



JONATHAN E. FIELDING, M.D., M.P.H.
Director and Health Officer

CYNTHIA A. HARDING, M.P.H.
Chief Deputy Director

313 North Figueroa Street, Room 806
Los Angeles, California 90012
TEL (213) 240-8117 · FAX (213) 975-1273

www.publichealth.lacounty.gov



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July 29, 2014

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:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

22 July 29, 2014

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

**AUTHORIZATION TO EXECUTE A MASTER AGREEMENT WORK ORDER FOR THE
PROVISION OF TEMPORARY PERSONNEL SERVICES AND APPROVE ONE NEW POSITION
TO SUPPORT THE NETWORK FOR A HEALTHY CALIFORNIA - LOCAL HEALTH DEPARTMENT
PROGRAM
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

SUBJECT

Provide authorization to execute a Master Agreement Work Order for the provision of temporary personnel services and approve one new position, subject to allocation, to support the Department of Public Health Division of Chronic Disease and Injury Prevention's Network for a Healthy California – Local Health Department Program.

IT IS RECOMMENDED THAT THE BOARD:

1. Delegate authority to the Director of the Department of Public Health (DPH), or his designee, to execute a Master Agreement Work Order (MAWO) for the provision of temporary personnel services for DPH's Division of Chronic Disease and Injury Prevention (DCDIP) to support the Network for a Healthy California – Local Health Department Program (Network-LHD), effective October 1, 2014 through September 30, 2015 at a total maximum obligation estimated not to exceed \$2,131,000, contingent upon the availability of United States Department of Agriculture (USDA) funding awarded by the California Department of Public Health (CDPH), and subject to review and approval by County Counsel, and notification to your Board and the Chief Executive Office (CEO).
2. Approve one new full time equivalent (FTE) Health Program Analyst II, in excess of that which is provided for in the DPH staffing ordinance pursuant to Section 6.06.020 of the County Code, and subject to allocation by the CEO; 100 percent funded by CDPH's Network-LHD funds.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of Recommendation 1 will permit DPH to execute a MAWO to support up to 23 contract personnel who will support Network-LHD's Nutrition Education Obesity Prevention – Los Angeles (NEOP-LA) project. The overarching goal of the NEOP-LA project is to reduce obesity and other diet-related chronic diseases among Supplemental Nutrition Assistance Program-Education (SNAP-Ed) participants and SNAP-eligible participants in Los Angeles County by increasing access to and consumption of healthy foods and beverages and increasing daily physical activity opportunities.

In May 2013, DCDIP entered into a MAWO to support 16 contract personnel. Upon consultation with CDPH, DCDIP is requesting an additional seven contract personnel necessary to meet emergent activities and an increased workload. A staffing assessment of the Network-LHD's NEOP-LA project identified a gap in staff dedicated to the areas of policy development, evaluation, and fiscal support, therefore DCDIP is requesting an additional seven contract personnel to address this gap. The 23 contract personnel are needed to ensure that DPH is able to meet all USDA/CDPH grant timelines and deliverables so that future grant funds are not jeopardized. The positions will provide leadership, coordination, program management, data collection and evaluation, general administrative support, and other specialized programmatic services that are of a professional, technical, and/or temporary nature that will contribute to DPH's efforts to improve nutrition and prevent obesity in Los Angeles County.

The positions provided under the MAWO include: one Project Director, one Senior Program Manager, one Communications Manager, one Senior Program Analyst, five Program Analysts, four Assistant Program Analysts, one Worksite Analyst, one Retail Analyst, One Early Childhood Analyst, one Communications Assistant, one Supervising Epidemiologist, one Epidemiologist, two Research Analysts II, and two Fiscal Analysts.

These temporary positions are sought to provide DPH additional time to request and fill County positions in excess of that which is provided for in the DPH staffing ordinance pursuant to Section 6.06.020 of the County Code, subject to allocation by the CEO. The division experienced delays in seeking the allocation request of the items due to changes in the Network-LHD program's conception and the division's reorganization process. The new organizational structure of DCDIP began in 2011 and created challenges to establishing the newly formed Network-LHD. Challenges included identifying the appropriate level items and work duties to ensure they aligned with DCDIP's centralization, County items, and revised guidance from USDA and CDPH. DCDIP's re-organization was ultimately approved on October 10, 2013, and the division has since addressed the challenges and anticipates submitting allocation requests for 21 of the 23 positions to DPH Human Resources before the end of July 2014. These positions are 100 percent offset by USDA/CDPH funds. Once County items have been allocated and filled, the corresponding temporary personnel positions will be de-funded.

Approval of Recommendation 2 will authorize DPH to fill the Health Program Analyst II position upon expiration of the MAWO. This position will provide essential programmatic, administrative, and managerial services to support the Network-LHD's overall goals and objectives, allowing DPH to build the infrastructure needed to address long term solutions for improving nutrition and preventing obesity in Los Angeles County. This item will be allocated as a temporary "N" item and, should the Network-LHD funds expire, DPH will attempt to mitigate the loss by identifying other revenue sources or transferring personnel to other funded projects.

Implementation of Strategic Plan Goals

The recommended actions support Goal 1, Operational Effectiveness/Fiscal Sustainability, and Goal 3, Integrated Service Delivery, of the County's Strategic Plan.

FISCAL IMPACT/FINANCING

The estimated total maximum obligation for this MAWO is \$2,131,000, 100 percent offset by the USDA/CDPH grant funds.

There is no net County cost associated with this action. Funding is included in DPH's fiscal year 2014-15 Recommended Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On October 19, 2010, your Board approved execution of Master Agreements with seven agencies for the provision of temporary personnel services and delegated authority to the Director of DPH, or his designee, to execute work orders under the Master Agreements with the following criteria for each work order: a) \$399,999 or less annually, DPH will notify your Board of the work order once approved by County Counsel; b) \$400,000 to \$699,999 annually, upon approval from County Counsel, DPH will provide two weeks advance written notice to your Board and, unless otherwise instructed, will execute the work order; and c) \$700,000 or more annually, DPH will return to your Board for approval.

On September 18, 2012, your Board approved the execution of a MAWO for the provision of temporary personnel services to support DCDIP's Network-LHD, effective upon date of execution and pursuant to your Board's approval through September 30, 2014 at a total maximum obligation not to exceed \$2,700,000.

On May 15, 2013, your Board was notified of execution of MAWO Number PH-001416-W9 with Public Health Foundation Enterprises, Inc. in the amount of \$2,110,020, to support 16 contract personnel for the period of May 15, 2013 through September 30, 2014, 100 percent offset by USDA funds awarded by CDPH.

CONTRACTING PROCESS

In July 2014, DPH will issue a work order solicitation to the seven Master Agreement contractors for temporary personnel services (23 positions) to support the Network-LHD program. Work order bids will be due in August 2014.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended actions will provide for the effective and continuous implementation of comprehensive local nutrition education and obesity prevention programs in Los Angeles County.

Respectfully submitted,

A handwritten signature in blue ink that reads "Jonathan E. Fielding". The signature is written in a cursive, flowing style.

JONATHAN E. FIELDING, M.D., M.P.H.
Director and Health Officer

JEF:srp:eav
BL#02977

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