

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

617



FROM: Community Health Agency/Department of Public Health

SUBMITTAL DATE:
July 6, 2010

SUBJECT: Approve the acceptance of the award from the National Program Office at the University of Colorado Denver, Practice Change Fellows, for the Director of Public Health Nursing to develop leadership skills and content expertise in order to positively influence care for older adults.

RECOMMENDED MOTION: That the Board of Supervisors:

- 1) Approve the acceptance of the Award from the National Program Office at the University of Colorado Denver Practice Change Fellows in the amount of \$90,000 from September 1, 2010 through August 31, 2012; and
- 2) Direct the Auditor Controller to adjust the budget as detailed in the Schedule A.

BACKGROUND: The Department of Public Health (DOPH) Public Health Nursing branch was selected to receive an award from the National Program Office at the University of Colorado Denver, Practice Change Fellows, to expand the number of health care leaders who can effectively promote high quality care to older adults in a wide range of health and health care organizations.

Continued on next page

Susan D. Harrington

Susan Harrington, Director Public Health

SM:hp:rc

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 45,000	In Current Year Budget:	No
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	Yes
	Annual Net County Cost:	\$ 0	For Fiscal Year:	10/11

SOURCE OF FUNDS: 100% funded by National Program Office at the University of Colorado Denver.	Positions To Be Deleted Per A-30	<input checked="" type="checkbox"/>
	Requires 4/5 Vote	<input checked="" type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE
Debra Cournoyer
BY: _____
Debra Cournoyer

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Stone, seconded by Supervisor Benoit and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Buster, Stone, Benoit and Ashley
Nays: None
Absent: Tavaglione
Date: July 27, 2010
xc: CHA-Public Health, Auditor, EO

Kecia Harper-Ihem
Clerk of the Board
By: *Kecia Harper-Ihem*
Deputy

Prev. Agn. Ref.:

District: ALL

Agenda Number:

3.17

FISCAL PROCEDURES APPROVED BY ROBERT E. BYRD, AUDITOR-CONTROLLER
 BY *Samuel Wong* SAMUEL WONG
 FORM APPROVED COUNTY COUNSEL DATE *7/10*
 BY NEAL R. KIPNIS
 Departmental Concurrence
 Dep't Records ATTACHMENTS FILED WITH THE CLERK OF THE BOARD
 Per Exec.

SUBJECT: Approve the acceptance of the award from the National Program Office at the University of Colorado Denver, Practice Change Fellows, for the Director of Public Health Nursing to develop leadership skills and content expertise in order to positively influence care for older adults.

BACKGROUND: Continued from Page 1

Practice Change Fellows are selected following a highly competitive national selection process. This year eight Fellows were selected to participate in the prestigious program, aimed at building leadership capacity among nurses, physicians, and social workers who have operational responsibility for geriatric care. Hermia Parks, Director of Public Health Nursing is one of the eight Fellows selected. Through participation in this two-year program, Fellows receive \$90,000 and the support of local and national Mentors to further develop their leadership skills and to complete a project aimed at implementing a new geriatric service line or aging program.

FINANCIAL INFORMATION:

YEAR	AMOUNT
2010-2011	\$45,000
2011-2012	\$40,000
2012-2013	\$5,000
TOTAL	\$90,000

Budget Adjustment
Fiscal Year 2010/2011
September 1, 2010 - June 30, 2011

INCREASE IN APPROPRIATIONS:

10000-4200100000-510040	Regular Salaries	\$ 25,950
10000-4200100000-518100	Budgeted Benefits	\$ 11,677
10000-4200100000-528140	Conference/Registration Fees	\$ 2,500
10000-4200100000-528900	Air Transportation	\$ 320
10000-4200100000-528960	Lodging	\$ 680
10000-4200100000-528980	Meals	\$ 300
10000-4200100000-529040	Private Mileage Reimbursement	\$ 50
10000-4200100000-529060	Public Service Transportation	\$ 50
10000-4200100000-524740	County Support Service	\$ 3,473
	Total Increase in Appropriations:	<u>\$ 45,000</u>

INCREASE IN ESTIMATED REVENUE:

10000-4200100000-781360	Other Misc. Revenue	\$ 45,000
	Total Increase in Estimated Revenue:	<u>\$ 45,000</u>



June 8, 2010

Hermia Parks
Riverside County Community Health Agency
4065 County Circle Drive, PO Box 7600
Riverside, CA 92513-7600

Dear Hermia,

I am pleased to officially welcome you to join the Practice Change Fellows program and offer my congratulations. This was an extremely competitive application process with a national pool of applicants. The Selection Committee was very impressed with what you have already achieved and your potential to build on these accomplishments to improve the quality of life for older adults.

