

**SANTA BARBARA COUNTY
BOARD AGENDA LETTER**



Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Agenda Number:
Prepared on: 11/06/02
Department Name: PHD
Department No.: 041
Agenda Date: 12/10/02
Placement: Departmental
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Roger Heroux, Director
Public Health Department

STAFF CONTACT: Todd P. Talbert (681-5274)
Bioterrorism Program Administrator

SUBJECT: Bioterrorism Preparedness Agreement for Professional Services and Personnel
Resolution in the Public Health Department

Recommendation(s):

That the Board of Supervisors:

1. Authorize the Director of Public Health to sign the *Local Public Health Preparedness and Response to Bioterrorism Program Application for Funding* in the remaining 80% amount of \$449,444 for the period July 1, 2002 to June 30, 2003.
2. Authorize the Director of Public Health to execute any subsequent amendments to extend the term, alter the allocation by category, or increase the funding up to ten (10%) percent of the total allocation amount of \$561,648 or \$56,165.
3. Request that the Board accept the Strategic Local Bioterrorism Preparedness Plan as submitted to the State Department of Health Services (DHS). Guidelines for the preparedness plan are overseen by DHS, and require that the following "Focus Areas" are addressed:

Focus Area A: Preparedness Planning and Readiness Assessment
Focus Area B: Surveillance and Epidemiology Capacity
Focus Area C: Biologic Laboratory Capacity
Focus Area D: Chemical Agent Laboratory Capacity (Not currently funded by DHS)
Focus Area E: Health Alert Network/Communications and Information Technology
Focus Area F: Communicating Health Risks and Health Information Dissemination
Focus Area G: Education and Training

4. Execute a Standard Agreement with Ryan Tully for professional services to enhance public health capacity and strengthen bioterrorism response, for the term of December 9, 2002 through June 21, 2003, in an amount not to exceed \$36,936 plus \$8,058 in estimated payroll benefits and reimbursable expenses.
5. Adopt a Personnel Resolution effective December 10, 2002:
 - Delete: One (0.5 FTE) Public Health Microbiologist/Public Health Microbiologist, Senior (6300/6303)(Range 5590/5930)(\$1971-2406/mo / \$2335-2851/mo)
One (0.5 FTE) Office Assistant II (1701)(Range 4200)(\$986-1203/mo)
 - Add: One (1.0 FTE) Public Health Microbiologist/Public Health Microbiologist, Senior (6300/6303)(Range 5590/5930)(\$3942-4812/mo / \$4670-5702/mo)
One (1.0 FTE) Office Assistant Senior (Range 4470)(1702)(\$2225-2753/mo)
One (1.0 FTE) Computer Systems Specialist I/II (Range 5510/5810)(2171/2174)(\$3788-5370/mo)

Alignment with Board Strategic Plan:

The recommendation is primarily aligned with Goal No. 2 to ensure a safe and healthy community in which to live, work and visit.

Executive Summary and Discussion:

In response to the heightened threat of bioterrorism, Congress authorized funding through the Public Health and Social Services Emergency Fund (Section 319 of the Public Health Services Act, 42 U.S.C. 247d) to support countering potential biological threats to the civilian population. This funding is provided under the Department of Defense and Emergency Supplemental Appropriations for Recovery from and Response to Terrorist Attacks on the United States Act, 2002 (Public Law 107-117). The Centers for Disease Control and Prevention (CDC) also made funding available to local health jurisdictions for public health preparedness and response to bioterrorism, infectious disease, and other public health threats and emergencies. These federal dollars are being administered to local jurisdictions through the California State Department of Health Services. The funding is population based and Santa Barbara County qualifies for a total of \$561,648. On August 6, 2002 the Board approved a Standard Agreement for Supplemental Funding with the State of California for the initial 20% (\$112,204) of the allocation.

Recommendations One and Two

This State now requires that your Board formally apply for the amount of \$449,444 in order to receive the remaining 80% of the allocation. We are requesting that your Board authorize the Director of Public Health to sign this *Local Public Health Preparedness and Response to Bioterrorism Program Application for Funding*. We also request that you authorize the Director of Public Health to execute amendments to the term or the allocation up to ten percent of the full amount or \$56,165.

Recommendation Three

A condition of the release of the funding was to submit a Public Health *Strategic Local Bioterrorism Preparedness Plan*. by October 15, 2002. The Plan highlights proposed activities that will help increase public health capacity in response to bioterrorism and infectious disease. The State is responsible for assuring that all county plans within the State are in compliance with the purposes designated by the Federal Centers for Disease Control (CDC) by December 31, 2002. Your Board is requested to review the executive summary of the plan (Attachment A).

