

W. S. B. I.

## AGENDA COVER MEMO

**AGENDA DATE:** August 2, 2006  
**TO:** Board of County Commissioners  
**DEPARTMENT:** Health & Human Services  
**PRESENTED BY:** Rob Rockstroh



**AGENDA TITLE:** ORDER / \_\_\_\_\_ IN THE MATTER OF APPLYING FOR A ROBERT WOOD JOHNSON FOUNDATION GRANT IN THE AMOUNT OF \$600,000 OVER THREE YEARS TO INCREASE PUBLIC HEALTH PREPAREDNESS INFORMATICS CAPACITY.

### I. MOTION

Order / \_\_\_\_\_ In the Matter of Applying for a Robert Wood Johnson Foundation Common Ground grant in the Amount of \$600,000 for three years to increase Public Health preparedness informatics capacity.

### II. ISSUE OR PROBLEM

The Robert Wood Johnson Foundation (RWJF) is accepting applications for grants to strengthen local public health agencies and to help them prevent and respond to threats to the public's health through improved information systems and business process analysis. The Lane County Department of Health & Human Services is seeking approval of the Board of Commissioners for Lane County to apply for these grant funds.

### III. DISCUSSION

#### A. Background/Analysis

Local public health agencies must have timely, accurate and appropriate information to effectively serve their communities, to promote health, and to make lifesaving decisions that protect the public from health threats. Many public health agencies are examining their existing information systems and seeking to improve their ability to detect, assess, and respond to a range of threats to the public, including infectious diseases, pandemics, and bioterrorism. The RWJF grant provides an opportunity to meet our agencies' operational needs by helping improve interconnectivity with other public health agencies and the health care system—functions that are critical to promoting and protecting the public's health.

# MINUTES

Lane County Planning Commission  
Harris Hall - Lane County Courthouse

March 21, 2006  
7 p.m.

**PRESENT:** Ed Becker, vice-chair, Steve Dignam, John Sullivan Nancy Nichols, Jozeph Zdzienicki, Lane County Planning Commission members; Kent Howe, Stephanie Schulz Staff;

**ABSENT:** James Carmichael, Todd Johnston, Juanita Kirkham, Lisa Arkin

**I. Public Hearing: Co-Adoption of Coburg Comprehensive Plan Text and Map Amendments and updates to the City's land division and development ordinances under the City of Coburg's Periodic Review Work Task Nos. 3, 4, & 7**

Commission Vice Chair Ed Becker convened the meeting at 7 pm. He outlined the procedure for the public hearing. He called for declarations of *ex parte* contacts or conflicts of interest.

Commission member Steve Dignam declared that he worked for Lane Council of Governments Economic Development and Loan Program. He said part of the comprehensive plan amendment was drafted by a LCOG employee and noted that Mr. Mecham, who was representing the City of Coburg, also worked for the Lane Council of Governments. He said he did not feel that he had a conflict of interest since he did not work in the same area of the organization.

County Planner Stephanie Schulz provided the staff presentation. She said the City of Coburg had completed the updates of the comprehensive plan text and maps and the land division and development code. She said three of the tasks outlined in the plan required co-adoption from Lane County under the terms of the intergovernmental agreement between the two jurisdictions. She said there had been extensive public involvement in the process and noted that the Coburg City Council had unanimously adopted the plan (Ordinance A-199 and Ordinance A-200).

Ms. Schulz said co-adoption of the plan text, maps and zoning ordinance would be consistent with the coordinated planning process outlined in the intergovernmental agreement and the periodic review work program. She outlined the criteria applicable to the proposal. She said staff had reviewed the plan and presented proposed changes to the planning commission with agreement by the City of Coburg and were recommending including the suggested changes in the recommendation to be forwarded to the Board of County Commissioners.

Mr. Becker opened the public hearing.

**Milo Mecham**, Lane Council of Governments, 99 East Broadway Suite 400, Eugene, Oregon, said the comprehensive plan before the commission was a completion of the periodic review process that the City of Coburg had been engaged in for approximately four years to make updates and changes to existing comprehensive plans and zoning codes for compliance with state regulations.

Mr. Mecham said the comprehensive plan process created an overall design that set forth the City's intended patterns of growth over the next 20 years. He said Coburg had completely revamped its old comprehensive plan with the intent of allowing Coburg to exist with the current conditions on the ground

Public health information or data are central to public health's mission of improving health and preventing disease, injury and disability. Public health informatics is the application of information and computer science and technology to public health practices. Examples of public health informatics may include:

- using and monitoring clinical data to identify abnormal patterns of illness and injury within certain regions;
- communicating time-sensitive knowledge to the public through voice or video (in addition to television and radio); or
- creating data entry standards across multiple data sources (hospitals, EMS, public health etc.) to support data integration across the public health and health care systems.

The collaborators on this project would be the other state and local health department grantees involved in the business process analysis and requirements definition. For the purposes of this grant we have proposed to focus on analyzing public health's business processes related to preparedness planning for vulnerable populations in order to improve the information systems that will help us serve this population in the event of a public health emergency.

The grant application was in early stages of development at the time of the writing of this board order; however the item was placed on the August 2 agenda in order to gain approval prior to the submission deadline. The early discussions determined that the project would include three key components for the proposal.

1. This grant will increase Lane County Public Health Services' capacity to apply informatics principles and collaborative requirements development methodology to our preparedness planning and information systems;
2. Public Health will conduct a comprehensive business process analysis and redesign within the health department to develop more effective and efficient processes that support public health preparedness services and their functions;
3. At the end of 36 months, Public Health will develop a plan to initiate a new information system to support preparedness. Additionally, Public Health will share strategies throughout the department for effective and efficient information systems.

