


COUNTY OF SAN MATEO
Departmental Correspondence

DATE: **APR 11 2001**
HEARING DATE **APR 24 2001**

TO: Honorable Board of Supervisors
FROM:  Barbara Pletz, EMS Administrator
SUBJECT: Amendment to the Agreement with State of California Department of Health Services to conduct a California Safe Communities Injury Prevention Project

RECOMMENDATION

Adopt a resolution authorizing the President of the Board to execute an Amendment to the Agreement with State of California Department of Health Services to Conduct a California Safe Communities Injury Prevention Project.

Background

In February 2000 Emergency Medical Services (EMS) received a planning grant from the State of California Department of Health Services to conduct a California Safe Communities Injury Prevention Project. Safe Communities is a national campaign of the federal Office of Traffic Safety (O.T S) to decrease traffic related injuries. The planning grant includes the following activities:

- Collect traffic related injury data specific to San Mateo County
- Write a Community Profile of traffic-related occurrences and injuries
- Establish a Safe Communities Coalition
- Develop a Safe Communities Strategic Plan

The California Wellness Alliance (CWA), a private contractor was responsible for collecting and analyzing injury data, writing the Community Profile, and assisting in the development of the strategic plan. The project coordinator responsibilities are coordination of the activities of the Safe Communities Coalition, development of the strategic plan and obtain funding from OTS and other appropriate agencies to implement the strategic plan.

Discussion

The CWA data collection process has been slower than anticipated and this contractor will not be used during the contract extension. The amendment to the agreement will allow an additional three months for the project coordinator to finalize the strategic plan.

Term

The original term of this agreement was February 1, 2000 through June 30, 2001. The amended term of the agreement is February 1, 2000 through September 30, 2001.

Fiscal Impact

The amount of the grant award remains unchanged at \$40,000. The entire \$40,000 was budgeted in FY 2000-01, as the project was expected to be completed by June 30, 2001. The current fund balance of \$28,149 is included in the EMS FY 2001-02 recommended budget and will pay the project coordinator's services in finalizing the strategic plan. There is no increase in funding and no net county cost associated with this extension in the term of the agreement.

RECOMMENDED



HEALTH SERVICES DEPARTMENT

RESOLUTION NO. _____

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

* * * * *

RESOLUTION AUTHORIZING EXECUTION OF AN AMENDMENT TO THE AGREEMENT WITH STATE OF CALIFORNIA DEPARTMENT OF HEALTH SERVICES TO CONDUCT A CALIFORNIA SAFE COMMUNITIES INJURY PREVENTION PROJECT

RESOLVED, by the Board of Supervisors of the County of San Mateo, State of California, that,

WHEREAS, there has been presented to this Board of Supervisors for its consideration and acceptance an Amendment to the Agreement with the State of California Department of Health Services, reference to which is hereby made for further particulars, whereby the State of California Department of Health Services has extended the end date of this agreement from June 30, 2001 through September 30, 2001 to complete the strategic plan, and

WHEREAS, this Board has been presented with a form of the Amendment to the Agreement and has examined and approved it as to both form and content and desires to enter into the Amendment to the Agreement

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that the President of this Board of Supervisors be, and is hereby authorized and directed to execute said Amendment to the Agreement for and on behalf of the County of San Mateo, and the Clerk of this Board shall attest the President's signature thereto.

STANDARD AGREEMENT — APPROVED BY THE ATTORNEY GENERAL
 STD 2 (REV 5-91)

CONTRACT NUMBER 99-86517	AM NO A-1
TAXPAYER'S FEDERAL EMPLOYER IDENTIFICATION NUMBER 946000532	

THIS AGREEMENT, made and entered into this 30 day of June, 2000, in the State of California, by and between State of California, through its duly elected or appointed, qualified and acting

TITLE OF OFFICER ACTING FOR STATE Chief, Program Support Branch	AGENCY Department of Health Services	, hereafter called the State, and
CONTRACTOR'S NAME San Mateo County Health Services Agency/Emergency Medical Services , hereafter called the Contractor		

WITNESSETH That the Contractor for and in consideration of the covenants, conditions, agreements, and stipulations of the State hereinafter expressed, does hereby agree to furnish to the State services and materials as follows (Set forth service to be rendered by Contractor, amount to be paid Contractor time for performance or completion and attach plans and specifications, if any)

1. In that certain agreement between the Department of Health Services and the San Mateo County Health Services Agency/Emergency Medical Services dated February 1, 2000:

a. Provision 1 entitled, "Project Workplan", is hereby amended to read as follows:

The Contractor shall conduct a California Safe Communities Injury Prevention Project by working towards the achievement of the goals stated in Exhibit 'A', Exhibit 'AA', and Exhibit "AAA", all entitled 'Project Workplan', and by accomplishing the outcome and process objectives listed in Exhibit "A", Exhibit 'AA', and Exhibit "**AAA**".

b. Provision 2 entitled, 'Contract Term', is hereby amended to read as follows:

The term of this agreement shall be from February 1, 2000, through ~~June 30 2004~~ **September 30, 2001** subject to the provisions of Paragraph 4, MAXIMUM AMOUNT PAYABLE.