Recommendation Four

Ryan Tully BS, EMT brings nearly seven years of experience as a volunteer firefighter and Emergency Medical Technician to the Public Health Department. Mr. Tully’s duties will include coordinating learning activities for staff and stakeholders, presenting educational information, and participating with other bioterrorism activities as assigned. Your Board is requested to execute an Agreement with Ryan Tully to provide professional services as a 1.0 full time equivalent (FTE) Contractor on Payroll for the period December 9, 2002 through June 21, 2003 for a total amount \$36,936 plus benefits. This Professional Service Agreement provides for retirement and paid leave.

Recommendation Five

A Senior Public Health Microbiologist will be increased from half-time to full-time status; a half-time Office Assistant II will be increased to a full-time Office Assistant Senior; and a new full-time Computer Systems Specialist I/II will be added to enhance the Public Health Department’s capacity for responding to bioterrorism, infectious disease outbreaks, and other public health threats and emergencies. Bioterrorism funding will support the increases of these three positions from November 11, 2002 to June 30, 2003. Your Board is requested to adopt the Personnel Resolution changing a Senior Microbiologist position from .5 FTE to 1.0 FTE; an Office Assistant II .5 FTE position to an Office Assistant Senior 1.0 FTE position; and adding a Computer Systems Specialist I/II 1.0 FTE position.

These actions will bring the complement of Public Health Department staff dedicated to bioterrorism to 5.45 FTEs (1.0 FTE Contractor, 2 FTE added ordinance positions, and 2.45 existing ordinance positions). It is anticipated that federal financing of bioterrorism will continue past June 30, 2003; however, if it does not, the contract with Ryan Tully will automatically terminate and the new ordinance positions will be absorbed into the Department through attrition.

Mandates and Service Levels:

Though this is not a mandated program, the Health and Safety Code 101040 lends authority to the Health Officer to take preventive measures that may be necessary to protect the public.

Fiscal and Facilities Impacts:

Approval of these actions will not increase the Public Health Department’s General Fund Contribution.

Recommendation One and Two

The State has allocated \$561,648 to Santa Barbara County based upon its population. These funds can not be used to supplant funding for existing levels services and will only be used for purposes designed by the CDC for public health preparedness and response to bioterrorism. The funding is divided into four categories:

| | |
|---|-----------|
| Category 1 – Initial Planning/Recovery Allocation | \$112,204 |
| Category 2 - Operational Formula-Based Allocation | \$413,723 |
| Category 3 – Biological Laboratory Capacity | \$ 35,721 |
| | |
| Maximum Amount Payable | \$561,648 |

The initial funding of \$112,204 was used for the immediate assignment of a 1.0 FTE HCS Program Administrator and a .50 FTE Office Assistant II to develop and oversee the plan. The remaining \$449,444

will be used to further implement the functions outlined in focus areas A through G of the Plan Budget and Narrative.

Recommendation Three

There is no fiscal impact for Board review of the executive summary of the plan.

Recommendation Four and Five

The Contractor on Payroll position, the .5 FTE Senior Public Health Microbiologist, the 0.5 FTE Office Assistant Senior, and the Computer Systems Specialist I/II increases are fully funded by federal dollars allocated to local jurisdictions through the California State Department of Health Services. The remaining .5 FTE of OA Sr. is currently funded as part of the Public Health Department's existing Public Health Laboratory budget.

The Contractor is classified as a Contractor on Payroll. There are payroll benefits and reimbursable expenses. The total follows:

| Ryan Tully | Contract Amount | Estimated Payroll Benefits | Reimbursable Expenditures | Total Cost |
|--------------------|------------------------|-----------------------------------|----------------------------------|-------------------|
| FY 2002-2003 | \$27,216 | \$4,395 | \$1,454 | \$33,065 |
| FY 2003-2004 | 9,720 | 1,690 | 519 | 11,929 |
| Total Contract Exp | \$36,936 | \$6,085 | \$1,973 | \$44,994 |

The cost for increasing the Senior Public Health Microbiologist by .5 FTE is estimated at approximately \$23,033 in Fiscal Year 2002-03 and \$37,429 annually. The cost of increasing the 0.5 FTE Office Assistant II to a 1.0 FTE Office Assistant Senior is estimated at approximately \$16,511 in Fiscal Year 2002-03 and \$26,830 annually.

Pending approval of these actions, the Public Health Department will prepare a Budget Revision Request form to increase the FY 2002-2003 budget for the total allocated amount of \$561,648. This will have the effect of increasing the Disease Control and Prevention cost center on page D-176 of the County's Operating Plan from \$3,016,747 to \$3,578,395.

Approval of this Agreement will not result in a need for additional facilities.

Special Instructions:

Please return one (1) copy of the Minute Order and Personnel Resolution to each of the following:

Todd Talbert
 Public Health Department
 Community Health Division
 300 N. San Antonio Road
 Santa Barbara, CA 93110

Alan T. Kasehagen
 Public Health Department
 Payroll/Personnel
 300 N. San Antonio Road
 Santa Barbara, CA 93110

Concurrence:

Human Resources