

CONSENT AGENDA
ITEM NO. 14

**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 FAMILY HEALTH POPULATION BASED CORE PUBLIC HEALTH PROGRAM

DATE: August 12, 2004

SUMMARY AND RECOMMENDATIONS

This ordinance authorizes the City Manager to execute a contract change totaling \$66,000.00 from the Texas Department of Health (TDH) to renew support for the ongoing Family Health Population Based Core Public Health Program in the San Antonio Metropolitan Health District (SAMHD) for the period September 1, 2004 through August 31, 2005. In addition, this ordinance will adopt the program budget and approve the personnel complement.

Staff recommends approval.

BACKGROUND INFORMATION

The City Manager was authorized to execute the Public Health State Support Project 2004/2005 contract with TDH through an ordinance passed and approved on December 4, 2003 providing annual assistance to the City in support of the core public health activities provided by the SAMHD. TDH has now offered a contract change totaling \$66,000.00 through Contract Change Notice No. 12 (See Attachment II) to renew support for the ongoing Family Health Population Based Core Public Health Program in the SAMHD for the period September 1, 2004 through August 31, 2005. The Family Health Population Based Core Public Health Program staff conducts educational presentations and other promotional activities to reduce the incidence of low birth weight infants, teenage pregnancy and childhood injury. A major emphasis is placed on health education and the promotion of early prenatal care.

This year's level of funding support from TDH remains the same as last year. The personnel complement consisting of two (2) positions for the program remains the same as last year (See Attachment I).

This contract change brings the total support for the Public Health State Support Project 2004/2005 Federal and State component to \$1,698,001.00.

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 contract change provides \$66,000.00 to renew support for the Family Health Population Based Core Public Health Program in the SAMHD. Acceptance of this contract change will place no demand on the City General Fund.

COORDINATION

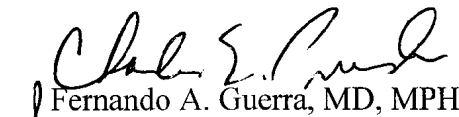
The City Attorney's Office and the Human Resources Department, Risk Management Division, have reviewed and approved the contract with TDH. The Finance Department has approved the proposed budget.

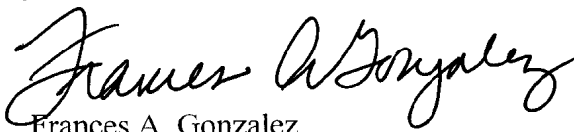
SUPPLEMENTARY COMMENTS

Provisions of the Ethics Ordinance do not apply.

Attachments:

- Attachment I: Public Health State Support Project 2004-2005 (State) Budget and Personnel Complement
- Attachment II: TDH 7460020708 2005 Contract Change Notice No. 12, Attachment No. 10


Fernando A. Guerra, MD, MPH
Director of Health


Frances A. Gonzalez
Assistant City Manager

APPROVED:


Terry M. Brechtel
City Manager

ATTACHMENT I
Public Health State Support Project 2004-2005 (State)
Project No. 26-016067
TDH Contract No. 7460020708 2005

INDEX	<u>ESTIMATED REVENUES</u>	OBJECT CODE	CURRENT BUDGET
	Attachment #10	00-004	<u>66,000</u>
	Total Estimated Revenues	\$	<u><u>66,000</u></u>

APPROPRIATIONS

Core Public Health Program

Activity: 36-06-31 09/01/04 to 08/31/05

Regular Salaries & Wages	01-010	47,740
Language Skill Pay	01-019	0
Retirement Benefits - Soc. Sec.	01-030	3,652
Retirement Benefits - TMRS	01-040	5,452
Flexible Benefits Contribution	01-050	5,448
Life Insurance	01-051	72
Workers' Disability Compensation	01-060	337
Personal Leave Buy Back Pay	01-072	0
Communications: Telephones	02-110	1,200
Rental of Pagers	02-112	60
Mail and Parcel Post Service	02-113	100
Rental of Facilities	02-116	0
Travel-Official	02-124	682
Car Expense Allowance	02-130	443
Temporary Services	02-161	0
Automatic Data Processing Services	02-172	0
Office Supplies	03-210	461
Maint. & Rep. Mat. - Mach. & Equip.	03-242	0
Computer Software	03-243	273
Other Commodities	03-244	80
Total 36-06-31	\$	<u><u>66,000</u></u>

