

**FRANKLIN COUNTY  
COMMISSION AGENDA ITEM**

<b>TO:</b> BOARD OF FRANKLIN COUNTY COMMISSIONERS	<b>Reviewed:</b>
<b>FROM:</b> Midge Ransom	<b>Ext:</b> 3531
<b>DEPARTMENT:</b> Health Department	
<b>DATE:</b> Monday, October 5, 2009	<b>No:</b>

**ITEM: Pandemic Funding 2009-2010**

Background: The federal government has authorized special funding for local health department pandemic response activities. These activities include, in general, response planning, vaccine distribution and administration, record keeping and surveillance. Phases I and II of the funding are covered by this contract. Following contract guidance, a budget for the allocation has been prepared to assist staffing for pandemic response and for cold chain capacity (refrigeration).

Recommended Action: Discuss the contract with the KDHE.

Attachments: Public Health Emergency Response Contract for Novel H1N1 Pandemic

Contract  
Between  
The Kansas Department of Health and Environment  
And  
Franklin County Health Department

LOCAL AGENCY	Franklin County Health Department
PROGRAM	Public Health Emergency Response
TERM	July 1, 2009 – July 30, 2010
FOCUS AREA 1 AMOUNT:	\$38,725.00
FOCUS AREA 2 AMOUNT:	\$1,000

This agreement is entered into between the Kansas Department of Health and Environment, herein after known as KDHE, and Franklin County Health Department, herein after known as Local Agency.

NOW, THEREFORE, the parties do agree and covenant as follows:

IT IS MUTUALLY AGREED:

1. The term of this contract is from July 1, 2009 through July 30, 2010 at 5:00 p.m. unless terminated earlier by written agreement of the parties or in accord with the provisions set forth in this contract.
2. Focus Area 1 funds are for activities related to mass vaccination and Focus Area 2 funds are for activities related to epidemiology and surveillance. Funds from each focus area should be tracked and reported separately.
3. The provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 1-01), which is attached hereto, are hereby incorporated in this contract and made a part hereof by reference.
4. This contract, including attachments, may be extended and/or amended as necessary if such extension and/or amendment is in writing and executed with the same formalities as this contract.
5. Payments to the Local Agency are contingent upon the receipt of adequate funding for the Bureau of Public Health Preparedness through federal grants.
6. In the event that Local Agency is unable to expend all of the funds allocated, Local Agency shall notify KDHE in writing of the amount of unspent funds. KDHE may request a refund of unspent funds at the end of the grant period.
7. Payment(s) may be withheld if any required Program/Fiscal Reports and/or refunds for any previous period have not been received, or if program requirements/objectives are not met as specified in this agreement and/or the Contract Attachment(s).

8. KDHE may cancel this agreement if the Local Agency fails to submit reports as required in this agreement and/or the Contract Attachment(s).

KDHE AGREES:

1. Focus Area 1:
  - a. To pay 25% of the total Focus Area 1 grant amount to the Local Agency upon execution of this contract by the Secretary of KDHE (Secretary).
  - b. To pay the amounts requested by the Local Agency for Focus Area 1, not to exceed the balance remaining on the Focus Area 1 grant award, upon receipt of the Affidavits of Expenditure detailing allowable expenditures for the periods July 1, 2009 through and including October 31, 2009, November 1, 2009 through and including January 31, 2010, February 1, 2010 through and including April 30, 2010 and May 1, 2010 through and including July 30, 2010.
2. Focus Area 2:
  - a. To pay 25% of the total Focus Area 2 grant amount to the Local Agency each reporting period, not to exceed the balance remaining on the Focus Area 2 grant award, upon KDHE's receipt of weekly school absenteeism reports each reporting period, identifying the number of elementary, middle and high schools in the local health department's county exceeding a 10% absenteeism rate and the number of schools at each level included in absenteeism surveillance. The 10% absenteeism threshold may be changed if necessary. Weekly reporting will begin October 5, 2009. KDHE will provide guidelines for meeting this deliverable.
3. To provide local health departments with guidelines and electronic forms for local submission of school absenteeism data to KDHE.
4. To provide on-site and telephonic technical assistance to any local agency not meeting program expectations or requesting such assistance.

