

CONSENT AGENDA  
ITEM NO. 11

**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 FAMILIES PREVENTING DIABETES PROGRAM

**DATE:** July 7, 2005

**SUMMARY AND RECOMMENDATIONS**

This ordinance authorizes the City Manager to accept and execute a contract change totaling \$90,000.00 from the Texas Department of State Health Services (TDSHS) to renew funding for the ongoing Families Preventing Diabetes Program in the San Antonio Metropolitan Health District (SAMHD) for the period April 1, 2005 through March 29, 2006. This ordinance will also adopt the program budget, approve the personnel complement, and authorize payments for contractual services.

Staff recommends approval.

**BACKGROUND INFORMATION**

The City Manager was authorized to execute the Public Health State Support Project 2005/2006 contract with TDSHS through an ordinance passed and approved on January 13, 2005. TDSHS has now offered Contract Change Notice No. 05 totaling \$90,000.00 to renew funding for the ongoing Families Preventing Diabetes Program in the SAMHD for the period April 1, 2005 through March 29, 2006.

The Families Preventing Diabetes Program is a collaborative population-based intervention pilot project between the Texas Diabetes Institute (TDI), the SAMHD, and the House of Neighborly Service (HNS).

The TDI brings years of cutting edge diabetes prevention research and knowledge, as well as diabetes education and program evaluation expertise to the project. SAMHD, as the public health agency for the city and unincorporated areas of the county, provides strong population-based nursing experience and a networking background capable of ensuring services for unmet health needs, either through community partnerships or direct service provision.

The HNS is a Presbyterian affiliated multi-service neighborhood Center located in the West Side of San Antonio, a predominately low-income, minority populated area of the city. The Center's

mission is to improve the quality of life for poor families by providing food distribution through a food pantry, adult education classes, English as a Second Language (ESL) classes, after school youth and summer programs, exercise and sewing classes, and senior activities. Services to children and their families include grandparents and other extended family members.

The purpose of the Families Preventing Diabetes Program is to:

- ✓ Identify family members who are already diagnosed with diabetes and assist them in attaining healthier behaviors and lifestyles in order to prevent further complications of the disease (secondary prevention).
- ✓ Teach diabetes prevention strategies to family members who currently do not have the disease (primary prevention). (Many of the families currently attending the HNS programs fit the profile for individuals at-risk for diabetes due to their ethnicity, poverty level, lack of exercise and poor diet.)
- ✓ Demonstrate the efficacy of this model for diabetes intervention in at-risk communities.

HNS is located at 407 North Calaveras, in zip code 78207, one of the nine zip codes with significant health and other disparities. The Families Preventing Diabetes Program will serve as a model to be utilized for future collaborative intervention projects against diabetes.

The personnel complement for this program will consist of two (2) part-time positions: one (1) Senior Public Health Nurse and one (1) Management Analyst (See Attachment I). Both individuals are currently employed and contribute time on other existing programs. The Senior Public Health Nurse will implement and coordinate program activities. HNS will house the program and recruit a minimum of 50 target families through an individualized, comprehensive health risk appraisal. TDI will provide a diabetes educator and help with program evaluation. For their roles in this collaborative program HNS and TDI will receive up to \$18,000.00 and \$5,000.00 respectively from the grant funds. The Management Analyst will collect data from the program, analyze, and track the program's progress.

### **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 TDSHS contract change provides \$90,000.00 in renewed funding for the ongoing Families Preventing Diabetes Program in the SAMHD and will bring the total TDSHS funding for the Public Health State Support Project 2005/2006 Federal and State component to \$1,124,173.00.

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 the contract with TDSHS. The Office of Management and Budget and the Finance Department have approved the program budget.

## SUPPLEMENTARY COMMENTS

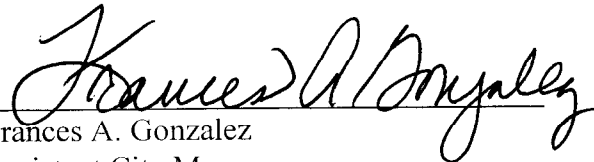
Provisions of the Ethics Ordinance do not apply.

