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*"The mission of the Los Angeles County Health Agency is to improve health and wellness across Los Angeles County through effective, integrated, comprehensive, culturally appropriate services, programs, and policies that promote healthy people living in healthy communities."*



July 9, 2019

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL TO AMEND THE MEDICAL SCHOOL AFFILIATION AGREEMENT H-707735 WITH CHARLES R. DREW UNIVERSITY OF MEDICINE AND SCIENCE EFFECTIVE DATE OF EXECUTION THROUGH JUNE 30, 2023 (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

**SUBJECT**

Request approval to execute an amendment to the Medical School Affiliation Agreement H-707735 with Charles R. Drew University of Medicine and Science, to increase funding to support additional student enrollment.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Approve and instruct the Interim Director of the Health Agency (Director), or designee, to execute an amendment, substantially similar to Exhibit I, to the Medical School Affiliation Agreement (MSAA) with Charles R. Drew University (CDU) of Medicine and Science for the Pathways to Health, Meaningful Health Careers Academy (Academy) component, to support additional student enrollment, increasing the annual maximum obligation by \$319,770, from \$390,830 to \$710,600, effective date of execution for the period of July 1, 2019 through June 30, 2023; funded by the Department of Public Health (DPH) and the Department of Mental Health (DMH).
2. Delegate authority to the Interim Director, or designee, to execute amendments to the Academy component of the MSAA, that provide an increase or decrease in funding up to 10 percent above or below the revised annual base maximum obligation, effective upon amendment execution, and make corresponding service adjustments, as necessary, subject to review and approval by County Counsel and notification to your Board and the Chief Executive Office.

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

33 July 9, 2019

  
CELIA ZAVALA  
EXECUTIVE OFFICER

## **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS**

In the summer of 2018, DPH and the DMH partnered with CDU in South Los Angeles and local community partners to launch an academic and community internship initiative to prepare young people for health careers. This led to the Academy, which focused on increasing the number of high school students of color that complete academic enrichment and internship opportunities to prepare them for meaningful health careers.

The inaugural cohort was comprised of 23 students, primarily from CDU-adjacent neighborhoods, who took part in a four-week summer academy at the CDU campus where the students completed an introductory public health college course and other college preparation courses. In the nine months after the summer program, students completed internships at community organizations primarily located in neighborhoods surrounding CDU. Aside from the internship, during Fall 2018, students were also able to take part in a Saturday Science Academy that expanded upon the community mental health content learned during the summer session; SAT preparation workshops; and ongoing mentorship. After participation in the Academy, 92 percent of the participants strongly agreed or agreed that they felt more confident and better equipped for college.

Approval of Recommendation 1 will allow the Health Agency to execute an amendment to the MSAA H-707735 with CDU to increase the maximum obligation to support additional activities for the Academy. The Health Agency currently has delegated authority to increase funding for this agreement; however, the recommended increase exceeds that authority. The additional funding will allow the Academy to increase its enrollment from 23 to 40 students, thus allowing more students to learn about and explore careers in public, mental, and behavioral health.

Approval of Recommendation 2 will allow the Health Agency to execute amendments to the Academy component of the MSAA to increase or decrease funding up to 10 percent above or below the revised annual base maximum obligation, effective upon amendment execution, and make corresponding service adjustments, as necessary.

## **Implementation of Strategic Plan Goals**

The recommended actions support Strategy II.2, “Support the Wellness of Our Communities”, III.1 “Continually Pursue Development of Our Workforce” and III.3, “Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability” of the County’s Strategic Plan.

## **FISCAL IMPACT/FINANCING**

The total cost for the recommended increase to the Academy component of the MSAA, for the period of July 1, 2019 through June 30, 2020, is \$710,600 consisting of \$355,300 from DMH and \$355,300 from DPH.

Funding for this increase has been included in DPH and DMH's fiscal year (FY) 2019-20 Recommended Budget and will be included in future FYs, as necessary.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

On May 29, 2018, your Board approved execution of a MSAA with CDU, which included the Academy component.

In June 2019, an amendment was executed with CDU for the Academy component to continue for the remainder of the MSAA through June 30, 2023, and increase the annual maximum obligation by \$35,530 to \$390,830.

