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AGENDA COVER MEMO

AGENDA DATE: August 24, 2005

TO: Board of County Commissioners

DEPT: Health & Human Services

PRESENTED BY: Rob Rockstroh, Director, Department of Health & Human Services

AGENDA ITEM TITLE: ORDER _____ / IN THE MATTER OF APPROVING THE SUBMITTAL OF A GRANT TO THE MEYER MEMORIAL TRUST IN THE AMOUNT OF \$500,000 OVER THREE YEARS FOR THE COMMUNITY HEALTH CENTERS OF LANE COUNTY; AND DELEGATING AUTHORITY TO THE COUNTY ADMINISTRATOR TO SIGN GRANT DOCUMENTS.

I. MOTION

ORDER _____ / In The Matter Of Approving The Submittal Of A Grant To The Meyer Memorial Trust In The Amount Of \$500,000 Over Three Years For The Community Health Centers Of Lane County; And Delegating Authority To The County Administrator To Sign Grant Documents.

II. ISSUE OR PROBLEM

Lane County has been invited to submit a grant application by the Meyer Memorial Trust to enhance the organizational capacity of the Community Health Centers in order to serve more underserved Lane County residents. In order to submit this application, the County Administrator must have delegated authority to sign it.

III. DISCUSSION

A. Background

The Department of Health & Human Services' Human Services Commission Division is requesting approval to submit a proposal to the Meyer Memorial Trust for grant funds in the amount of \$500,000 over three years. This proposal seeks to build organizational capacity, to implement expanded services at the existing Community Health Centers of Lane County (CHCLC) sites, and to add three school-based clinic sites and a migrant clinic site. This expanded capacity will significantly increase access to primary health care

services to underserved populations. In fiscal year 2004-2005, CHCLC served 7,868 patients for 21,733 service encounters. This effort would potentially double the number of patients served by CHCLC over the next three years.

B. Analysis

The Community Health Centers Advisory Council has approved a strategic service expansion plan to assist CHCLC toward the local and federal goal of 100 percent access to primary health care services. The plan includes the submission of a proposal to the Meyer Memorial Trust to build organizational capacity in August 2005 followed by submission of two federal grants to the HRSA Bureau of Primary Care in December 2005 to expand services. The timing of this plan is based on applying for federal fiscal year 2006 funding for service expansion during the last year of President Bush's 5-year Community Health Center Initiative. It is unclear to what extent new funds to expand the base funding to Community Health Centers will be available after federal fiscal year 2006.

The first year of the grant from Meyer Memorial Trust would pay for budgeted positions including Public Health Nurse and a Mental Health Specialist to complete staffing at the RiverStone Clinic beginning in December 2005. A new Administrative Assistant position would be paid for by the grant to begin in January 2006. A new Community Service Worker position would be added in May 2006. This added capacity would allow the RiverStone Clinic Operations Coordinator to have more time away from operational duties in order to work on the development and implementation of a successful service expansion.

The second year of the Meyer funding would pay for a smaller portion of the positions added in the first year and fund some of the start-up costs associated with implementation of the service expansion. In addition, a Clinical Health Services Coordinator for the school based health center program and an additional Public Health Nurse for the expanded hour shift would be paid for by the grant beginning in July 2006

The third year of Meyer funding would pay a declining amount of the additional operational expenses added in the first two years and include funding for evaluation.

The proposed expansion of services would be implemented over three years. Beginning in September 2006, the School Based Health Centers, including Springfield High, Cottage Grove High, and North and South Eugene Clinics would be included as CHCLC sites. In January 2007, CHCLC would establish a migrant health clinic to be collocated with Peace Health's Health Tomorrow's program for migrant children. Migrant outreach services would be implemented in the communities of Cottage Grove and Creswell. Between January and March 2007, CHCLC's RiverStone Clinic would phase into an

expanded hours schedule to include evenings five days a week and Saturday clinic hours.

Two new medical providers would be added at the RiverStone Clinic along with two Medical Assistants and two Office Assistants. Staffing for the new sites (three school-based health centers and the migrant outreach) would include five FTE family practice providers, one pediatrician, and four mental health providers. Dental care would be provided by adding one Limited Access Dental Hygienist as a part of the CHCLC's successful preventive dental program and through contractual dental services.

The increased staffing and services would be sustained through the an increase of up to \$1.25 million in base federal health center grant revenue, additional reimbursements from public and private insurers, and from patient fees.

All the sites would provide culturally appropriate primary care with integrated behavioral health and preventive dental services. This model is designed to provide easily accessed care in comfortable settings suitable for the populations to be served.

A feasibility analysis is currently being conducted that includes a needs assessment and market analysis for the CHCLC service expansion plan. This information will be incorporated into a business plan, health care plan, and budget and will ultimately be included in the grant proposals. The proposals will be submitted for review to the Community Health Centers Advisory Council in September 2005. They will be submitted to the County Finance and Audit Committee in October 2005. The final proposals will be submitted to the Board of Commissioners for approval in November 2005. Pending approval, the grants will be submitted to HRSA in December 2005. Notification of the federal grant awards will occur in May 2006 for implementation in fiscal year 2006-2007.