(CONTINUED ON 1 SHEETS EACH BEARING NAME OF CONTRACTOR AND CONTRACT NUMBER

The provisions on the reverse side hereof constitute a part of this agreement
 IN WITNESS WHEREOF, this agreement has been executed by the parties hereto, upon the date first above written

STATE OF CALIFORNIA		CONTRACTOR			
AGENCY Department of Health Services		CONTRACTOR (If other than an individual state whether a corporation partnership etc) San Mateo County Health Services Agency/Emergency Medical Services			
BY (AUTHORIZED SIGNATURE) ➤		BY (AUTHORIZED SIGNATURE) ➤			
PRINTED NAME OF PERSON SIGNING Edward Stahlberg		PRINTED NAME AND TITLE OF PERSON SIGNING Mike D. Nevin, President, Board of Supervisors			
TITLE Chief, Program Support Branch		ADDRESS 400 County Center, Redwood City, CA 94063			
AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 0	PROGRAM/CATEGORY (CODE AND TITLE) Support	FUND TITLE General		Department of General Services Use Only	
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT \$ 40,000	(OPTIONAL USE)				
TOTAL AMOUNT ENCUMBERED TO DATE \$ 40,000	ITEM 4260-001-001	CHAPTER 52	STATUTE 2000		
OBJECT OF EXPENDITURE (CODE AND TITLE) 99-13449-4525-418-02-R13449-99 (-\$9,751.60) 00-13449-4525-418-02-R13449-00 (+2,676.60) 01-13449-4525-418-02-R13449-01 (+\$7,075.00)		Examples from JGS Approval #55,2 JGS Exemption Notice #55,2			
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above		TBA NO	BR NO		
SIGNATURE OF ACCOUNTING OFFICER X		DATE			

- c. Provision 3 entitled, 'Contracts Exhibits/Attachments' subparagraph B is hereby amended to read as follows:
- B. Exhibit AA', "AA-1" entitled Project Workplan 2000-2001 and consisting of two pages
- d. Provision 3 entitled, 'Contracts Exhibits/Attachments' subparagraph D is hereby amended to read as follows
- D Exhibit ~~B~~, "B-1", entitled Budget Detail, 1999-2000 and consisting of one page.
- e. Provision 3 entitled, 'Contracts Exhibits/Attachments' subparagraph E is hereby amended to read as follows.
- E Exhibit ~~BB~~ "BB-1", entitled Budget Detail, 2000-2001, and consisting of one page
- f. Provision 3 entitled 'Contracts Exhibits/Attachments' subparagraph L is added to read as follows
- L Exhibit AAA, entitled Project Workplan, 2001-2002, and consisting of two pages
- g. Provision 3 entitled 'Contracts Exhibits/Attachments' subparagraph M is added to read as follows
- M Exhibit BBB, entitled Budget Detail, 2001-2002, and consisting of one page
- h. Provision 4 entitled, 'Maximum Amount Payable' subparagraph A and B are hereby amended to read as follows, and subparagraph C added to read as follows
- 4 MAXIMUM AMOUNT PAYABLE
- A ~~\$ 11,851~~ \$ 2,099.40 for the 1999-2000 fiscal year (February 1 2000 – June 30 2000)
- B ~~\$ 28,449~~ \$30,825.60 for the 2000-2001 fiscal year (July 1 2000 – June 30 2001)
- C \$7,075 for the 2001-2001 fiscal year (July 1, 2001 – September 30 2001)
- i. This amendment revises budget year one to reflect actual expenditures and to roll over unexpended funds from budget year one to budget year two and three. No change is being made to the maximum amount payable as funds are neither increasing nor decreasing. The Project Workplan has been revised to reflect the correct distribution of duties
- j. All references to Exhibit AA in this agreement and any exhibits hereto shall hereinafter be deemed to read Exhibit AA-1 respectively
- k. All references to Exhibit B and BB in this agreement and any exhibits hereto shall hereinafter be deemed to read Exhibit B-1 and Exhibit BB-1 respectively

2 All other terms and conditions shall remain unchanged and in full force and effect

REVISED PROJECT WORK PLAN

July 1 2000 – June 30, 2001

San Mateo County, Department of Health Services, EMS Agency

San Mateo County Safe Communities Project – Planning Phase

February 1, 2000 to September 30, 2001

The Contractor shall work toward achieving the following goals and will accomplish the following outcome and process objectives. This shall be done by performing the specified process objectives and evaluating the results using the listed methods.

