

COMMUNICATION FROM CHAIR, HEALTH, EDUCATION, AND NEIGHBORHOOD COUNCILS COMMITTEE relative to proposed First Amendment to Contract No. C-126913 with the Los Angeles County Public Health Department (LACPHD) to continue a Public Health Coordinator for the Emergency Management Department (EMD).

Recommendations for Council action:

1. AUTHORIZE the General Manager, EMD, to execute the First Amendment to Contract No. C-126913, attached to the Council File, with the LACPHD for a term of one year beginning July 1, 2017 through June 30, 2018 and for a maximum amount of \$137,828, subject to the review of the City Attorney as to form.
2. AUTHORIZE the EMD to:
  - a. Deposit monthly reimbursement payments received to the City's General Fund, Fund 100/35, Revenue Source Code 3513 *County Grants - Others*.
  - b. Prepare Controller instructions for any necessary technical adjustments, subject to the approval of the City Administrative Officer (CAO); and, AUTHORIZE the Controller to implement the instructions.

Fiscal Impact Statement: The CAO reports that there is no additional General Fund impact associated with approval of this contract amendment. Funding for the direct salary and related costs for the Senior Project Coordinator position are already included in the Department's operating budget and will be fully reimbursed by the County of Los Angeles.

Community Impact Statement: None submitted.

**(Personnel and Animal Welfare Committee waived consideration of the above matter)**

Summary:

On February 27, 2018, the Chair of the Health, Education, and Neighborhood Councils Committee considered a January 31, 2018 CAO and report and November 30, 2017 EMD reports relative to proposed First Amendment to Contract No. C-126913 with the LACPHD to continue a Public Health Coordinator for the EMD. According to the CAO, the EMD is requesting authority to execute the First Amendment to Contract No. C-126913 with the LACDPH for a Public Health Emergency Preparedness and Response Services Coordinator. Under the terms of the contract, the maximum obligation by LACDPH is \$137,282 for the period of July 1, 2017 through July 30, 2018.

The original contract, Contract No. C-126913, was approved by Council on December 15, 2015 to provide the EMD with a staff position dedicated to public health emergency planning. The LACDPH provided the City with this position since 2007, but discontinued this service during Fiscal Year (FY) 2014-15 due to program changes within LACDPH. However, LACDPH indicated that funding would remain available for EMD to provide its own Public Health Coordinator, which constituted the original contract. Under the terms of the contract, the City

would serve as a contractor to LACDPH and deliver services that LACDPH would otherwise have the authority to provide under the California Health and Safety Code. The First Amendment of this contract continues the work for public health emergency preparedness and response planning under the Catalog of Federal Domestic Assistance No. 93.074 Hospital Preparedness Program and Public Health Emergency Preparedness (PHEP) Aligned Cooperative Agreements through the United States Department of Health and Human Services-Centers for Disease Control and Prevention (CDC).

The Senior Project Coordinator (Class Code 1538) assigned to this position will continue to be exclusively dedicated to support the City's emergency preparedness and response planning related to public health emergencies and threats, including bioterrorism. The Senior Project Coordinator will act as the liaison between the LACDPH Emergency Preparedness and Response Division and the City of Los Angeles Emergency Management Department. Duties for the position include implementing, executing, and coordinating key public health emergency preparedness domains for the City including community resilience, incident management, information management, countermeasures and mitigation, surge management, and bio-surveillance. The requested contract amendment covers the direct salary, fringe benefit, and indirect costs for a Senior Project Coordinator position. The position will be front-funded within EMD's existing budgeted salary funds and then reimbursed by the LACDPH and recorded as revenue to the General Fund. Based on an estimated employment date beginning in April 2018, the FY 2017-18 direct salary cost for this position is \$22,984. The Cost Allocation Plan 39 was used to calculate the fringe and indirect costs for this position, which is \$8,525 and \$12,021, respectively. The Senior Project Coordinator position will be funded by the CDC Cities Readiness Initiative Grant and is therefore eligible for exemption under Charter Section 1001 (d) (4), which states that civil service exemption is provided for grant funded positions. Since the original 2016 exemption for this position has expired, the EMD will be required to obtain a new exemption and allocation by the Board of Civil Service Commissioners and subsequent approval by the Council in order to continue this position.

After consideration and having provided an opportunity for public comment, the Committee Chair moved to recommend approval of the First Amendment to Contract No. C-126913. This matter is now submitted to Council for its consideration.

Respectfully Submitted,

HEALTH, EDUCATION, AND NEIGHBORHOOD COUNCILS COMMITTEE

**MEMBER VOTE**

RYU: YES  
CEDILLO: ABSENT  
WESSON: ABSENT

ARL  
3/2/18

**-NOT OFFICIAL UNTIL COUNCIL ACTS-**