Fund Only Index Code: xxxxxx

PERSONNEL COMPLEMENT:

		PREVIOUS POSITIONS	ADD (DEDUCT)	CURRENT POSITIONS
Activity 36-06-31:				
0282	Health Program Specialist	1	0	1
0284	Health Program Supervisor	1	0	1
	Total 36-06-31:	<u>2</u>	<u>0</u>	<u>2</u>



ATTACHMENT II

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

STATE OF TEXAS

DSHS Document No. 7460020708 2005

COUNTY OF TRAVIS

Contract Change Notice No. 12

The Department of State Health Services, 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. 10 : AC FAMILY HEALTH - POPULATION BASED

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 :

DEPARTMENT OF STATE HEALTH SERVICES

By: _____
(Signature of person authorized to sign)

Bob Burnette, Director

Procurement and Contracting Services Division
(Name and Title)

Date: _____

KR PCSD - Rev. 6/04

DETAILS OF ATTACHMENTS

Att/ Amd No.	DSHS Program ID/ DSHS Purchase Order Number	Term		Financial Assistance		Direct Assistance	Total Amount (DSHS 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
03A	STD/HIV 0000001818	01/01/04	12/31/04	93.977	258,617.00	0.00	258,617.00
04A	IMM/LOCALS 0000001769	01/01/04	12/31/04	State	286,541.00	0.00	286,541.00
05A	HIV/SURV 0000002157	04/01/04	12/31/04	93.944	86,303.00	0.00	86,303.00
06	EPI/LEAD 0000002255	07/01/04	06/30/05	93.262	45,000.00	0.00	45,000.00
07	DIAB/CDSP 0000002262	07/01/04	03/29/05	93.988	90,000.00	0.00	90,000.00
08	TB/PC C038632000	09/01/04	08/31/05		199,444.00	0.00	199,444.00
09	STD/HIV C038634000	09/01/04	08/31/05		77,046.00	0.00	77,046.00
10	ACFH/POP C038881000	09/01/04	08/31/05		66,000.00	0.00	66,000.00
DSHS Document No.7460020708 2005 Change No. 12					Totals	\$ 0.00	\$1,698,001.00

*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. 10
PURCHASE ORDER NO. C038881000

PERFORMING AGENCY: SAN ANTONIO METROPOLITAN HEALTH DISTRICT

RECEIVING AGENCY PROGRAM: ASSOCIATE COMMISSIONER FOR FAMILY
HEALTH

TERM: September 01, 2004 THRU: August 31, 2005

SECTION I. SCOPE OF WORK:

PERFORMING AGENCY shall perform public health preventive services related to women, children, and their families in order to address local health needs; to build the local public health infrastructure; and to improve the health status of women, children, and families.

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 part of this contract Attachment:

- RECEIVING AGENCY Family & Community Health Services Grants FY2005 Competitive Request for Proposal (RFP) for Title V Population-Based projects;
- PERFORMING AGENCY FY2005 Component II, Attachment C application and any revisions;
- RECEIVING AGENCY'S Texas Department of Health (TDH) Standards for Public Health Clinic Services, revised January 31, 2004;
- RECEIVING AGENCY'S Quality Assurance (QA) Title V - Population Based On-Site Evaluation Report (designed to be used with QA Core Tool), which requires monthly time sheets to document staff time on work plan activities, invoices of all expenditures, logs of dated activities with sign-in sheets for public presentations; and,
- Title V Policy and Procedures Manual revised for FY2005.

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 Attachment in compliance with the amended standard(s) or guideline(s). RECEIVING AGENCY may terminate the Attachment immediately or within a reasonable period of time as determined by RECEIVING AGENCY.

PERFORMING AGENCY shall implement its approved work plan in consultation with RECEIVING AGENCY'S Public Health Region (PHR) Title V Coordinator and Central Office Program Manager.

RECEIVING AGENCY'S PHR Director, as coordinator of regional services, will assist RECEIVING AGENCY staff in providing direction to PERFORMING AGENCY. RECEIVING AGENCY personnel will provide technical assistance and training to PERFORMING AGENCY, as needed. PERFORMING AGENCY shall cooperate with RECEIVING AGENCY staff to attain the goals of unified community health assessment, policy development, coordinated services, and quality assurance and to prevent unnecessary duplication of services.