Attachments:

- Attachment I: Public Health State Support Project 2005/2006 Federal Budget and Personnel Complement
- Attachment II: TDSHS 7460020708 2006 Contract Change Notice No. 05, Attachment No. 06



Fernando A. Guerra, MD, MPH  
Director of Health



Frances A. Gonzalez  
Assistant City Manager



J. Rolando Bono  
City Manager

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## **AN ORDINANCE**

**AUTHORIZING THE ACCEPTANCE OF A CONTRACT CHANGE TOTALING \$90,000.00 FROM THE TEXAS DEPARTMENT OF STATE HEALTH SERVICES (TDSHS) TO RENEW FUNDING FOR THE ONGOING FAMILIES PREVENTING DIABETES PROGRAM IN THE SAN ANTONIO METROPOLITAN HEALTH DISTRICT FOR THE PERIOD APRIL 1, 2005 THROUGH MARCH 29, 2006; APPROVING THE EXECUTION OF A CHANGE TO THE CONTRACT WITH TDSHS; ADOPTING THE PROGRAM BUDGET; APPROVING THE PERSONNEL COMPLEMENT; 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 100270, passed and approved on January 13, 2005, authorized the execution of Contract 7460020708 2006 between the City of San Antonio and the TDSHS, covering operation of the Public Health State Support Project 2005/2006 of the SAMHD; and

**WHEREAS**, TDSHS has now offered Contract Change Notice No. 05, Attachment No. 06 to the above contract, which will provide \$90,000.00 to renew funding for the ongoing Families Preventing Diabetes Program in the SAMHD for the period April 1, 2005 through March 29, 2006; and

**WHEREAS**, it is now necessary to authorize the acceptance and execution of the contract change notice from TDSHS, adopt the program budget, approve the personnel complement 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 authorized to accept and execute a contract change totaling \$90,000.00 from TDSHS to renew funding for the ongoing Families Preventing Diabetes Program of the SAMHD for the period April 1, 2005 through March 29, 2006. A copy of Contract Change Notice No. 05 is set out in Attachment II and incorporated herein for all purposes.

**SECTION 2.** Fund No. 26016000, Funds Center 3606560000, Internal Order 136000000275, has been designated for use in accounting for the fiscal transactions of this Project. Said fund and funds center are authorized to be revised in accordance with TDSHS Contract Change Notice No. 05.

**SECTION 3.** The sum of \$90,000.00 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.** Payments in an aggregate amount not to exceed \$5,000.00 are authorized to be made to University Health Systems – Texas Diabetes Institute for a diabetic educator for the period April 1, 2005 through March 29, 2006. These payments will be made from Fund 26016000, Funds Center 3606560000, Internal Order 136000000275, GL No. 5201040, on a fee-for-service basis.

**SECTION 5.** Payments in an aggregate amount not to exceed \$18,000.00 are authorized to be made to House of Neighborly Service for administrative support and office space for the period April 1, 2005 through March 29, 2006. These payments will be made from Fund 26016000, Funds Center 3606560000, Internal Order 136000000275, GL No. 5201040 on a fee-for-service basis.

**SECTION 6.** The two (2) personnel positions set out in Attachment I are hereby authorized for the activity shown thereon.

**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 fund numbers, internal order numbers, and account 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.** This ordinance shall be effective on and after the tenth day after passage hereof.

PASSED AND APPROVED this \_\_\_\_\_ day of July, 2005.

**M A Y O R**

ATTEST:

City Clerk

APPROVED AS TO FORM: \_\_\_\_\_  
City Attorney

**ATTACHMENT I**  
**Public Health State Support Project 2005/2006 - Federal**  
**Fund 26016000**  
**Fund Center 3606560000**  
**TDSHS Contract No. 7460020708 2006**

<u>ESTIMATED REVENUES</u>	<u>SAP GL</u> <u>No.</u>	<u>CURRENT</u> <u>BUDGET</u>
Attachment #06	4501100	\$ 90,000
Total Estimated Revenues		<u>\$ 90,000</u>

**APPROPRIATIONS**

**Families Preventing Diabetes Program**  
**36-06-56 04/01/2005 - 03/29/2006**  
 Cost Center 3606560002  
 Internal Order 136000000275

Regular Salaries & Wages	5101010	38,400
Language Skill Pay	5101050	0
Social Security	5103005	2,938
TMRS	5105010	4,781
Group Health Insurance	5405040	59
Life Insurance	5103010	62
Workers' Disability Comp.	5405020	241
Personal Leave Buy Back Pay	5103035	0
Travel - Official	5207010	1,856
Software Licensing	5404520	500
Binding, Printing, and Reproduction	5203060	3,513
Fees to Professional Contractors	5201040	23,000
Other Commodities	5304080	5,050
Office Supplies	5302010	3,244
Indirect Cost	5406530	3,398
Computer Equipment	5501000	2,329
Computer Software	5304075	629
<b>Total 36-06-56</b>		<u><b>\$ 90,000</b></u>

**PERSONNEL COMPLEMENT:**

<u>Class No.</u>	<u>Title</u>	<u>Current</u> <u>Positions</u>
Activity 36-06-56		
Cost Center 3606560002		
Internal Order 136000000275		
0046	Management Analyst (.20 FTE)	1
0244	Senior Public Health Nurse (.75 FTE)	1
Total 36-06-56		<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 2006

COUNTY OF TRAVIS

Contract Change Notice No. 05

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. 06 : DIABETES-COMM. DIABETES SERVICES