GOAL STATEMENT: To build a infrastructure within San Mateo County utilizing the *Safe Communities* model to serve as the vehicle for health, safety and business partners to implement injury control strategies specific to traffic related incidents

MEASURABLE OUTCOME	IMPLEMENTATION ACTIVITIES PROCESS OBJECTIVE TO MEET OUTCOMES	TIMELINE	METHOD(S) OF EVALUATING PROCESS AND/OR OUTCOME OBJECTIVE(S)
1.To gather local injury data and conduct a community assessment	1 Working with the California Wellness Alliance (CWA) <ul style="list-style-type: none"> • Review data received • Review data analysis • Present data to San Mateo County Health Officer, Director of Health Services, and <i>Safe Communities Data</i> ad hoc committee 2. Work with CWA to develop a prospective data retrieval and analysis plan	July 1, 2000 June 30, 2001	Traffic related injury data specific to San Mateo County will be obtained from a minimum of three resources and analyzed
2.To write a Community Profile of traffic related occurrences and injuries in San Mateo County	2.The California Wellness Alliance will write a Community Profile that will: <ul style="list-style-type: none"> • Describe the population that the Project serves • Provide an overview of the traffic related injury problems in San Mateo County based upon the data collected and analyzed • Utilize nationally accepted cost figures associated with traffic injures • Identify existing programs and assets • Identify key stakeholders, community agencies and political leadership 	February 1, 2001 June 30, 2001	A San Mateo County Community Profile will be written and submitted for approved by the San Mateo County Department of Health Services

PROJECT WORK PLAN
 July 1, 2000 – June 30, 2001

<p>3 Foster Community Ownership of the Project</p>	<p>3 In conjunction with CWA the Project Coordinator will</p> <p>3A Identify potential San Mateo County public and private partnerships</p> <p>3B Schedule meetings with identified partners</p> <p>3C Keep existing committees and coalitions apprised of Project's data collection and analysis process</p>	<p>July 1, 2000 - June 30, 2001</p>	<p>Existing committees and coalitions and new partners will be informed of the <i>Safe Communities</i> Project activities.</p> <p>The following will be submitted</p> <ul style="list-style-type: none"> • Letters of introduction • Meeting schedules • Meeting agendas • Minutes/Follow up letters
<p>4 Establish a <i>Safe Communities</i> Coalition</p>	<p>4A Explore the need to:</p> <ul style="list-style-type: none"> • establish a new San Mateo <i>Safe Communities</i> Coalition or determine if an existing committee or coalition such as the EMS Community Education Advisory Committee or the Santa Clara/San Mateo Safe Kids Coalition can be utilized or augmented to serve this objective <p>4B. An initial <i>Safe Communities</i> Coalition meeting will be scheduled.</p>	<p>January 1, 2001 June 30, 2001</p>	<p>A <i>Safe Communities</i> Coalition will be established and an initial meeting will be held</p> <p>The following will be submitted:</p> <ul style="list-style-type: none"> • Coalition Rooster • Meeting Announcement/Flyer • Attendance Record • Minutes
<p>5. Participate in State <i>Safe Communities Network</i> monthly conference calls, meetings and trainings</p>	<p>5. The Project Coordinator will participate in California <i>Safe Communities</i> activities on a regular basis</p>	<p>July 1, 2000 June 30, 2001</p>	<p>The following will be submitted:</p> <ul style="list-style-type: none"> • Meeting Announcement/Flyer • Attendance Records • Minutes
<p>6 Participate in the Santa Clara/San Mateo SAFE KIDS Coalition</p>	<p>6 The Project Coordinator will participate in Santa Clara/San Mateo SAFE KIDS Coalition activities on a regular basis</p>	<p>July 1, 2000 June 30, 2001</p>	<p>Meeting Announcement/Flyer Attendance Records Minutes</p>
<p>7 Obtain funding from OTS and other appropriate agencies to implement the Strategic Plan</p>	<p>2A Identify relevant funding sources to implement the developed Strategic Plan. 2B Write grant proposal(s) 2C Submit grant proposal(s)</p>	<p>November 1, 2000 – June 30, 2001</p>	<p>Grant proposal(s) will be submitted to OTS and other identified agencies to fund the implementation of the developed Strategic Plan.</p>

REVISED PROJECT WORK PLAN

July 1, 2001 – September 30, 2001

San Mateo County, Department of Health Services, EMS Agency
 San Mateo County Safe Communities Project – Planning Phase
 February 1, 2000 – September 30, 2001

The Contractor shall work toward achieving the following goals and will accomplish the following outcome and process objectives. This shall be done by performing the specified process objectives and evaluating the results using the listed methods

GOAL STATEMENT: To build a infrastructure within San Mateo County utilizing the *Safe Communities* model to serve as the vehicle for health, safety and business partners to implement injury control strategies specific to traffic related incidents.

