

**CITY OF SAN ANTONIO
SAN ANTONIO METROPOLITAN HEALTH DISTRICT
CITY COUNCIL AGENDA MEMORANDUM**

TO: Mayor and City Council

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

SUBJECT: ORDINANCE ACCEPTING FUNDS FROM THE TEXAS DEPARTMENT OF STATE HEALTH SERVICES FOR THE FEDERAL REFUGEE HEALTH SCREENING PROGRAM

DATE: December 9, 2004

SUMMARY AND RECOMMENDATIONS

This ordinance authorizes the Interim City Manager to accept and execute a contract change totaling \$143,495.00 from the Texas Department of State Health Services (TDSHS) to renew the ongoing Federal Refugee Health Screening Program in the San Antonio Metropolitan Health District (SAMHD) for the period October 1, 2004 through September 30, 2005. The TDSHS contract change further supports a subcontract of \$33,150.00 with Catholic Charities, Archdiocese of San Antonio, Inc. for services in connection with the Federal Refugee Health Screening Program. This ordinance will also adopt a program budget, approve the personnel complement, approve the subcontract with Catholic Charities, Archdiocese of San Antonio, Inc., and authorize payments for contractual services.

Staff recommends approval.

BACKGROUND INFORMATION

The City Manager was authorized to execute the Public Health State Support Project 2004/2005 contract with TDSHS 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. TDSHS has now offered a contract change totaling \$143,495.00 through Contract Change Notice No. 18 to renew the ongoing Federal Refugee Health Screening Program in the SAMHD for the period September 1, 2004 through August 31, 2005 (See Attachment II).

The Federal Refugee Health Screening Program conducts approximately 300 health screening/physical examinations each year in accordance with the recommendations issued by the Federal Office of Refugee Resettlement and the TDSHS. These services are provided for refugees settling in the San Antonio and Bexar County area. SAMHD provides the health screenings, immunizations, assessment services and follow up care, as appropriate. Catholic Charities is responsible for furnishing refugee transportation to and from medical and dental appointments, and for providing interpretation and translation services at these appointments.

The 2005 funding of \$143,495.00 for this program is the same as last year's support. The personnel complement for this program is five (5) positions, two (2) more than last year (See Attachment I). A full time Health Program Specialist is replacing last year's vacant Licensed Vocational Nurse (LVN)

position to better facilitate the program, and two (2) positions are being added that will share a portion of time in this program and the remainder in other grants (.10 FTE Nurse Practitioner and .50 FTE Administrative Aide).

POLICY ANALYSIS

Acceptance of this grant from TDSHS 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 will provide \$143,495.00 to renew support for the ongoing Federal Refugee Health Screening Program in the SAMHD. Acceptance of this amendment will place no demand on the City General Fund.

COORDINATION

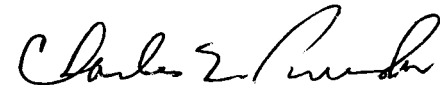
The City Attorney's Office and the Human Resources Department, Risk Management Division, have reviewed and approved the contract with TDSHS and the standard City Operating Agency agreement that will be used with Catholic Charities, Archdiocese of San Antonio, Inc. in support of grant activities. The Finance Department has approved the proposed project budget.

SUPPLEMENTARY COMMENTS

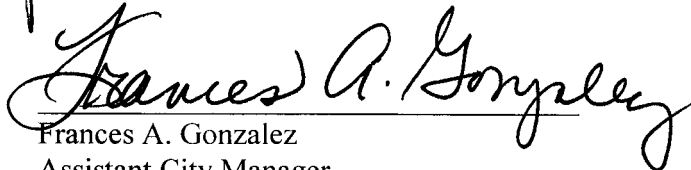
Provisions of the Ethics Ordinance do not apply.