### **CONTRACTING PROCESS**

Given the nature and scope of the services provided by CDU under the MSAA, the Health Agency has determined that additional services should continue to be provided by CDU.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of the recommendations will ensure a pipeline of students that represent the demographic and socioeconomic diversity of Los Angeles County and are interested in benefiting the County's medically underserved and vulnerable populations through a career in public, mental, and/or behavioral health.

Respectfully submitted,



Fred Leaf  
Interim Director

FL:lc

Enclosures (1)

c: Chief Executive Office  
County Counsel  
Executive Office, Board of Supervisors

**AMENDMENT NUMBER 2 TO AFFILIATION AGREEMENT**

**BY AND BETWEEN**

**CHARLES R. DREW UNIVERSITY OF MEDICINE AND SCIENCE**

**AND**

**COUNTY OF LOS ANGELES**

This Agreement, Exhibits and Addenda are made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2019 by and between the County of Los Angeles, hereinafter referred to as **County**, and Charles R. Drew University of Medicine and Science, hereinafter referred to as **University, CDU** and/or **Contractor**, and all collectively referred to hereafter as **Parties**. University is located at 171 East 120<sup>th</sup> Street, Los Angeles, California 90059.

**RECITALS**

WHEREAS, this Agreement is authorized under California Code, Government Code Section 31000 which authorizes the Board of Supervisors to contract for medical education and other related services; and

WHEREAS, on June 17, 2019, the parties executed an amendment to extend the term of the Pathways to Health, Meaningful Health Careers Academy (Academy) program and to increase the number of students participating in the Pathway to Health program located at Charles R. Drew University of Medicine and Science for an increase of 10% in the amount of \$35,530; and

WHEREAS, it is the intent of the parties hereto to execute an amendment to further increase funding by \$319,770 annually, and to increase the number of students participating in the Academy program; and

WHEREAS, the Agreement, Sub-paragraph 11.1 - Amendments provides that such changes may be made in the form of an Amendment which is formally approved and executed by the parties; and

WHEREAS, the County and the University believe that their missions are complementary and agree that it is in their best interests to continue to fulfill their respective missions through an affiliation.

NOW, THEREFORE, for good and valuable consideration, the parties agree to the following:

1. This Amendment shall be effective upon execution.

2. The Agreement is hereby incorporated by reference, and all of its terms and conditions, including capitalized terms defined herein, shall be given full force and effect as if fully set forth herein.

3. The Agreement Addendum A-3 (a) Purchased Services – Performance Based Payments Pathways to Health, Meaningful Health Careers Academy located at Charles R. Drew University of Medicine and Science, shall be deleted in its entirety and replaced with Addendum A-3 (b) that shall be effective July 1, 2019 through June 30, 2023, which increases the cost in the amount of \$319,770 for a total annual Maximum Obligation of \$710,600.

4. Except for the changes set forth hereinabove, Agreement shall not be changed in any respect by this Amendment.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Agreement to be executed by the County's Interim Director of the Health Agency, or authorized designee, and the University has caused this Agreement to be executed in its behalf by its duly authorized officers, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By \_\_\_\_\_ for  
Fred Leaf  
Interim Director, Health Agency

CONTRACTOR

CHARLES R. DREW UNIVERSITY OF  
MEDICINE AND SCIENCE

By \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

APPROVED AS TO FORM:  
MARY C. WICKHAM  
County Counsel

By \_\_\_\_\_  
Edward Morrissey  
Principal Deputy County Counsel

# Addendum A-3 (b)

## Purchased Services—Performance Based Payments

### Pathways to Health, Meaningful Health Careers Academy Located at Charles R. Drew University of Medicine and Science

Purpose – Provide oversight for Pathways to Health and administer the summer academy program

- Manage the implementation of Pathways for Health; this includes coordinating efforts of key partners (e.g. Department of Mental Health (DMH), Department of Public Health (DPH), and Coachman Moore & Associates)
- Establish a 4-week summer academy program and complementary community-based internship for 40, 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup> grade students primarily from South LA and prioritizing population including but not limited to transitional aged youth (TAY) and students with mental health lived experience, interested in health careers, specifically in the fields of public, mental, and behavioral health; this includes recruiting and selecting students and faculty, mentoring student participants, and establishing meaningful educational experiences to prepare students for success in college.

