

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

ITEM NO. 12

**TO:** Mayor and City Council

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

**THROUGH:** J. Rolando Bono, Interim 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 STATE HEALTH SERVICES

**DATE:** October 14, 2004

**SUMMARY AND RECOMMENDATIONS**

This ordinance authorizes the City Manager to accept and execute a contract change totaling \$305,776.00 from the Texas Department of State Health Services (DSHS) to renew funding for the ongoing Local Public Health Support Program in the San Antonio Metropolitan Health District (SAMHD) for the period September 1, 2004 through August 31, 2005. This ordinance will also 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 DSHS 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. DSHS has now offered a contract change totaling \$305,776.00 through Contract Change Notice No. 13 to renew support for the ongoing Local Public Health Support Program in the SAMHD for the period September 1, 2004 through August 31, 2005 (See Attachment II).

The funding last year included support for two (2) programs in the SAMHD: \$251,464.00 in financial assistance to renew the ongoing Local Public Health Support Program and \$54,312.00 in-kind support to renew the Public State In-Kind Support Program. The Local Public Health Support Program funded five (5) positions working in a variety of local public health activities to include: the implementation of a community health improvement plan, public relations, supervision of the TB clinic and other functions. The Public Health In-Kind Support Program activity supported one (1) state paid position that was permanently located in the SAMHD Laboratory. This brought the total personnel support for this grant last year to six (6) positions.

This year DSHS has offered a combined funding support at the same dollar value as last year. Based on this combination, the DSHS in-kind position from last year has been eliminated and a new grant funded City position, a Laboratory Technologist II, was created. Therefore, the personnel complement for this activity remains at six (6) positions (See Attachment I). Acceptance of this contract change brings the total funding for the Public Health State Support Project 2004/2005 Federal and State component to \$2,003,777.00.

### **POLICY ANALYSIS**

Acceptance of this grant from DSHS 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 support totaling \$305,776.00 to renew the ongoing Local Public Health Support Program in the SAMHD for the period September 1, 2004 through August 31, 2005. Acceptance of this grant will place no demand on the City General Fund.

### **COORDINATION**

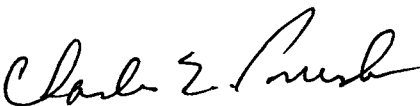
The City Attorney's Office and the Human Resources Department, Risk Management Division, have reviewed and approved the contract with DSHS. The Finance Department has approved the proposed budget.

### **SUPPLEMENTARY COMMENTS**

Provisions of the Ethics Ordinance do not apply.

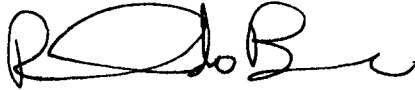
#### **Attachments:**

- Attachment I: Public Health State Support Project 2004-2005 (State) Budget and Personnel Complement
- Attachment II: DSHS 7460020708 2005 Contract Change Notice No. 13, Attachment No. 11

  
Fernando A. Guerra, MD, MPH  
Director of Health

  
Frances A. Gonzalez  
Assistant City Manager

#### **APPROVED:**

  
J. Rolando Bono  
Interim City Manager

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

<b>INDEX</b>	<b><u>ESTIMATED REVENUES</u></b>	<b>OBJECT CODE</b>	<b>CURRENT BUDGET</b>
	Attachment #11	00-004	\$ <u>305,776</u>
	Total Estimated Revenues		\$ <u>305,776</u>

**APPROPRIATIONS**

**Health Services/Education Program**

Activity: 36-01-14                      09/01/04 to 08/31/05

Regular Salaries & Wages	01-010	225,759
Language Skill Pay	01-019	1,200
Retirement Benefits - Soc. Sec.	01-030	17,271
Retirement Benefits - TMRS	01-040	28,107
Flexible Benefits Contribution	01-050	27,240
Life Insurance	01-051	339
Personal Leave Buy Back Pay	01-072	2,940
Communications-Telephone	02-110	420
Mail and Parcel Post Service	02-113	100
Car Allowance	02-130	2,300
Office Supplies	03-210	<u>100</u>
Total 36-01-14		305,776
Total Appropriations		<u><u>\$ 305,776</u></u>

