Financial Assistance		Direct Assistance	Total Amount (TDH Share)
		Begin	End	Source of Funds*	Amount		
01	TB/PC 0000001629	01/01/04	12/31/04	93.116	356,700.00	0.00	356,700.00
02	HIV/PREV 0000001706	01/01/04	12/31/04	93.940	232,350.00	0.00	232,350.00
03	STD/HIV 0000001818	01/01/04	12/31/04	93.977	215,116.00	0.00	215,116.00
04	IMM/LOCALS 0000001769	01/01/04	12/31/04	State	214,955.00	0.00	214,955.00
05	HIV/SURV 0000002157	04/01/04	12/31/04	93.944	117,712.00	0.00	117,712.00
06	EPI/LEAD 0000002255	07/01/04	06/30/05	93.262	45,000.00	0.00	45,000.00
TDH Document No.7460020708 2005 Change No. 05				Totals	\$1,181,833.00	\$ 0.00	\$1,181,833.00

*Federal funds are indicated by a number from the Catalog of Federal Domestic Assistance (CFDA), if applicable. REFER TO BUDGET SECTION OF ANY ZERO AMOUNT ATTACHMENT FOR DETAILS.

DOCUMENT NO. 7460020708-2005
ATTACHMENT NO. 06
PURCHASE ORDER NO. 0000002255

PERFORMING AGENCY: SAN ANTONIO METROPOLITAN HEALTH DISTRICT

RECEIVING AGENCY PROGRAM: BUREAU OF EPIDEMIOLOGY

TERM: July 01, 2004 THRU: June 30, 2005

SECTION I. SCOPE OF WORK:

PERFORMING AGENCY shall develop a Childhood Lead Poisoning Prevention Program to perform lead poisoning prevention activities at the community level. PERFORMING AGENCY shall collaborate with local physicians and other education, social service and housing agencies that have a role in community-wide primary prevention efforts.

PERFORMING AGENCY shall:

- 1) Coordinate lead poisoning prevention activities with other pertinent health, housing, and environmental agencies;
- 2) Develop and implement a primary lead poisoning prevention plan that focuses on the highest risk sources and populations;
- 3) Analyze surveillance and other data to identify lead exposure patterns and high-risk populations;
- 4) Ensure that necessary lead screening services are being provided to children in the identified and approved service area;
- 5) Report blood levels to RECEIVING AGENCY Program as required by Chapter 88, Health and Safety Code; and
- 6) Ensure that medical and environmental follow-up services are provided to lead poisoned children.

PERFORMING AGENCY shall comply with all applicable federal and state laws, rules, regulations, standards and guidelines in effect on the beginning date of this contract Attachment unless amended. The following documents are incorporated by reference and made a part of this contract Attachment:

- 42 USC §§ 247b-1, 247b-3;
- Health and Safety Code, Chapter 88;

- RECEIVING AGENCY'S Standards for Public Health Clinic Services, revised January 2004;
- Centers for Disease Control and Prevention's Childhood Lead Poisoning Prevention guidelines, dated March 2002, November 1997, and October 1991 and any revisions;
- RECEIVING AGENCY'S Lead Screening Guidelines, dated 1996, and any revisions; and,
- RECEIVING AGENCY'S policies, procedures, and guidelines on child lead poisoning prevention.

Within thirty (30) days of receipt of an amended standard(s) or guideline(s), PERFORMING AGENCY shall inform RECEIVING AGENCY Program, in writing, if it will not continue performance under this contract Attachment in compliance with the amended standard(s) or guideline(s). RECEIVING AGENCY may terminate the contract Attachment immediately or within a reasonable period of time as determined by RECEIVING AGENCY.

PERFORMING AGENCY shall perform all these activities in accordance with PERFORMING AGENCY'S approved workplan, time frames, and budget as approved by RECEIVING AGENCY. All of the above named documents are incorporated herein by reference and made a part of this contract Attachment. All revisions to said documents shall be approved by RECEIVING AGENCY Program and transmitted in writing to PERFORMING AGENCY.

RECEIVING AGENCY reserves the right, where allowed by legal authority, to redirect funds in the event of financial shortfalls. RECEIVING AGENCY Program will monitor PERFORMING AGENCY'S expenditures on a quarterly basis. If expenditures are below that projected in PERFORMING AGENCY'S total contract amount as shown in SECTION III. BUDGET, PERFORMING AGENCY'S budget may be subject to a decrease for the remainder of the Attachment term. Vacant positions existing after ninety (90) days may result in a decrease in funds.

PERFORMANCE MEASURES

The following performance measures will be used to assess, in part, the PERFORMING AGENCY'S effectiveness in providing the services described in this contract Attachment, without waiving the enforceability of any of the other terms of the contract.

PERFORMING AGENCY shall ensure 30% of the at-risk population in the identified and approved service area is screened for Lead Poisoning during the contract Attachment period.

PERFORMING AGENCY shall provide services to clients who live or receive services in the following county(ies)/area: Bexar.

PERFORMING AGENCY shall submit a monthly activity report to RECEIVING AGENCY Program, no later than fifteen (15) calendar days after the end of each month.

SECTION II. SPECIAL PROVISIONS:

PERFORMING AGENCY shall not charge clients for services performed under this contract.

PERFORMING AGENCY shall not submit claims for reimbursement of funds under this contract Attachment for the purchase of the following items:

- Vehicles;
- Out-of-state travel.

General Provisions, **Advance Payments** Article, is not applicable to this Attachment.

General Provisions, **Program Income** Article, is not applicable to this Attachment.

General Provision, **Equipment and Supplies** Article, is revised to add the following:

PERFORMING AGENCY shall maintain an inventory of equipment purchased with funds from this contract Attachment and shall submit a copy of the inventory list to RECEIVING AGENCY Program within 30 calendar days of the end of the contract term.

SECTION III. BUDGET:

PERSONNEL	\$23,860.00
FRINGE BENEFITS	9,518.00
TRAVEL	1,500.00
EQUIPMENT	0.00
SUPPLIES	652.00
CONTRACTUAL	0.00
OTHER	7,140.00
 TOTAL DIRECT CHARGES	 \$42,670.00
INDIRECT CHARGES	\$2,330.00
TOTAL	\$45,000.00

Total reimbursements will not exceed \$45,000.00.

Financial status reports are due the 30th of October, 30th of January, 30th of April, and the 30th of September.

The negotiated indirect cost amount shown above is less than the maximum allowed by UGMS. Indirect charges to this contract may not exceed the amount shown above, except by prior written approval of RECEIVING AGENCY.