<b>Public Health Academy Calendar</b> Located at Charles R. Drew University of Medicine and Science <b>SUMMER PROGRAM SCHEDULE</b>				
Tuesday	Wednesday	Thursday	Friday	Saturday
Public Health instruction 9am-2:30pm	Mental Health instruction 9am-2:30pm	Rites of Passage 9am-12:00pm  Emotional Well-being, peer mediation, conflict resolution, self-esteem, communication skills, leadership training	College Prep (e.g. workshops on study skills, financial aid, college advising, writing personal statements, and more) 9am-12pm  Noon Lecture series (Guest lectures/Q&A with health professionals) 12pm-1:30pm	Math Enrichment/ SAT Prep 9am-12pm
Lunch 12pm-12:30pm	Lunch 12pm-12:30pm	Lunch 12pm-12:30pm	Lunch 1:30pm-2:00pm	

## Public Health Academy Calendar

Located at Charles R. Drew University of Medicine and Science

### SUMMER PROGRAM SCHEDULE

Tuesday	Wednesday	Thursday	Friday	Saturday
		Rites of Passage 12:30pm-2:30pm	2pm-2:30p College Prep	Literacy, math and Science Tutoring 12:00pm-2:30pm
5 hours/week x 4 weeks = 20 hours of public health instruction	5 hours/week x 4 weeks = 20 hours of mental health instruction	5 hours/week x 4 weeks = 20 hours of skills & leadership instruction	3hours/week x 4 weeks = 12 hours of college prep workshops  1.5 hours/week x 4 weeks = 6 hours of lecture and Q&A with health professionals	2.5 hours/week x 4 weeks = 10 hours of literacy, math, and science tutoring  3 hours/week x 4 weeks = 12 hours of math enrichment and SAT Prep

## Public Health Academy Calendar

Located at Charles R. Drew University of Medicine and Science and Community Based Internship Sites

### INTERNSHIP SCHEDULE (September -June)

Activity	Timeframe	Mon	Tue	Wed	Thu	Fri	Sat
<b>1. Internship hours</b> (schedules based on student availability, totaling 245 hours)	September- June	■	■	■	■	■	
<b>2. Saturday Programming—Session 1</b> a. <i>Science Enrichment</i> : Hands-on (Mental Health First Aid Training; psychology and medical simulations); 9am-12pm b. <i>Tutoring</i> ; 12pm-2pm c. <i>1 field trip</i> to connect classroom learning to real world d. <i>Community Action Project</i> : Participate and support implementation of the Let's Move! 3K/5K Run-Walk and Community/Family Health Fair (October), an annual event based on the initiative started by First Lady Michelle Obama to address the epidemic of childhood obesity; promote their community based internship sites during the event.	September- December						■
<b>3. Saturday Programming—Session 2</b> a. <i>SAT, test taking, &amp; critical thinking skills</i> ; 9am-12pm b. <i>Tutoring</i> ; 12pm-2pm	January- March						■



## Public Health Academy Calendar

Located at Charles R. Drew University of Medicine and Science and Community Based Internship Sites  
**INTERNSHIP SCHEDULE (September -June)**

Activity	Timeframe	Mon	Tue	Wed	Thu	Fri	Sat
c. <i>Community Action Project:</i> Participate in building a sustainable garden to help create green spaces in under resourced communities (every 3rd Saturday for 1 hour).							
<b>4. Saturday Programming—Session 3</b>	April-June						
a. <i>Science Enrichment:</i> Hands-on (CPR/First Aid Training, Hospital/clinic tour); 9am-12pm							
b. <i>Tutoring</i> 12pm-2pm c. <i>Community Action Project:</i> Participate and support implementation of the Science Day at CDU features multiple age and grade-level appropriate, fun learning stations that engage students in activities designed to increase their knowledge of 1) scientific principles, and the field of public health, mental well-being and medicine, 2) the science behind a variety of medical procedures and specialties and, 3) health care professions.							■

**Program Duration**

July 2019 – June 30, 2023

**County’s Maximum Obligation**

Total Per Year:

\$710,600 consisting of \$355,300 from DMH and \$355,300 from DPH.