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: \_\_\_\_\_

MB 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	HIV/PREV 0000301959	01/01/05	12/31/05	93.940	232,350.00	0.00	232,350.00
03	STD/HIV 0000302392	01/01/05	12/31/05	93.940 93.977	321,254.00	0.00	321,254.00
04	TB/PC 0000302377	01/01/05	12/31/05	93.116	356,700.00	0.00	356,700.00
05	HIV/SURV 0000303156	01/01/05	12/31/05	93.944	123,869.00	0.00	123,869.00
06	DIAB/CDSP 0000306306	04/01/05	03/29/06	93.988	90,000.00	0.00	90,000.00
DSHS Document No.7460020708 2006 Change No. 05					Totals	\$ 0.00	\$1,124,173.00

\*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. 7460020708-2006  
ATTACHMENT NO. 06  
PURCHASE ORDER NO. 0000306306

PERFORMING AGENCY: SAN ANTONIO METROPOLITAN HEALTH DISTRICT

RECEIVING AGENCY PROGRAM: TEXAS DIABETES PROGRAM

TERM: April 01, 2005 THRU: March 29, 2006

SECTION I. SCOPE OF WORK:

PERFORMING AGENCY shall design, implement, and evaluate a Family Focused Community Diabetes Services Project (FFCDSP). This project shall provide community-based diabetes prevention and management interventions that implement population-based and evidence-based programs and strategies at the community level, and inform and educate community leaders about evidence-based community, systems, and environmental changes that support and impact diabetes primary and secondary preventive measures. This project shall target families in high-risk populations - racial and ethnic minorities who have disproportionate rates and burdens of diabetes and limited access to health care.

PERFORMING AGENCY shall be responsible for designing, implementing, and evaluating the FFCDSP project. PERFORMING AGENCY shall meet the following objectives through the FFCDSP project and shall provide evidence that the FFCDSP project is meeting the following objectives:

- Increase opportunities for implementing positive behavior and lifestyle changes (e.g., increased and continuing physical activity and healthy eating) in people who already have diabetes and those who are at risk of developing diabetes;
- Increase community, environmental, and systems changes in various community sectors (schools, businesses, faith communities, neighborhoods, health systems and food industry) that facilitate ongoing, increased physical activity and healthy eating among the general population, especially those with diabetes and "pre-diabetes";
- Institute project strategies or community policy and environmental changes conducive to risk reduction;
- Increase public and provider knowledge of the symptoms, risk factors and target goals of diabetes, pre-diabetes and gestational diabetes and the importance of physical activity and healthy eating in preventing and delaying or managing the disease and its complications; and
- Increase the knowledge of health care providers, payers, and their patients and implementation of the Texas Diabetes Council's (TDC) Minimum Standards for Diabetes

Care in Texas and clinical guidelines (providers, payers) and National Diabetes Education Program (NDEP) resources.

PERFORMING AGENCY shall establish and/or maintain a broad-based community diabetes coalition that meets at least quarterly for the duration of this project.

PERFORMING AGENCY shall develop and submit the following products:

- Evidence of quarterly coalition meetings (minutes with attendance rosters);
- A program description in a format specified by RECEIVING AGENCY Program;
- Evaluation data and analysis to be specified by RECEIVING AGENCY Program; and
- Any other items agreed upon in writing between PERFORMING AGENCY and RECEIVING AGENCY.

PERFORMING AGENCY shall have and maintain procedures and tracking tools in a consistent, timely manner to document activities, services, and persons served that are measured in reports. PERFORMING AGENCY also shall fulfill evaluation requirements as specified by RECEIVING AGENCY.

PERFORMING AGENCY shall provide evidence through its formative evaluation that PERFORMING AGENCY is meeting project work plan's goals outlined in project's impact and process objectives.

PERFORMING AGENCY shall align any health care system components with the TDC's Minimum Standards of Care. All project interventions shall be consistent with the TDC's strategic plan and RECEIVING AGENCY'S priorities for the health of Texans: fitness through physical activity and nutrition, immunizations, and eliminating health disparities.

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.

PERFORMING AGENCY shall comply with the following:

- Texas Health and Safety Code, §12.012 and 103; and
- *Healthy People 2010*, United States (U.S.) Department of Health and Human Services, November, 2000.

PERFORMING AGENCY shall perform all activities in accordance with RECEIVING AGENCY Program's Competitive Request for Proposal (RFP), Family-Focused Diabetes Prevention Services Projects, RFP- DIABETES-0122.1, issued 11/04/2004, any letters or memos with rules, policies or other instructions given to PERFORMING AGENCY, and PERFORMING AGENCY'S objectives, work plan, and detailed budget as approved by RECEIVING AGENCY Program. 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.

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.

RECEIVING AGENCY reserves the right, where allowed by legal authority, to redirect funds in the event of financial shortfall. 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 shall 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 the contract.