LOCAL AGENCY AGREES:

1. To return the signed contract and a budget for Focus Area 1 funds (no budget is required for Focus Area 2 funds), on the form specified, to KDHE by October 9, 2009.
2. To establish and maintain accounting records in compliance with the local governmental accounting and financial reporting requirements of the Governmental Accounting Standards Board.
3. That KDHE contract funds will not be used to supplant other Local Agency funds;
4. That Focus Area 1 funds provided pursuant to this Contract will be used to support the H1N1 public health emergency response activities at the local level. Activities that can be funded with Focus Area 1 funds include, but are not limited to, any of the following:
  - a. Vaccination planning for public health-organized clinics.
  - b. Identifying and engaging private-sector partners for potential vaccine administration.
  - c. Defining potential vaccine-receiving sites.
  - d. Enhancing cold-chain capacity where needed.
  - e. Safety monitoring (providing current VAERS information to H1N1 vaccine providers).
  - f. Tracking vaccine and vaccine supplies.

- g. Monitoring and reporting of vaccine doses administered.
  - h. Initiating contracts with community vaccinators and others for early implementation activities.
  - i. Communications planning.
  - j. Planning for potential antiviral distribution/dispensing and administration.
  - k. Community mitigation planning and strategies.
  - l. Community planning and exercising.
5. That Focus Area 2 funds provided pursuant to this Contract will be used to support local health department submission of school absenteeism data in the county weekly, identifying the number of elementary, middle and high schools in the local health department's county exceeding a 10% absenteeism rate and the number of schools at each level included in absenteeism surveillance. The 10% absenteeism threshold may be changed if necessary. Weekly reporting will begin October 1, 2009. KDHE will provide guidelines for meeting this deliverable.
6. To complete any local H1N1 capability assessments to KDHE, should they be required by CDC.
7. To submit Affidavits of Expenditures to KDHE according to the following schedule:

Documents Due to KDHE Preparedness Program	Grant period covered by Report	Due Date	Upon Receipt	
			Focus Area 1 Mass Vaccination	Focus Area 2 Epi/Surveillance
Signed contract	N/A	10/09/09	Payment 1 25% of total Focus Area 1 grant award	No Payment
Focus Area 1 Approved Budget	N/A	10/09/09	No Payment	N/A – No Payment (Budget not required for Focus Area 2 funds)
Focus Area 1: Affidavit of Expenditures  Focus Area 2: School absenteeism reports submitted throughout the reporting period	07/01/09 – 10/31/09	11/15/10	Payment 2 Equal to total amount of Focus Area 1 expenditures in Period 1, not to exceed remaining Focus Area 1 grant award balance	Payment 1 Up to 25% of the total Focus Area 2 grant award, based on percentage of school absenteeism reports correctly submitted to KDHE BSE
Focus Area 1: Affidavit of Expenditures  Focus Area 2: School absenteeism reports submitted throughout the reporting period	11/01/09 – 01/31/10	02/15/10	Payment 3 Equal to total amount of Focus Area 1 expenditures in Period 2, not to exceed remaining Focus Area 1 grant award balance	Payment 2 Up to 25% of the total Focus Area 2 grant award, based on percentage of school absenteeism reports correctly submitted to KDHE BSE
Focus Area 1: Affidavit of Expenditures  Focus Area 2: School absenteeism reports submitted throughout the reporting period	02/01/10 – 04/30/10	05/15/10	Payment 4 Equal to total amount of Focus Area 1 expenditures in Period 3, not to exceed remaining Focus Area 1 grant award balance	Payment 3 Up to 25% of the total Focus Area 2 grant award, based on percentage of school absenteeism reports correctly submitted to KDHE BSE
Focus Area 1: Affidavit of Expenditures	05/01/10 – 07/30/10	08/15/10	Payment 5 Equal to total amount of Focus Area 1 expenditures	Payment 4 Up to 25% of the total Focus Area 2 grant award,

Focus Area 2: School absenteeism reports submitted throughout the reporting period		in Period 4, not to exceed remaining Focus Area 1 grant award balance	based on percentage of school absenteeism reports correctly submitted to KDHE BSE
* Affidavit of Expenditures must show allowable expenditures supporting fulfillment of local agency contractual requirements. Any local health department or region not meeting guidelines specified in the contract will be subject to review.			