Administrative Policies and Procedures Questions for Grant Applications

- 1. What is the match requirement, if any, and how is that to be covered for the duration of the grant?**

There is not a match requirement for the grant application; however Meyer Memorial Trust could make a portion of the grant a challenge grant to leverage other funders.

- 2. Will the grant require expenditures for Material and Services or Capital not fully paid for by the grant?**

All expenditures for Material and Services or Capital not paid for by the grant will be paid for by the Federal Grant 330, administrative fees and program revenue generated through reimbursements and patient fees.

- 3. Will the grant be fully expended before county funds need to be spent?**

Yes, grant funds will be expended. No county funds will be expended. All expenses will be paid for by the federal grant, administrative fees and program revenue generated through reimbursements.

- 4. How will the administrative work of the grant be covered if the grant funds do not cover it?**

The administrative costs of the project not covered by the grant will be picked up by indirect costs assessed against the CHCLC.

- 5. Have grant stakeholders been informed of the grant sunset policy so there is no misunderstanding when the funding ends? Describe plan for service if funding does not continue.**

Yes, grant stakeholders are informed through planning, bidding and contractual processes that services are based on the availability of the funding through the grant. If funding does not continue, there is no legal obligation to continue services. Should the funding be discontinued prior to the end of the grant, the program will be scaled back to be sustained through fees and reimbursements.

- 6. What accounting, auditing and evaluation obligations are imposed by the grant conditions?**

Accounting, auditing and evaluation obligations imposed by the grant will

be addressed through standard reporting procedures including Uniform Data Systems Reports mandated by Bureau of Primary Health Care Section 330. There are no unusual circumstances to be addressed by the grant.

- 7. How will the department cover the accounting, auditing, and evaluation obligations? How are the costs for these obligations covered, regardless whether they are in the department submitting the grant or a support service department? Does the department acknowledge that the county will need to cover these costs and it is an appropriate cost incurred by support services departments?**

Existing H&HS, HSC, and CHCLC staff fulfills the accounting, auditing and evaluation obligations. The department covers the cost to support services departments through indirect costs charged to Fund 285. CHCLC acknowledges that the county will need to cover these costs.

- 8. Are there any restrictions against applying for the county full cost indirect charge?**

No, there are no restrictions on county indirect charges.

- 9. Are there unique or unusual conditions that trigger additional county work effort or liability, i.e., maintenance of effort requirements or supplanting prohibitions or indemnity obligations?**

No.

- 10. Grants involving technology issues require Information Services department review and approval prior to the submission to the Board to ensure compatibility with existing county systems and development tools.**

N/A

- 11. Information Services department sign off is required for all agenda items requesting funding for new or enhanced computer applications/systems that will interface with existing county systems/infrastructure.**

N/A

- 12. If this is a grant funded computer/software applications project**

N/A

C. Alternative/Options

1. Approve the submittal of a grant application to the Meyer Memorial Trust in the amount of \$500,000 over three years.
2. Non-approval of the submittal of a grant application to the Meyer Memorial Trust in the amount of \$500,000 over three years.

D. Recommendation

H&HS recommends that the Board of County Commissioners approve the submittal of the grant application to the Meyer Memorial Trust in the amount of \$500,000 over three years.

E. Timing

Upon Board approval the grant will be submitted to the Meyer Memorial Trust. If Lane County is awarded the grant, these services would be funded beginning in December 1, 2005 through November 30, 2008.

III. IMPLEMENTATION

Upon Board Order being approved and signed, the department will submit the grant application to Meyer Memorial Trust.

IV. ATTACHMENTS

Board Order

THE BOARD OF COUNTY COMMISSIONERS, LANE COUNTY, OREGON

ORDER) IN THE MATTER OF APPROVING THE SUBMITTAL OF A
) GRANT TO THE MEYER MEMORIAL TRUST IN THE
) AMOUNT OF \$500,000 OVER THREE YEARS FOR THE
) COMMUNITY HEALTH CENTERS OF LANE COUNTY;
) AND DELEGATING AUTHORITY TO THE COUNTY
) ADMINISTRATOR TO SIGN GRANT DOCUMENTS.

WHEREAS, Lane County through the Human Services Commission manages human services for the Cities of Eugene and Springfield; and

WHEREAS, Community Health Centers of Lane County, a program of the Human Services Commission, is a multi-site Federally Qualified Health Center; and

WHEREAS, Lane County, through the Community Health Centers of Lane County, has been invited to submit a proposal for service expansion planning and development; and

WHEREAS, the grant application amount is beyond the County Administrator's delegated authority; and

WHEREAS, if the application is approved, the revenue agreement will be beyond the County Administrator's delegated authority;

NOW THEREFORE, IT IS HEREBY ORDERED that the Board of County Commissioners approve the submission of a Grant Application to Meyer Memorial Trust for the Community Health Centers service expansion planning and development for the period December 1, 2005 through November 30, 2008 and delegate the County Administrator authority to sign the application; and

ORDERED that the Board of County Commissioners delegate authority to the County Administrator to sign a revenue agreement with Meyer Memorial Trust in the amount of \$500,000 for the period December 1, 2005 through November 30, 2008.

DATED this ____ day of August, 2005.

Anna Morrison, Chair
BOARD OF COUNTY COMMISSIONERS

APPROVED AS TO FORM
Date 8/16/05 lane county
[Signature]
OFFICE OF LEGAL COUNSEL