Goal	Budget Total
<p><b>GOAL 1: Secure staffing and staff supports to launch and sustain the Academy.</b></p> <ul style="list-style-type: none"> <li>● <b>Executive Director, Eileen Forbes-Hill— \$72,000</b> 60% FTE Executive Director will provide strategic direction, develop program reports, make budget or program revisions, as needed, and identify program partners and additional funding for program expansion.</li> <li>● <b>Associate Program Director, Alexis Cabarga—\$65,000</b> Program Director will provide direct oversight of the program and the day to day operations</li> <li>● <b>Program Assistant Genesis Granados (50%) &amp; Keonna Hardson-Simpson (50%)—\$50,000</b> Program Assistant(s) will support, conduct outreach, review student applications and maintain files, track students 1-year after program completion</li> <li>● <b>Collegiate Level Course Instructor—\$3,600</b> Collegiate Level Course Instructor will teach Public Health course during summer programming</li> <li>● <b>College Prep Instructor/Consultant—\$1,700</b></li> </ul>	<p><b>\$300,540</b></p>

Goal	Budget Total
<p>Instructor/Consultant will teach college prep skills, including note taking, time management, study skills, memory triggers, focus and concentration and more</p> <ul style="list-style-type: none"> <li>• <b>Rights of Passage Instructor/Consultant—\$4,000</b> Instructor/Consultant will work with respective departments to conduct lesson planning and teach Rights of Passage during summer programming, which includes emotional well-being, communication skills, leadership training, and peer mediation</li> <li>• <b>Instructor Training—\$15,000</b> Training for instructors and tutors; \$5,000 per Saturday Academy session</li> <li>• <b>Math and Literacy Instructors and Tutors—\$15,000</b> This includes but is not limited to tutors on Saturdays and during math instruction for 40 students for 4 weeks during the summer, fall and winter; \$5,000 per Saturday Academy session</li> <li>• <b>Fringe Benefits—\$51,490</b> Fringe benefits to support Program Director and Program Assistant</li> <li>• <b>Mentors—\$20,000</b> Up to 40mentors to include CDU Undergraduate students, Graduate Students, Community Partners and/or CDU faculty to serve as summer, fall, spring, and winter mentors; \$500 per student</li> <li>• <b>Teacher’s Assistants—\$2,750</b> To provide in class support to course instructors</li> </ul>	
<p><b>GOAL 2: Administer the internship initiative.</b></p> <ul style="list-style-type: none"> <li>• <b>SAT Preparation--\$10,500</b> SAT preparation and Critical Thinking once a week for 8 weeks during the winter semester</li> <li>• <b>Materials and Supplies—\$15,000</b> Program supplies for students to complete summer, fall and winter programming. \$5,000 per semester</li> <li>• <b>Travel—\$31,818</b> Travel will be used to provide students a travel stipend to attend programming and their internship conduct outreach; funds will also be used to cover transportation costs for field trips and student recruitment, .</li> <li>• <b>Recruitment and quarterly convening of internship sites--\$55,000</b> Manage internship site application process; recruitment of new sites; conduct orientation and provide ongoing support; evaluate efforts</li> <li>• <b>CBO Internship Fee—\$80,000</b> \$2,000 per student to host students as interns</li> <li>• <b>CDU Overhead—\$49,742</b> 7% Overhead for CDU</li> </ul>	<p><b>\$242,060</b></p>

Goal	Budget Total
<p><b>GOAL 3: Recruit students and secure supports that ensure their success.</b></p> <ul style="list-style-type: none"> <li>• <b>Student Stipends—\$139,200</b> <ul style="list-style-type: none"> <li>○ 40 students earn \$1,000 for 4-week academic enrichment public health camp, Tuesday- Saturday (\$30,000)</li> <li>○ 40 students earn \$15 an hour for up to for up to 182 hours maximum in an educational, community-based internship during the school year. (\$109,200) 26 weeks, 6 months, Sep-Feb</li> </ul> </li> <li>• <b>Healthy lunches and snacks for summer Public Health Academy—\$16,000</b> Summer academy will run from 9:00 a.m. to 2:30 p.m. and will require snacks and lunches Tuesday through Saturday. \$15 a day for lunch per student and \$5 a day per snack, totaling \$20 a day per student for 20 days for 40 students</li> <li>• <b>Student community action projects--\$7,800</b> Students will conduct events to address public health, mental health, and mental well-being in underserved communities. Fall and Spring (Let's Move and Science Day)</li> <li>• <b>Program culmination and internship presentation —\$5,000</b> Cost to cover the cost of food, supplies and table/chair rentals for Orientation, presentation of internships and culmination</li> </ul>	<p><b>\$168,000</b></p>
<b>TOTAL BUDGET</b>	<b>\$710,600</b>