8. To obtain an audit in accordance with the Federal Single Audit Act of 1996 and OMB Circular No. A-133, Audits of States, Local Governments, and Non-Profit Organizations, and to submit one complete copy of the single agency audit report to KDHE within 12 months after the end of the Local Agency's fiscal year.
9. To afford access, upon written request, to the Secretary of Health and Environment, or Kansas Legislative Post Audit, to any Local Agency documents and other records necessary to certify compliance with this contract, Kansas Legislative Appropriations, Kansas Statutes, Federal Grant Acts and Regulations and to participate fully in any required evaluation study and/or on-site inspection arranged within normal working hours.
10. The Local Agency will not subcontract any work under the contract without the express, written approval of KDHE prior to entering said subcontracts. The Local Agency shall be totally responsible for all actions and work performed by its subcontractor(s). All terms, conditions, and requirements of this contract shall apply without qualification to each subcontractor of the Local Agency. For the purposes of this contract, the term "Local Agency" shall include all subcontractors hired by the Local Agency.

WITNESSETH THE PARTIES HANDS THE DAY AND YEAR SET FORTH BELOW:

**Kansas Department of Health and Environment**

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Roderick L. Bremby  
Secretary

Date

**Franklin County Health Department**

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Board Chairman, Local Agency

Date

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Printed Name and Title

*Proposal to Discuss*

KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT  
 H1N1 PHASE I & II PUBLIC HEALTH EMERGENCY RESPONSE  
**LINE ITEM BUDGET**

AGENCY NAME: FRANKLIN

Phone 785-229-3530

GRANT PERIOD: July 1, 2009 - July 30, 2010

Email: mransom@mail.franklincocks.org

GRANT TITLE: 2009-2010 H1N1 Emergency Response Phase I & Phase II

EXPENDITURE CLASSIFICATION	Line Item Amounts (Each)	Line Totals
<b>PERSONNEL - Salaries, Wages, Fringes (Please list each staff member and the FTE paid by BT)</b>		
CRA Coordinator (Clerk II) .5 FTE Temporary - <i>10 MO</i>	12500	12500
Staff Overtime	3500	3500
→ Vaccination Clinic Assistant (Medical Technician) .5 FTE <i>1st 6 mo</i>	13832	13832
	<b>Sub-total Personnel</b>	<b>29832</b>
<b>TRAVEL - Mileage, Meals, Lodging, Parking/Toll</b>		
Local Mileage (360)	200	200
	<b>Sub-total Travel</b>	<b>200</b>
<b>SUPPLIES - Office, Medical, Exercise/Clinic/POD</b>		
Copies 40,000	2000	2000
	<b>Sub-total Supplies</b>	<b>2000</b>
<b>EQUIPMENT - PPE, Communications, IT, POD</b>		
Vaccine Refrigerators	7,594.60	7595
vaxipacs	300	300
	<b>Sub-total Equipment</b>	<b>7895</b>
<b>CONTRACTUAL - Subcontracts (Personnel), Services (IT Service Agreements, Leases/Rental Agreements)</b>		
	<b>Sub-total Contractual</b>	<b>0</b>
<b>OTHER - Subscriptions (Internet, Cellular, Telephone, KIPHS User Fees), Other (Pamphlets/Media, Meeting Expenses, Postage, Administrative Fees, Training/Education)</b>		
Meeting Expenses	500	500
Advertising	750	298
	<b>Sub-total Other</b>	<b>798</b>
	<b>CONTRACT TOTAL</b>	<b>38725</b>

*To be complete for any of the 1st 6 mo of the year*

AUTHORIZED SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

TITLE \_\_\_\_\_