

September 19, 2002

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL OF AMENDMENT NO. 1 TO STANDARD AGREEMENT NO. 01-16356
WITH THE CALIFORNIA DEPARTMENT OF HEALTH SERVICES
(All Districts) (4 Votes)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and instruct the Director of Health Services, or his designee, to sign Amendment No. 1 (Exhibit I), to Standard Agreement No. 01-16356, with the California Department of Health Services (CDHS), to accept additional funding in the amount of \$579,243, increasing the total maximum allocation from \$4,303,275 to \$4,882,518, to provide continued funding support to the Immunization Program for Calendar Year (CY) January 1, 2002 through December 31, 2002, with a net County cost of \$834,959.
2. Delegate authority to the Director of Health Services, or his designee, to sign amendments substantially similar to the Standard Agreement No. 01-16356 with CDHS for CY 2002 which do not exceed 25% of the base award, subject to review and approval by County Counsel.
3. Approve and instruct the Director of Health Services, or his designee, to sign any forthcoming Standard Agreements with CDHS, with substantially similar terms to Standard Agreement No. 01-16356, following County Counsel review and approval, to accept up to a maximum allocation of \$6.0 million per year in subvention funds during the five-year period, commencing January 1, 2003 through December 31, 2007, to continue the Immunization Program, and to notify the Board offices of the signing of each agreement.
4. Delegate authority to the Director of Health Services, or his designee, to sign amendments substantially similar to each subsequent Standard Agreement with CDHS for CYs 2003, 2004, 2005, 2006, and 2007 which do not exceed 25% of the base award, subject to review and approval by County Counsel.

5. Authorize the Department of Health Services to fill five (5) funded positions, in excess of that which is provided for in the Department's staffing ordinance pursuant to Section 6.06.020 of the County Code, pending allocation by the Department of Human Resources. The CY 2002 positions include: (2) Community Workers, (1) Data Systems Supervisor II, (1) Research Analyst II, and (1) Research Analyst III. These positions are in accordance with the Immunization Program budget to implement Immunization Program activities.
6. Approve the attached appropriation adjustment in the amount of \$358,000 for project expenditures.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS:

In approving the recommended actions, the Board is:

- authorizing the Director of Health Services, or his designee, to sign Amendment No. 1 to Standard Agreement No. 01-16356, with CDHS, to accept additional funding in the amount of \$579,243, for a total maximum allocation of \$4,882,518 for CY 2002 (January 1, 2002 through December 31, 2002).
- authorizing the Director of Health Services, or his designee, to sign any forthcoming amendments substantially similar to the Standard Agreement No. 01-16356 with CDHS for CY 2002 which do not exceed 25% of the base award, subject to review and approval by County Counsel.
- authorizing the Director of Health Services, or his designee, to sign any forthcoming Standard Agreements with CDHS, with substantially similar terms to the CY 2002 Standard Agreement No. 01-16356, following County Counsel review and approval, to accept up to a maximum allocation of \$6.0 million per year in subvention funds during the five-year period, commencing January 1, 2003 through December 31, 2007 to continue the Immunization Program, and to notify the Board offices of the signing of each agreement.
- authorizing the Director of Health Services, or his designee, to sign amendments substantially similar to each subsequent Standard Agreement with CDHS for CYs 2003, 2004, 2005, 2006, and 2007 which do not exceed 25% of the base award, subject to review and approval by County Counsel.
- authorizing the addition of five (5) funded positions (two Community Workers, one Data Systems Supervisor II, one Research Analyst II, and one Research Analyst III) to provide additional support necessary for the Immunization Program to accomplish core functions, required by the CDHS and Centers for Disease Control and Prevention (CDC).
- approving a budget appropriation adjustment in the total amount of \$358,000 for project expenditures.

Board approval of Amendment No. 1 to Standard Agreement No. 01-16356 with the CDHS is required in order to receive continued State financial support for the Immunization Program for CY 2002. Approval of the recommended actions will enable the Department of Health Services (DHS or

Department) to continue providing vital immunization services to residents of Los Angeles County through December 31, 2002.

FISCAL IMPACT/FINANCING:

Amendment No. 1 provides additional funding in the amount of \$579,243 to Standard Agreement No. 01-16356, for a total maximum allocation of \$4,882,518 for CY 2002. Total Immunization Program cost for CY 2002 is \$5,717,477, which is funded by \$4,882,518 in State funds and \$834,959 in net County cost to cover indirect costs.

An appropriation adjustment in the amount of \$358,000 is necessary to cover unbudgeted Immunization funded expenditures. Funding will be requested in future fiscal years.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

For a number of years, the Board of Supervisors has approved Standard Agreements with CDHS for the provision of immunization services.

On March 6, 2001, the Board approved Standard Agreement No. 00-91514 with CDHS in the amount of \$3,623,432 for CY 2001 with delegated authority for CY 2002 to accept up to \$4.5 million per year in subvention funds during the five year period, commencing January 1, 2001 through December 31, 2006, and to notify the Board offices of the signing of each such agreement.