Deliverable	Completed by date
Monthly steering committee meetings with representatives from DPH, DMH, CDU, Coachman Moore and Ass., and feedback from 2 high school students are held to co-design Pathways to Health and address challenges and opportunities throughout the year	Effective date of Agreement and completed by June 30
Selection process for recruiting students to participate in program is determined in consultation with key partners and recruitment documents are created and distributed; outreach to eligible students (e.g. including outreach/recruitment at child/adolescent outpatient mental health centers in the Compton, Willowbrook, and Lawndale areas).	Effective date of Agreement thru July 6
Recruitment and selection of 40 students to participate in program	By July 6
Selection of faculty/staff in consultation with key partners to teach courses in academy	Completed by July 6
Selection of mentors for students	Completed by July 6
On-going support for mentors and faculty	Effective date of Agreement thru June 30

Deliverable	Completed by date
Academy opens July 9 <sup>th</sup> , there is an orientation to be completed prior to the 4-week session	Completed by July 07
Students participate in a variety of academic enrichment activities over the course of 4-weeks during the summer including classes in science, math, literacy, and have workshops on relevant topics including emotional well-being, communication skills, leadership training, college prep, and peer mediation training; curriculum is informed by Subject Matter Experts from DMH and DPH.	Completed by August 04
Students participate in continued enrichment activities in the fall and/or winter semester	Effective date of Agreement and completed by June 30
Mentors meet with each student at least once a month throughout both the academy and internship components of the program to set goals, assess progress and provide guidance on capstone projects; mentors help students address challenges and remain engaged in program	Beginning July and completed May
Support CMA in securing fall internships for students in consultation with Subject Matter Experts from DMH and DPH.	Completed by September 30
Program and student evaluations are designed to assess both student satisfaction and student achievements	Completed by July 6
Program and student evaluations are completed and a summary report detailing findings is produced; students receive individual evaluations and complete program evaluations	Completed by June 30
Executive Director identifies one or more program partners and potential additional funding for program expansion	Completed by June 30

1. **The Department of Mental Health shall pay University in accordance with Addendum A, Paragraph A-1.3.**
2. **University shall direct payment status inquiries to the following:**

Department of Mental Health  
550 S. Vermont Avenue, 8<sup>th</sup> floor  
Los Angeles, CA 90020  
Attention: Chief, Accounting Division
3. **University shall direct administrative/program inquiries to the following:**

Department of Mental Health  
Office of Administrative Operations  
550 S. Vermont Avenue, 8<sup>th</sup> floor  
Los Angeles, CA 90020  
Attention: Angel Baker  
[abaker@dmh.lacounty.gov](mailto:abaker@dmh.lacounty.gov)
4. **At the sole discretion of the Health Agency Director or his designee, he/she may authorize University to make prospective budget adjustment within and/or between the Program Goals, once every six months. To effect such an adjustment, University shall submit a written request to adjust its budget to the Health Agency Director. The request must include a proposal narrative to support the request and revised budget. Subject to the Health Agency Director's, or his designee's sole discretion and approval, an amendment to the Agreement shall be mutually agreed upon, prepared by the County and executed by the parties.**
5. **University shall reconcile its expenditures under this Agreement annually, and provide a reporting of such to the County at the above-mentioned address and attention of the same addressee. All funds provided to University that are not encumbered by June 30<sup>th</sup> of a Contract Year and spent (i.e., all goods and/or services received and paid for) within 45 calendar days following the end of a CY, shall be refunded to DMH no later than 90 calendar days following the end of such CY. Notwithstanding, at the sole discretion of the Health Agency Director or his designees, he/she may authorize University to rollover unspent funds to the next fiscal year. To effect such a rollover, University shall submit a written request to rollover funding to the Health Agency Director no later than April 30 of each CY. The request must provide an explanation why the University will not be able to fully utilize funds in the current CY, as well as provide a proposal narrative and budget detailing how it will use the rolled over funds in the following CY. Subject to the Health Agency Director's, or his designee's sole discretion and approval, an amendment to the Agreement shall be mutually agreed upon, prepared by the County and executed by the parties.**