Fund Only Index Code: xxxxxx

**PERSONNEL COMPLEMENT:**

	<b>PREVIOUS POSITIONS</b>	<b>ADD (DEDUCT)</b>	<b>CURRENT POSITIONS</b>
Activity 36-01-14:			
0040 Administrative Assistant I	1	0	1
0080 Public Relations Manager	1	0	1
0216 Laboratory Technologist II	0	1	1
0231 Laboratory Technician I	1	0	1
0247 Public Health Nursing Supervisor	1	(1)	0
0866 Special Projects Manager	1	0	1
0870 Special Projects Coordinator	<u>0</u>	<u>1</u>	<u>1</u>
Total 36-01-14:	5	1	6



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. 13

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. 11 : OPHP - LOCAL PUBLIC HEALTH SYSTEM

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: \_\_\_\_\_

DL 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
11	OPHP/LPHS C039361000	09/01/04	08/31/05		305,776.00	0.00	305,776.00
DSHS Document No.7460020708 2005 Change No. 13					Totals	\$ 0.00	\$2,003,777.00

\*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. 11  
PURCHASE ORDER NO. C039361000

PERFORMING AGENCY: SAN ANTONIO METROPOLITAN HEALTH DISTRICT

RECEIVING AGENCY PROGRAM: OFFICE OF PUBLIC HEALTH PRACTICE

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

SECTION I. SCOPE OF WORK:

PERFORMING AGENCY shall improve or strengthen local public health infrastructure within the State of Texas by:

- Developing objective(s) to address a public health issue;
- Utilizing resources provided through this contract attachment to conduct activities and services that provide or support the delivery of essential public health services;
- Assessing, monitoring, and evaluating the essential public health activities and services provided through this contract attachment; and
- Developing strategies to improve the delivery of essential public health service(s) to identified service area.

These tasks shall be performed in accordance with PERFORMING AGENCY'S FY 05 *Local Public Health System (LPHS) Service Delivery Plan*, dated May 27, 2004 and the FY 05 Texas Application for Preventive Health and Health Services Block Grant Funds, dated June 15, 2004.

The assessment and/or evaluation activities must include a standard that is identified in PERFORMING AGENCY'S FY 05 LPHS Service Delivery Plan. Acceptable standards include the National Public Health Performance Standards approved by the Centers for Disease Control and Prevention, Performance Standards developed by the Texas Association of Local Health Officials, Healthy People 2010, and any federal, state or local law or regulation governing the delivery of essential public health services. Other evaluation methods utilizing standards not listed in this contract Attachment must be pre-approved by RECEIVING AGENCY.

PERFORMING AGENCY shall comply with all applicable federal and state laws, rules, regulations, standards including, but not limited to, the following:

- Chapter 23-11 of the Healthy People 2010;
- Section 121.002, Texas Health & Safety Code, definition of ten essential public health services; and
- Government Code, Section 403.1055, "Permanent Fund for Children and Public Health".
- Texas Administrative Code, Title 25, Chapter 83, Subchapter A "Permanent Fund for Children and Public Health".

PERFORMING AGENCY shall comply with all applicable regulations, standards, and guidelines in effect on the beginning date of this contract Attachment.

The following documents are incorporated by reference and made a part of this contract Attachment:

- PERFORMING AGENCY'S FY 05 LPHS Service Delivery Plan; and
- FY 05 Texas Application for Preventive Health and Health Services Block Grant Funds.

PERFORMING AGENCY may not use funds from the Permanent Fund for Children and Public Health for lobbying expenses under the Government Code, Section 403.1067.

RECEIVING AGENCY shall inform PERFORMING AGENCY in writing of any changes to applicable federal and state laws, rules, regulations, standards and guidelines. PERFORMING AGENCY shall comply with the amended law, rule regulation, standard or guideline except that PERFORMING AGENCY shall inform RECEIVING AGENCY Program in writing if it shall not continue performance under this Attachment within thirty (30) days of receipt of an 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.

#### PERFORMANCE MEASURES

PERFORMING AGENCY shall complete the PERFORMANCE MEASURES as stated in the FY 05 LPHS Service Delivery Plan, and as agreed upon by RECEIVING AGENCY, and hereby attached as Exhibit A.

PERFORMING AGENCY shall provide activities and services as submitted by PERFORMING AGENCY and approved by RECEIVING AGENCY in the FY 05 LPHS Service Delivery Plan in the following county(ies)/area: Bexar.