Attachments:

- Attachment I: Public Health State Support Project 2004/2005 - Federal Budget and Personnel Complement
- Attachment II: TDSHS 7460020708 2005 Contract Change Notice No. 18, Attachment No. 15
- Attachment III: Operating Agency Grant Fund Contract, with Attachments I, II, III, and IV



Fernando A. Guerra, MD, MPH
Director of Health



Frances A. Gonzalez
Assistant City Manager



J. Rolando Bono
Interim City Manager

AN ORDINANCE

AUTHORIZING THE ACCEPTANCE OF A CONTRACT CHANGE TOTALING \$143,495.00 FROM THE TEXAS DEPARTMENT OF STATE HEALTH SERVICES (TDSHS) TO RENEW THE ONGOING FEDERAL REFUGEE HEALTH SCREENING PROGRAM IN THE SAN ANTONIO METROPOLITAN HEALTH DISTRICT FOR THE PERIOD OCTOBER 1, 2004 THROUGH SEPTEMBER 30, 2005; APPROVING THE EXECUTION OF THE CHANGE TO THE CONTRACT WITH TDSHS; ADOPTING A PROGRAM BUDGET; APPROVING THE PERSONNEL COMPLEMENT; APPROVING A SUBCONTRACT WITH CATHOLIC CHARITIES, ARCHDIOCESE OF SAN ANTONIO, INC.; AND AUTHORIZING PAYMENTS FOR CONTRACTUAL SERVICES.

* * * * *

WHEREAS, the Texas Department of State Health Services (TDSHS) provides annual financial assistance to the San Antonio Metropolitan Health District (SAMHD) to supplement the delivery of various comprehensive public health services to protect the health of all residents within the jurisdiction of the District; and

WHEREAS, Ordinance No. 98536, passed and approved on December 4, 2003, authorized the execution of Contract 7460020708 2005 between the City of San Antonio and TDSHS, covering operation of the Public Health State Support Project 2004/2005 of the SAMHD; and

WHEREAS, TDSHS has now offered \$143,495.00 in funding through Contract Change Notice No. 18, Attachment No. 15 to the above contract to renew support for the Federal Refugee Health Screening Program in the SAMHD for the period October 1, 2004 through September 30, 2005; and

WHEREAS, part of the funds provided for the Federal Refugee Health Screening Program will be used to subcontract with Catholic Charities, Archdiocese of San Antonio, Inc. to provide patient transportation and translation services; and

WHEREAS, it is now necessary to authorize the acceptance of the contract support, approve the execution of the contract change notice, adopt a program budget, approve the personnel complement, approve the subcontract with Catholic Charities, Archdiocese of San Antonio, Inc. and authorize payments for contractual services; **NOW THEREFORE:**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:

SECTION 1. The Interim City Manager, or his designee, is hereby authorized to accept Contract Change Notice No. 18, Attachment No. 15 to Grant Contract 7460020708 2005, with TDSHS, providing \$143,495.00 in support for the ongoing Federal Refugee Health Screening Program in the SAMHD for the period October 1, 2004 through September 30, 2005. The Interim City Manager, or his designee, is hereby authorized to execute such documents as the agency may require in awarding this grant. A copy of Contract Change Notice No. 18 is set out in Attachment II and incorporated herein for all purposes.

SECTION 2. SAP Fund No. 26016000 entitled "Public Health State Support Project 2004/2005 – Federal", Funds Center 3607460000, is hereby designated for use in accounting for the fiscal transactions of this project. For the appropriation of funds for said project, Cost Center 3607460001 and Internal Order 136000000253 are hereby established and authorized to be revised in accordance with Contract Change Notice No. 18.

SECTION 3. The sum of \$143,495.00 is hereby appropriated in the above-designated fund and the budget set out in Attachment I is approved and adopted for entry on the City books.

SECTION 4. The five (5) personnel positions set out in Attachment I and incorporated herein are authorized for the activity shown thereon.

SECTION 5. The Interim City Manager, or his designee, is hereby authorized to execute an Operating Agency Grant Fund Contract in the amount of \$33,150.00 between the San Antonio Metropolitan Health District and Catholic Charities, Archdiocese of San Antonio, Inc. This contract will be used in connection with the Federal Refugee Health Screening Program for the period October 1, 2004 through September 30, 2005. A copy of this contract, in substantially correct form, is set out as Attachment III and incorporated herein for all purposes.

SECTION 6. Payments in an aggregate amount not to exceed \$33,150.00 are hereby authorized to be paid to Catholic Charities, Archdiocese of San Antonio, Inc. for services in connection with the Federal Refugee Health Screening Program. These payments will be made from SAP Fund No. 26016000, Cost Center 3607460001, Internal Order 136000000253, SAP GL No. 5201040 on a cost reimbursement basis.