On January 29, 2002, DHS received Standard Agreement No. 01-16356 from the CDHS for Immunization Program services for CY 2002 in the amount of \$4,303,275. Total program cost was \$5,034,664, which was funded by \$4,303,275 from CDHS and \$731,389 in net County cost. As required, the Department sent a memo to the Board offices on March 20, 2002, stating that DHS was exercising its delegated authority to accept Standard Agreement No. 01-16356.

On July 23, 2002, DHS received Amendment No. 1 to Standard Agreement No. 01-16356 (Exhibit I) for additional funding in the amount of \$579,243, thereby increasing the CY 2002 award to \$4,882,518 which is over the approved \$4.5 million and requiring Board approval.

Amendment No. 1 to Standard Agreement No. 01-16356 will allow the Immunization Program to add an additional five (5) funded positions and enable the Immunization Program to meet service requirements established by the CDHS and CDC. This Amendment does not impact the DHS System Redesign, since the majority of the funds come from the State.

County Counsel has reviewed and approved Amendment No. 1 to Standard Agreement 01-16356 (Exhibit I) as to use and form.

Attachment A provides additional information. Attachment B is the Grant Management Statement for grant awards exceeding \$100,000.

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CONTRACT PROCESS:

Since the recommended Amendment No. 1 to Standard Agreement No. 01-16356 provides for the allocation of State monies directly to the County, advertisement on the Los Angeles County Online Web Site as a contracting opportunity for the Immunization Program is not appropriate.

IMPACT ON CURRENT SERVICES (OR PROJECTS):

Approval of the recommended actions will enable DHS to continue providing immunization program services to residents of Los Angeles County through December 31, 2002.

When approved, this Department requires three signed copies of the Board's action.

Respectfully submitted,

Thomas L. Garthwaite, M.D.
Director and Chief Medical Officer

TLG:lvb

Attachments (3)

c: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors

BLTCD2163.LVB

SUMMARY OF AMENDMENT1. TYPE OF SERVICE:

Provision of a comprehensive immunization services program within Los Angeles County to assist in the prevention of the occurrence and transmission of vaccine-preventable diseases and to assist in hepatitis B screening of pregnant women, as well as household contacts of these women.

2. AGENCY ADDRESS AND CONTACT PERSON:

Immunization Branch
 California Department of Health Services
 2151 Berkeley Way, Room 712
 Berkeley, California 94704
 Attention: John L. Dunajski, Assistant Chief, Immunization Branch
 Telephone: (510) 540-2065; Facsimile/FAX: (510) 883-6015

3. TERM:

January 1, 2002 through December 31, 2002.

4. FINANCIAL INFORMATION:

	Original CY 2002 <u>Budget</u>	Amendment No. 1 CY 2002 <u>Budget</u>	<u>Variance</u>
Total Program Costs	\$5,034,664	\$5,717,477	\$682,813
Less: State reimbursement	<u>4,303,275</u>	<u>4,882,518</u>	<u>579,243</u>
Net County Cost	\$ 731,389	\$ 834,959	\$ 103,570

5. GEOGRAPHIC AREA TO BE SERVED:

Countywide.

6. ACCOUNTABLE FOR MONITORING AND EVALUATION:

James G. Haughton, M.D., MPH., Medical Director, Public Health.

7. APPROVALS:

Public Health: John F. Schunhoff, Ph.D., Chief of Operations
 Contract and Grants Division: Riley Austin, Acting Chief
 County Counsel (as to form): Kelly Auerbach Hassel, Deputy County Counsel

**Los Angeles County Chief Administrative Office
Grant Management Statement for Grants Exceeding \$100,000**

Department: Health Services

Grant Project Title and Description

Immunization Program Calendar Year 2002

Funding Agency	Program (Fed. Grant #/State Bill or Code #)	Grant Acceptance Deadline
CDHS	Standard Agreement 01-16356 A01	ASAP

Total Amount of Grant Funding:	\$4,882,518	County Match Requirements	N/A		
Grant Period:	CY02	Begin Date:	January 1, 2002	End Date:	December 31, 2002
Number of Personnel Hired Under this Grant:	91	Full Time	79	Part Time	12

Obligations Imposed on the County When the Grant Expires

Will all personnel hired for this program be informed this is a grant funded program?	Yes	<u>x</u>	No	_____
Will all personnel hired for this program be placed on temporary ("N") items?	Yes	<u>x</u>	No	_____
Is the County obligated to continue this program after the grant expires	Yes	_____	No	<u>x</u>
If the County is not obligated to continue this program after the grant expires, the Department will:				
a). Absorb the program cost without reducing other services	Yes	_____	No	<u>x</u>
b). Identify other revenue sources (Describe)	Yes	_____	No	<u>x</u>
c). Eliminate or reduce, as appropriate, positions/program costs funded by this grant.	Yes	<u>x</u>	No	_____

Impact of additional personnel on existing space: N/A

Other requirements not mentioned above N/A

Department Head Signature _____

Date _____