#### SECTION II. SPECIAL PROVISIONS:

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

PERFORMING AGENCY shall submit quarterly progress reports which describe progress toward completing the activities and services contained in PERFORMING AGENCY'S FY 05 LPHS Service Delivery Plan and any written revisions. PERFORMING AGENCY shall submit the first, second and third quarter's progress reports to RECEIVING AGENCY no later than thirty (30) days after the end of each quarter, and the final report and improvement plan to RECEIVING AGENCY sixty (60) days after the end of this contract Attachment term in a format specified by RECEIVING AGENCY.

PERFORMING AGENCY shall submit an Annual Budget and Expenditures Report in a format specified by and to RECEIVING AGENCY by December 15, 2005.



FINANCIAL ASSISTANCE			
OBJECT CLASS CATEGORIES	NEW OR REVISED BUDGET	CURRENT APPROVED BUDGET	CHANGES REQUESTED
a. PERSONNEL.....	224,762.00	0.00	224,762.00
b. FRINGE BENEFITS.....	81,014.00	0.00	81,014.00
c. TRAVEL.....	0.00	0.00	0.00
d. EQUIPMENT.....	0.00	0.00	0.00
e. SUPPLIES.....	0.00	0.00	0.00
f. CONTRACTUAL.....	0.00	0.00	0.00
g. OTHER.....	0.00	0.00	0.00
h. TOTAL DIRECT CHARGES.....	305,776.00	0.00	305,776.00
i. INDIRECT CHARGES.....	0.00	0.00	0.00
j. TOTAL.....	305,776.00	0.00	305,776.00
k. RECEIVING AGENCY SHARE.....	305,776.00	0.00	305,776.00
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.

## **Exhibit A**

### **PERFORMANCE MEASURES:**

**PERFORMING AGENCY:** San Antonio Metropolitan Health District

**Issue:** Coordinating the administration of public health services done through the Office of the Director of Health.

**Objective #1:** PERFORMING AGENCY shall receive complaints and requests for service related to public health that have been forwarded through the San Antonio City Council and coordinate staff efforts to resolve.

**Performance Measure:** 100% of all complaints and requests for service obtained from the San Antonio City Council ("blue blazers") will be coordinated, tracked and satisfactorily closed within one (1) working day.

**Objective #2:** PERFORMING AGENCY shall ensure that contracts have been appropriately executed and filed.

**Performance Measure:** 100% of all contracts will be executed within the timeframes set by City policy.

**Issue:** Coordinate clinical supplies, specimen collection, input of demographics, and the clinical analysis of CLIA Waived procedures.

**Objective #1:** PERFORMING AGENCY shall receive specimens and requests submitted to the Laboratory from Health District Clinics and provide testing in accordance with CLIA.

**Performance Measure:** Employee will provide CLIA Waived testing in accordance with CLIA regulations.

**Objective #2:** PERFORMING AGENCY shall fill and record clinic supply orders as received on a daily basis.

**Performance Measure:** 100% of clinical supplies ordered will be sent to the clinic upon receiving its request.

**Objective #3:** PERFORMING AGENCY shall input patient demographic data into the Laboratory Information System as the specimens arrive at the Main Laboratory.

**Performance Measure:** Employee must enter patient data upon receipt of specimen into the Laboratory Information System in accordance to the Policies and Procedures of the Central Receiving Section.

**Objective #4:** PERFORMING AGENCY shall provide phlebotomy procedures for all patients referred to the Main Laboratory.

**Performance Measure:** Employee must provide phlebotomy related procedures for walk-ins to Main Lab, and special projects with little or no notice.

**Issue:** Providing public health information to the community.

**Objective #1:** PERFORMING AGENCY shall develop multimedia messages to build community awareness of public health issues utilizing press releases, press conferences, editorial commentary, magazine or journal articles and special events.

**Performance Measure:** Multimedia messages will be developed to build public awareness of public health issues.

**Objective #2:** PERFORMING AGENCY shall produce "To Your Good Health" cable television series.

**Performance Measure:** The cable television series "To Your Good Health" will be produced.

**Objective #3:** PERFORMING AGENCY shall design and place advertising materials using local and neighborhood print outlets, billboards, public service announcements on radio and television, and bus advertisements featuring Health District Programs and projects.