The PCF program, administered through the University of Colorado Denver and funded by The Atlantic Philanthropies and the John A. Hartford Foundation, will officially begin September 1, 2010. In the meantime, we have included the following materials with this letter for your review and completion:

1. National Program Office contact information
2. Materials regarding award contracting, including:
 - a. Procedure
 - b. Contracting Information
 - c. Contract Data and CUW9 Forms, due June 16, 2010.
3. A brief summer "homework" assignment, due July 23, 2010.
4. Information regarding the next two tri-annual meetings.
5. A press release that you and/or your organization may wish to modify and distribute.

Please also email the following items to shelly.nebel@ucdenver.edu by June 25, 2010.

1. Your preferred contact information, including your name, name of your home institution, your mailing address, your email address, your phone number and fax number. Please let us know if you have a different address for receiving Fed Ex packages, and whether we should release the driver from obtaining a signature.
2. The title of your project.
3. A digital "headshot" photograph. This photo will be featured on the Practice Change Fellows website.
4. A short biosketch, not to exceed 200 words. This biosketch will be featured on the website.

Once again, congratulations on your achievement. We look forward to working with you over the next two years to help you continue to build your leadership capacity to improve care to older adults.

Respectfully,

Eric A. Coleman, MD, MPH
Executive Director
Practice Change Fellows Program

**Award Contracting Procedure
2010 Cohort
Responsibilities, Tasks, and Timeline**

Dear Fellow,

Congratulations on your selection as a 2010 Practice Change Fellow! The two-year fellowship includes a monetary award in the amount of \$90,000 to support your project and leadership development efforts. Prior to the official start of the fellowship and the corresponding first award disbursement, you will work with the National Program Office at the University of Colorado Denver (UCD) and your home institution to complete the award contracting process. **Your consistent involvement in the award contracting process is vital to receiving timely award disbursements.**

The award will be administered through a contract between UCD and your home institution. UCD will develop the contract and facilitate negotiation with your home institution's legal representative. Both parties will sign a mutually agreeable version of the contract. Until the contract is fully executed, the first award disbursement cannot be invoiced and paid.

After the final contract is signed by all parties and fully executed, your home institution will need to submit an invoice for the first award disbursement. The National Program Office will coordinate this effort with the Fellow. The payment will be sent to the Finance Contact identified by the Fellow, unless an alternate recipient and address are requested. **It is the Fellow's responsibility to ensure proper administration of the fellowship award payment within the home institution.**

Your role in the contracting process is as follows:

Task	Timeline
Complete the attached Contract Data and CUW9 forms, to be utilized in drafting the award contract	June 16, 2010 <i>sent via email 6/16/10</i>
Respond to requests for assistance from UCD during contract review, and facilitate the negotiation process between your home institution and UCD	Mid-June – July 2010
Complete all signatures on two originals of the final contract (including signature by the Official in your home institution with legal signing authority) and return to UCD for execution	Early August 2010

Your role in the invoicing process is as follows:

Task	Timeline
Coordinate efforts with your home institution to develop and submit invoice for the initial award disbursement, which will be made upon execution of the award contract	Mid-August 2010

Your National Program Office contacts throughout the contracting and invoicing process will be:

Sandy Chalmers
303-724-2443
Sandra.chalmers@ucdenver.edu
13611 E. Colfax Ave., Suite 100
Aurora, CO 80045

Shelly Nebel
303-724-2524
Shelly.nebel@ucdenver.edu
13611 E. Colfax Ave., Suite 100
Aurora, CO 80045

This information will be used to format your contract. Please ensure that the information is correct and current. Inaccurate information or late forms will cause delays in the award contracting process. If you have any questions regarding the requested fields, please contact Sandy Chalmers or Shelly Nebel at the National Program Office as soon as possible.