SECTION 7. The Director of Finance, may, subject to concurrence by the Interim City Manager or the Interim City Manager's designee, correct allocation to specific internal order numbers, account numbers and fund numbers as necessary to carry out the purpose of this ordinance.

SECTION 8. Should the grant awarded be in an amount other than that budgeted for, or should the grant contain terms and conditions different than those currently existing, acceptance of the grant, budget and corresponding personnel complement will be subject to subsequent City Council ordinance.

SECTION 9. If any agreement, as first reviewed and approved by the City Attorney, is not signed by both parties within sixty (60) days from the effective date of this ordinance, it becomes null and void, and any further signed documents must be considered by the City Council.

SECTION 10. This ordinance shall be effective on and after the tenth day after passage hereof.

PASSED AND APPROVED this _____ day of December, 2004.

M A Y O R

ATTEST:

City Clerk

APPROVED AS TO FORM: _____

City Attorney

ATTACHMENT I
Public Health State Support Project 2004/2005 - Federal
Fund No. 26-016066
Fund 26016000
Funds Center 3607460000
Functional Area 3600400000020001
TDSHS Contract No. 7460020708 2005

<u>INDEX:</u>	<u>ESTIMATED REVENUES:</u>	<u>SAP GL No.</u>	<u>BUDGET:</u>
Attachment No. 15		4501100	\$ 143,495
Total Estimated Revenues:			\$ <u>\$143,495</u>

APPROPRIATIONS:

Federal Refugee Health Screening Program

Activity: 36-07-46 10/01/04 to 9/30/05

Cost Center 3607460001

Internal Order 136000000253

Regular Salaries and Wages	5101010	65,338
Language Skill Pay	5101050	21,482
Social Security	5103005	0
TMRS	5105010	4,834
Group Health Insurance	5405040	63
Life Insurance	5103010	0
Workers' Disability Compensation	5405020	200
Personal Leave Buy Back Pay	5103035	851
Communications: Telephones	5403010	0
Travel - Official	5207010	369
Car Expense Allowance	5103055	1,000
Fees to Professional Contractors	5201040	338
Catholic Charities	5201040	33,150
Office Supplies	5302010	870
Chemicals, Medical, and Drugs	5304040	5,000
Maint. & Repair Mat-Mach. & Equip.	5301030	0
Indirect Cost	5406530	10,000
Total 36-07-46		\$ <u>\$143,495</u>

PERSONNEL COMPLEMENT:

Activity: 36-07-46

Cost Center 3607460001

Internal Order 136000000253

	Previous Positions	Add (Deduct)	Revised Positions
0067 Adminsitrative Aide (.50 FTE)	0	1	1
0243 Nurse Practitioner (.10 FTE)	0	1	1
0244 Senior Public Health Nurse (.50 FTE)	1	0	1
0267 Licensed Vocational Nurse	1	(1)	0
0282 Health Program Specialist	0	1	1
0870 Special Projects Coordinator (.50 FTE)	1	0	1
Total 36-07-46	<u>3</u>	<u>2</u>	<u>5</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. 18

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. 15 : REFUGEE

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: _____

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
04B	IMM/LOCALS 0000001769	01/01/04	12/31/04	State	429,812.00	0.00	429,812.00
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	State	199,444.00	0.00	199,444.00
09	STD/HIV C038634000	09/01/04	08/31/05	State	77,046.00	0.00	77,046.00
10	ACFH/POP C038881000	09/01/04	08/31/05	93.994	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
12	BNS/WIC-CARD C039468000	10/01/04	09/30/05	10.557	0.00	0.00	0.00
13	OPHP/BIOTERR 0000300716	09/01/04	08/31/05	93.283	2,001,304.00	0.00	2,001,304.00
14	BWH/TITLE X 0000300863	09/01/04	08/31/05		50,000.00	0.00	50,000.00
15	REFUGEE 0000301008	10/01/04	09/30/05	93.566 93.576	143,495.00	0.00	143,495.00
DSHS Document No.7460020708 2005 Change No. 18					Totals	\$ 0.00	\$4,341,847.00

*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.