MEASURABLE OUTCOME	IMPLEMENTATION ACTIVITIES- PROCESS OBJECTIVE TO MEET OUTCOMES	TIMELINE	METHOD(S) OF EVALUATING PROCESS AND/OR OUTCOME OBJECTIVE(S)
1 Develop a Strategic Plan	1 With the assistance of CWA and the San Mateo County <i>Safe Communities</i> Coalition, a strategic plan will be developed and include: <ul style="list-style-type: none"> • a vision statement • specific goals and priorities based upon the Community Profile and • recommendations for the implementation of intervention strategies • provisions to subcontract with local community based organizations 	July 1, 2001 September 30, 2001	A written Strategic Plan will be developed and submitted to the San Mateo County Department of Health Services and the State Health and Human Services Agency
2 Participate in State <i>Safe Communities Network</i> monthly conference calls, meetings and trainings	The Project Coordinator will participate in California <i>Safe Communities</i> activities on a regular basis	July 1, 2001 September 30, 2001	
3 Participate in the Santa Clara/San Mateo SAFE KIDS Coalition	The Project Coordinator will participate in Santa Clara/San Mateo SAFE KIDS Coalition activities on a regular basis	July 1, 2001 September 30, 2001	The following will be submitted <ul style="list-style-type: none"> • Meeting Announcement/Flyer • Attendance Records • Minutes
4 Coordinate regularly scheduled meetings of the San Mateo County Traffic Safe Communities Coalition	The Project Coordination will routinely schedule and staff meetings of the Safe Communities Coalition	July 1, 2001 September 30, 2001	The following will be submitted <ul style="list-style-type: none"> • Meeting Announcement/Flyer • Attendance Records • Minutes

5. Obtain funding from OTS and other appropriate agencies to implement the Strategic Plan	2A Identify relevant funding sources to implement the developed Strategic Plan 2B. Write grant proposal(s) 2C Submit grant proposal(s)	July 1, 2001 September 30, 2001	Grant proposal(s) will be submitted to OTS and other identified agencies to fund the implementation of the developed Strategic Plan
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EXHIBIT "B-1"
BUDGET DETAIL 1999-2000
February 1, 2000-June 30, 2000

	Original Budget	This Amendment	Revised Budget
OPERATING EXPENSES:			
General Expenses	\$0	\$0	\$0
Communications	\$0	\$0	\$0
Duplicating Costs	\$0	\$0	\$0
Printing	\$0	\$0	\$0
Staff Training	\$250.00	(\$75 00)	175 00
Travel	\$226 00	(\$101 60)	\$124 40
Consultant/Contractual Services	\$11 375 00	(\$9 575 00)	\$1 800 00
Other (Postage Stipends)	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Total Operating Expenses	\$11 851 00	(\$9 751.60)	\$2 099.40
TOTAL COSTS	\$11 851 00	(\$9 751.60)	\$2 099 40

EXHIBIT 'BB-1'
BUDGET DETAIL 2000-2001
July 1, 2000-June 30, 2001

	Original Budget	This Amendment	Revised Budget
OPERATING EXPENSES:			
General Expenses	\$0	\$0	\$0
Communications	\$0	\$0	\$0
Duplicating Costs	\$0	\$0	\$0
Printing	\$0	\$0	\$0
Staff Training	\$250 00	\$75 00	\$325 00
Travel	\$299 00	\$101 60	\$400.60
Consultant/Contractual Services	\$27 600 00	\$2 500 00	\$30 100 00
Other (Postage Stipends)	<u>\$0</u>	<u>\$0.00</u>	<u>\$0</u>
Total Operating Expenses	\$28 149 00	\$2 676 60	\$30 825 60
TOTAL COSTS	\$28 149 00	\$2 676 60	\$30 825 60

San Mateo County Health Services Agency/
Emergency Medical Services
Contract #99-86517 A-1

EXHIBIT "BBB"
BUDGET DETAIL 2001-2002
July 1, 2001 - September 30, 2001

	Total Budget Amount
OPERATING EXPENSES.	
General Expenses	\$0
Communications	\$0
Duplicating Costs	\$0
Printing	\$0
Staff Training	\$0
Travel	\$0
Consultant/Contractual Services	\$7 075 00
Other (Postage Stipends)	<u>\$0</u>
Total Operating Expenses	\$7 075 00
TOTAL COSTS	\$7 075 00