Award Contracting Information

The Practice Change Fellowship award will be made via a contracting mechanism between the University of Colorado Denver and your home institution. Pending receipt of this information, we anticipate having a draft contract for review by you and your home institution in early July, with final contracting to be completed mid August. Your first award disbursement of \$25,000 will be made upon full execution of the contract and submission of an invoice, expected September 1, 2010.

Reporting and Disbursement Schedule

Period of Performance		09/01/10-02/28/11	03/01/11-08/31/11	09/01/11-02/29/12	09/01/10-08/31/12
Report Type		Interim	Interim	Interim	Cumulative Final
Report Due		03/31/11	09/30/11	03/31/12	09/30/12
Disbursement Date	Upon Contract Execution	04/30/11	10/31/11	04/30/12	10/31/12
Disbursement Amount	\$25,000	\$20,000	\$20,000	\$20,000	\$5,000

Please fill out the following Contract Data Form and CUW9 form by June 16, 2010 to:

Shelly Nebel
 13611 E. Colfax Ave, Suite 100
 Aurora, CO 80045
 Phone: (303) 724-2524 Fax: (303) 724-2530
Shelly.Nebel@ucdenver.edu

1. Institution/Organization ("Subcontractor"): REQUIRED

Please list the full and legal name of the entity entering into the contract on your behalf. This entity agrees to provide \$45,000 in-kind support over the two-year fellowship period, and will also receive/administer award payments. The attached CU-W9 form should be completed to match this entity.

2. Administrative Contact: OPTIONAL

Please list the person who will provide administrative assistance during contracting/ implementation of the project.

3. Fellow Contact: REQUIRED

Please list the fellow who will complete the program.

4. Financial Contact: OPTIONAL

Please list the person who will invoice and process disbursements for the fellowship award.

5. Authorized Official: REQUIRED

Please list the individual who has the legal authority to sign the award contract on behalf of the home institution and will receive a fully executed original of the contract.

**Practice Change Fellows
Project Total Costs and Funding Allocation**

Fellow Name: Hermia Parks, Director of Public Health Nursing
 Project Title: Achieving Health Equity in the Older Adult Population: A Public Health Approach
 Project Period: September 1, 2010 to August 31, 2012
 Home Institution: Riverside County Community Health Agency Department of Public Health Nursing
 External Entity: N/A

Cost Categories		Project Costs			Funding Allocation			
PERSONNEL								
Name	Role	Salary	Benefits	Total	Home	External	PCF Award	Total
Hermia Parks	Fellow	\$43,506	\$19,578	\$63,083	\$0	\$0	\$63,083	\$63,083
Registered Nurse	Lead Facilitator	\$29,644	\$13,340	\$42,984	\$36,268	\$0	\$6,716	\$42,984
Office Assistant III	Admin. Support	\$15,051	\$6,773	\$21,824	\$16,368	\$0	\$5,456	\$21,824
Total				\$127,891	\$52,636	\$0	\$75,255	\$127,891
LEADERSHIP TRAINING								
Line Item	Description	Total			Home	External	PCF Award	Total
Tuition	Tuition	\$5,000			\$0	\$0	\$5,000	\$5,000
Travel	Air/Lodging/Incidentals	\$2,219			\$0	\$0	\$2,219	\$2,219
Total				\$7,219	\$0	\$0	\$7,219	\$7,219
OPTIONAL CATEGORY								
Line Item	Description	Total			Home	External	PCF Award	Total
Total				\$0	\$0	\$0	\$0	\$0
OPTIONAL CATEGORY								
Line Item	Description	Total			Home	External	PCF Award	Total
Total				\$0	\$0	\$0	\$0	\$0
OPTIONAL CATEGORY								
Line Item	Description	Total			Home	External	PCF Award	Total
Total				\$0	\$0	\$0	\$0	\$0
SUMMARY								
				Total	Home	External	PCF Award	Total
Total Direct Costs				\$127,891	\$52,636	\$0	\$75,255	\$127,891
Indirect Cost Rate				10%	10%	%	10%	10%
Total Indirect Costs				\$12,789	\$5,264	\$0	\$7,526	\$12,789
GRAND TOTAL				\$147,899	\$57,900	\$0	\$90,000	\$147,899