We anticipate that it will be important to have the input of the IT department when we reach the stage of identifying the requirements of the information system. Initially, the purpose of the project will be to collaborate with other public health agency grantees to gain a better understanding of how to conduct a business process analysis and then applying that process to our preparedness planning operations for vulnerable populations.

The County's Information Services Department is working on a Disaster Recovery Plan and the Sheriff's Office is also working on Emergency Management planning. The Public Health Preparedness Coordinator works closely with these groups and has the capacity to coordinate our efforts through this project with their work.

If awarded, grant funds of \$600,000 over three years will be used to pay for staff time to work with the funder and other grantees, travel and training required by the funder, administrative and indirect costs, and a program evaluation also required by the funder. The project will be coordinated by one of the public health educators whose other projects are ending. This grant program will not require the authorization of new FTE.

The current plan and budget does not include any need for subcontracts. Should this change as the project develops over the three years, all County policies, including those for competitive selection and delegated authority to sign contracts will be followed. Any subcontractors will be informed of the duration of the project and the expectation that funds are limited to the grant period.

The grant proposal is due by August 15, 2006. At the time that this agenda cover memo was written the grant proposal was not ready for review. However, a copy of the proposal will be made available prior to the board meeting date.

The information required by the Board of County Commissioners prior to approval of grant applications and receipt of grant funds is provided below.

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

The application is for three years beginning December 2006. No match is required.

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

No

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

Yes

4. How will the administrative work of the grant be covered if the grant funds don't cover it?

The grant will cover administrative costs.

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

Yes, stakeholders are aware of the sun setting policy. The grant is for three years. The proposal will build on the existing preparedness infrastructure so that when grant funds end, the essential community components will continue. Also, the proposal includes significant education, which will require development of educational and training materials that can be used long after grant funds have ended.

We anticipate that by participating in the RWJF grant we will be able to sustainably implement improvements in our information systems. Public Health will continue to plan for a way to implement the information system improvements with non-grant funds once the grant has ended.

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

Grant funds must be used for project staff salaries, consultant fees, data collection and analysis, supplies, project related travel, and other direct and indirect project costs. Up to 12% of funds may be used for indirect costs such as administrative oversight, accounting, grants management, legal expenses, utilities, and facility maintenance. An independent research group selected by the RWJF will conduct an evaluation of the program, and grantees are required to participate in the evaluation. Grantees are expected to meet RWJF requirements for submission of narrative and financial reports, and at the close of the grant to provide a written report on the project and its findings.

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 service departments?

H&HS will include the negotiated indirect cost rate in the grant application to cover these expenses. The evaluation expenses are included as a separate line item in the budget.

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

Yes. The grant stipulates that the indirect costs (such as administrative oversight, accounting, grants management, legal expenses, utilities, and facility maintenance) may not exceed 12% of funds used.

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. Is this a grant funded computer/software applications project?

At this time, no computer equipment or software has been identified to be purchased with these grant funds. As the project progresses, some equipment or software may be identified in the comprehensive analysis and redesign. At that time and within the allowed limits of the funder, Public Health would work with County Information Services policies and procedures for acquisition. Ongoing maintenance and IS staff costs related to the new equipment and software would be considered during the analysis and redesign planning.

#### B. Alternatives/Options

1. To accept the motion, adopt the order and approve the grant application.
2. Not to accept the motion. This will result in the loss of the opportunity to increase Public Health Informatics capacity.

#### C. Recommendation

To approve number one above.

#### D. Timing

August 15, 2006 – Grant application due  
December, 2006 – Grant project begins

### IV. IMPLEMENTATION

Upon action by the Board, the grant application will be processed for signature and submitted to the Robert Wood Johnson Foundation.

### V. ATTACHMENTS

Board Order

**THE BOARD OF COUNTY COMMISSIONERS, LANE COUNTY, OREGON**

**ORDER:**            ) IN THE MATTER OF APPLYING FOR A ROBERT WOOD  
                      ) JOHNSON FOUNDATION GRANT IN THE AMOUNT OF  
                      ) \$600,000 OVER THREE YEARS TO INCREASE PUBLIC  
                      ) HEALTH PREPAREDNESS INFORMATICS CAPACITY

WHEREAS, Lane County must have timely, accurate and appropriate information to effectively serve our community, to promote health, and to make lifesaving decisions that protect the public from health threats; and

WHEREAS, the Robert Wood Johnson Foundation has released a grant opportunity through the Common Ground: Transforming Public Health Information Systems; and

WHEREAS, the grant will support expansion of public health preparedness, and/or informatics development; and

WHEREAS, the Lane County department of Health & Human Services has worked to develop a project proposal that will improve public health preparedness informatics and capacity;

NOW THEREFORE IT IS HEREBY RESOLVED AND ORDERED that Lane County shall apply for a Robert Wood Johnson Foundation Common Ground grant for public health preparedness informatics in the amount of \$600,000 over three years, and

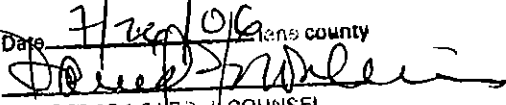
FURTHER ORDERED that the county administrator be delegated authority to execute grant documents in the amount of \$600,000 over three years.

DATED this 2<sup>nd</sup> day of August, 2006.

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Bill Dwyer, Chair  
Lane County Board Of Commissioners

APPROVED AS TO FORM

Date 7/26/06 Lane County  
  
OFFICE OF LEGAL COUNSEL