PERFORMANCE MEASURES

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

- PERFORMING AGENCY shall submit monthly progress reports, per program policy stated in FY2005 program manual, within thirty (30) days of the end of each month.
- PERFORMING AGENCY shall submit quarterly reports on project activities to RECEIVING AGENCY'S PHR Title V Coordinator for review, assessment, and transmission to Central Office within thirty (30) days of the end of each quarter. Quarterly reports shall describe accomplishments, challenges, barriers, impact, and progress in achieving the goals and objectives contained in PERFORMING AGENCY'S FY2005 Title V Application work plan, and any revisions.
- The quarterly progress report shall be in the format specified by RECEIVING AGENCY in the Title V Policy and Procedures Manual and through any amended guidelines.
- PERFORMING AGENCY shall provide public health preventative services to women, children, and their families who live or receive services in the following counties/area: Bexar.
- PERFORMING AGENCY shall submit a comprehensive final report on FY2005 work plan activities on or before September 30, 2005. This final report shall include the findings of an evaluation to determine the effectiveness of project activities in addressing local health needs, in building the local public health infrastructure, and in improving public health status.

SECTION II. SPECIAL PROVISIONS:

General Provisions, **Reports** Article, is revised to include the following:

PERFORMING AGENCY shall submit monthly, quarterly and year-end program and financial reports, in the format specified by RECEIVING AGENCY Program, within thirty (30) days of the end of each month and quarter, and within ninety (90) days of the end of the contract Attachment term detailing the activities performed and the objectives achieved with the funding provided under this contract Attachment. PERFORMING AGENCY shall submit other reports as deemed necessary by RECEIVING AGENCY Program.

General Provisions, **Inspections** Article, is revised to include the following:

In addition to the site visits authorized by the **Inspections** Article of the General Provisions, PERFORMING AGENCY shall allow RECEIVING AGENCY to conduct on-site quality assurance reviews as deemed necessary by RECEIVING AGENCY. Unsatisfactory review findings may result in implementation of General Provisions, **Sanctions** Article.

PERFORMING AGENCY shall notify RECEIVING AGENCY Program immediately in the event of any significant change affecting PERFORMING AGENCY'S identity, ownership or control, name, governing board membership, vendor identification, medical or program director, or address. Failure to disclose the required information or inaccurate disclosure by PERFORMING AGENCY may be treated as a material breach of this contract Attachment and may be grounds for termination.

FINANCIAL ASSISTANCE			
OBJECT CLASS CATEGORIES	NEW OR REVISED BUDGET	CURRENT APPROVED BUDGET	CHANGES REQUESTED
a. PERSONNEL.....	44,593.00	0.00	44,593.00
b. FRINGE BENEFITS.....	11,186.00	0.00	11,186.00
c. TRAVEL.....	1,125.00	0.00	1,125.00
d. EQUIPMENT.....	0.00	0.00	0.00
e. SUPPLIES.....	461.00	0.00	461.00
f. CONTRACTUAL.....	0.00	0.00	0.00
g. OTHER.....	8,635.00	0.00	8,635.00
h. TOTAL DIRECT CHARGES.....	66,000.00	0.00	66,000.00
i. INDIRECT CHARGES.....	0.00	0.00	0.00
j. TOTAL.....	66,000.00	0.00	66,000.00
k. RECEIVING AGENCY SHARE.....	66,000.00	0.00	66,000.00
l. PERFORMING AGENCY SHARE (Includes m. PI)	0.00	0.00	0.00
m. PROGRAM INCOME:			
	0.00	0.00	0.00
m.2. Program Income (projected).....	0.00	0.00	0.00
m.3. Other Match.....	0.00	0.00	0.00
CONTRACT TERM			
Begin Date.....	9/1/2004		
End Date.....	8/31/2005		
DETAIL ON INDIRECT COST:			
TYPE OF RATE PROVISIONAL.....			
PREDETERMINED.....			
FINAL.....			
FIXED.....			
RATE.....	0.00000	0.00000	0.00000
BASE.....	0.00	0.00	0.00
TOTAL INDIRECT CHARGES.....	0.00	0.00	0.00

Financial status reports are due the 30th of December, 30th of March, 30th of June, and the 30th of November.