- Provide a minimum of 24 organizational activities leading to changes in community systems, policy, and/or environments;
- Provide a minimum of 6 organizational changes impacting community systems, and/or environments in two (2) or more sectors of the community (e.g., health care, worksites/business, faith-based groups, neighborhoods, recreation centers, schools, non-profits, and food industry);
- Provide at least 120 self-management classes (e.g., Centers for Disease Control and Prevention (CDC) diabetes self management program – Diabetes Empowerment Education Program (DEEP), Stanford's Chronic Disease Self Management, or other RECEIVING AGENCY approved models) or activities;
- Provide a minimum of 0 provider education (risk reduction, TDC standards of care, etc.) events about diabetes;
- Conduct at least 46 ongoing physical activity groups and/or events people;
- Conduct at least 20 support groups;
- Conduct at least 20 food and nutrition classes;
- Reach at least 100 people through self-management classes or activities;
- Reach at least 480 people through ongoing physical activity groups and/or events;
- Reach at least 240 people through support groups;
- Reach at least 240 people through food and nutrition classes;
- Public Information: (primarily NDEP)
  - Provide at least 0 television activities;

- Provide at least 0 radio activities;
- Publish at least 2,000 print advertisements (e.g., newspapers, church bulletins, business inserts or newsletters);
- Provide at least 0 websites, kiosks, etc.; and
- Distribute at least 4,000 printed materials (e.g., NDEP, TDC, and other diabetes-related literature.

PERFORMING AGENCY shall provide the following reports:

- Monthly performance reports accounting for key activities in work plan implementation (anecdotal and statistical), prepared in a format approved by RECEIVING AGENCY Program, and due ten (10) days after the end of each month;
- Quarterly reports analyzing progress on work plans and development of successful strategies, prepared in a format approved by RECEIVING AGENCY Program, and due twenty (20) days after the end of each quarter; and
- A year-end project summary of achievements and level of accomplishing objectives for end of contract period and recommended practices and processes for achieving objectives, prepared in a format approved by RECEIVING AGENCY Program, and due thirty (30) days after the end of the contract Attachment term.

The numbers above indicate the minimum for each performance measure. This value is subject to change upon written agreement between RECEIVING AGENCY and PERFORMING AGENCY. Work plan activities and deadlines shall not be changed without prior approval from RECEIVING AGENCY.

PERFORMING AGENCY shall notify RECEIVING AGENCY Program Director, Diabetes Program, of any changes in project staff or contact information within fourteen (14) days of such change(s).

PERFORMING AGENCY'S Project Coordinator and support staff shall attend all scheduled trainings held by RECEIVING AGENCY unless prior approval is obtained from authorized RECEIVING AGENCY Program staff for absences.

PERFORMING AGENCY shall receive prior approval from RECEIVING AGENCY on any proposed educational media campaigns for the public or health care professionals. This requirement does not apply to promotional campaigns for local events. PERFORMING AGENCY shall use NDEP materials whenever possible. PERFORMING AGENCY shall include the following credit on all printed, audio or visual materials developed as part of this program: "Funding provided by the Department of State Health Services, Texas Diabetes Program."

## SECTION II. SPECIAL PROVISIONS:

None.

SECTION III. BUDGET:

PERSONNEL	\$38,400.00
FRINGE BENEFITS	12,672.00
TRAVEL	1,856.00
EQUIPMENT*	2,329.00
SUPPLIES	6,230.00
CONTRACTUAL	23,000.00
OTHER	2,115.00
 TOTAL DIRECT CHARGES	 \$86,602.00
INDIRECT CHARGES	\$3,398.00
TOTAL	\$90,000.00

Total reimbursements will not exceed \$90,000.00.

Financial status reports are due the 30th of July, 30th of October, 30th of January, and the 30th of June.

\* Equipment list attached.

The indirect cost rate shown above is based upon an indirect cost rate on file at the RECEIVING AGENCY and subject to review by RECEIVING AGENCY fiscal monitors. Indirect charges to this contract may not exceed the amount shown above.

PERFORMING AGENCY: SAN ANTONIO METROPOLITAN HEALTH DISTRICT

RECEIVING AGENCY PROGRAM: TEXAS DIABETES PROGRAM

DSHS DOC. NO: 7460020708 2006

ATTACHMENT NO: 06

Change No. 05

EQUIPMENT LIST				
ITEM	DESCRIPTION	NO. OF UNITS	UNIT COST	EXTENSION
001	Dell Latitude D800 Notebook Computer, Dell LT PM 1.4GHz, 512 MB, 12.1" TFT, Backoffice, WIN2K Pro, Office 2000 Pro, Antivirus.	1	2,329.00	\$ 2,329.00
TOTALS				\$ 2,329.00

Items may be brand name, if specified, or equivalent.