**Performance Measure:** Advertising materials will be designed and placed.

**Issue:** Adult Preventive Health – Prevention of chronic disease among women including but not limited to breast and cervical cancer.

**Objective 1.1:** PERFORMING AGENCY shall further develop and implement programming directed toward preventing adult chronic disease including but not limited to breast and cervical cancer.

**Performance Measure 1.1:** Number of programs directed toward the prevention of adult chronic disease including screening events, educational events and client contacts.

**Objective 1.2:** PERFORMING AGENCY shall evaluate the success of program events directed toward the prevention of adult chronic diseases including but not limited to breast and cervical cancer.

**Performance Measure 1.2:** Number of women identified through screening programs and subsequently linked to needed health services.

**Objective 2.1:** PERFORMING AGENCY shall form community partnerships to develop strategies to engage women in good preventive health practices.

**Performance Measure 2.1:** Number of community coalition meetings and activities devoted to women's chronic disease issues.

**Issue:** 1) Carry out community wide strategic planning process for health improvement called "Mobilizing for action through Planning and Partnerships (MAPP)". 2) Facilitate the implementation of a local public health system improvement plan for San Antonio and Bexar County. 3) Seek relevant and appropriate grant opportunities for health improvement.

**Objective #1:** PERFORMING AGENCY shall provide leadership and direction to the local public health system (LPHS) partners in San Antonio and Bexar County in carrying out the MAPP process.

**Performance Measure:** Complete all phases of MAPP and document process.

**Objective #2:** PERFORMING AGENCY shall coordinate collaboration among public health partners to implement improvement plan, addressing the six strategic public health issues for San Antonio and Bexar County.

**Performance Measure:** Implement LPHS improvement plans for each of the identified strategic public health issues.

**Objective #3:** PERFORMING AGENCY shall seek opportunities to collaborate with LPHS partners to pursue funding opportunities in support of MAPP and the LPHS improvement plan.

**Performance Measure:** Apply for grant funding in support of MAPP and the LPHS improvement plan. Compile all activities of MAPP process into a comprehensive report.

**Issue:** Supervise Central Services, Central Receiving, and monitor procurement and budget activities.

**Objective #1:** PERFORMING AGENCY shall generate purchase requisitions, Request for Payments (RFP PO), and Annual Contracts for Laboratory Supplies

and Services to include typing, budget considerations, tangibles/services follow-up backup file management and all payment and petty cash initiation.

**Performance Measure:** Employee will provide laboratory with supplies, equipment, and payments in a timely manner, to aid in overall lab efficiency.

**Objective #2:** PERFORMING AGENCY shall supervise Central Service Section of Laboratory in relation to maintenance, QA/QC, and record keeping for sterilization, dry heat ovens, and steam sterilizers, water deionizer equipment, and waste management of sharps and other medical waste.

**Performance Measure:** Maintain laboratory certification, QA/QC, and record keeping requirements related to CLIA, and the Department of State Health Services (DSHS).

**Objective #3:** PERFORMING AGENCY shall liaison between Laboratory and vendors, post office, UPS, FedEx, Nursing Services, STD, Print Shop, Purchasing Dept, Equipment Service Entities, Laboratory Proficiency Services, DSHS, for supported supplies and the generation of the laboratory monthly reports.

**Performance Measure:** Coordinate with external points of contact any communication necessary for effective cooperative services.

**Objective #4:** PERFORMING AGENCY shall supervise the Central Receiving Section relating to patient/data entry, specimen preparation procedures and the distribution of specimens to appropriate sections.

**Performance Measure:** To perform corrective action, and design development to the multiple LIMS to achieve greater efficiencies. (Example: turn-around time).

**CERTIFICATION REGARDING LOBBYING**  
**CERTIFICATION FOR CONTRACTS, GRANTS,**  
**LOANS AND COOPERATIVE AGREEMENTS**

The undersigned certifies, to the best of his or her knowledge and belief that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or an employee of any agency, a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-111, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Authorized Individual

7460020708 2005-11

Application or Contract Number

SAN ANTONIO METROPOLITAN HEALTH DISTRICT

Organization Name and Address

332 W COMMERCE ST STE 307

SAN ANTONIO, TX 78205-2489