

# Agenda Report

November 13, 2017

**TO:** Honorable Mayor and City Council

**THROUGH:** Finance Committee

**FROM:** Public Health Department

**SUBJECT: RECOGNIZE REVENUE AND APPROPRIATE EXPENDITURES OF \$429,121 TO THE PUBLIC HEALTH DEPARTMENT'S FISCAL YEAR 2018 OPERATING BUDGET AND INCREASE THE DEPARTMENTAL PERSONNEL ALLOCATION BY 3.0 FULL-TIME EQUIVALENTS (FTE) FOR THE SAMHSA GRANT FOR THE BENEFIT OF HOMELESS INDIVIDUALS (GBHI) PROGRAM**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find that the proposed action is not a project subject to the California Environmental Quality Act (CEQA) pursuant to Section 21065 of CEQA and Sections 15060(c)(2), 15060(c)(3), and 15378 of the State CEQA Guidelines and, as such, no environmental document pursuant to CEQA is required for the project;
2. Recognize revenue and appropriate expenditures of \$399,121 of federal grant funds, \$22,500 in Medi-Cal revenue, and \$7,500 in Medicare revenue to the Public Health Department's Fiscal Year (FY) 2018 Operating Budget and increase the departmental personnel allocation by 3.0 Full-Time Equivalents (FTE), limited term, grant-funded positions;
3. Authorize the City Manager to enter into a contract without competitive bidding pursuant to City Charter Section 1002(F), contracts for professional or unique services, with Union Station Homeless Services for outreach and engagement services for homeless populations in an amount not-to-exceed \$251,290 for a period of five years. Term shall commence on date of approval.
4. Grant the proposed contract an exemption from the competitive selection process pursuant to Pasadena Municipal Code Section 4.08.049(B), contracts for which the City's best interests are served.

**BACKGROUND:**

On August 30, 2017, the City of Pasadena Public Health Department (PPHD) was awarded a grant for the Benefit of Homeless Individuals (GBHI) for \$1,995,605 over five years by the United States Department of Health and Human Services, Substance Abuse and Mental Health Services Administration (SAMHSA) Division, to provide mental health, substance abuse, medical treatment, and social support services for individuals experiencing homelessness and other serious health problems in Pasadena and Altadena.

PPHD recommends recognizing \$399,121 of the grant award in FY 2018. In addition, program services are eligible for Medi-Cal and Medicare reimbursement on a fee for service basis. Since this is a new program, PPHD is projecting modest receipts of \$22,500 in Medi-Cal revenue and \$7,500 in Medicare revenue.

To meet the objectives of the grant, PPHD requests an increase in personnel by 3.0 FTEs limited term positions. The projected grant and fee for service revenue will support a Nurse Practitioner, Social Worker, and Community Services Representative (CSR) II. The Nurse Practitioner will provide medical services, conduct health screenings, and provide medication management. The Social Worker will provide behavioral health services, conduct assessments, and provide interventions needed to assist individuals with severe mental health illness and substance abuse issues. The CSR II will serve as a case manager, acting as the first point of contact for clients.

In addition to the requested new positions, existing staff will be reassigned from other PPHD programs to the GBHI program to provide program administration by a Division Manager, data collection and evaluation by the Epidemiologist, management support by a Management Analyst I, and administrative support by a Senior Office Assistant. The projected total personnel costs for the GBHI program team is presented in the table below.

<b>Positions</b>	<b>FTE</b>	<b>Salary</b>	<b>Benefits</b>	<b>Total</b>
Nurse Practitioner (new)	1.00	100,090	46,365	146,455
Social Worker (new)	1.00	54,575	28,986	83,561
Comm Service Rep II (new)	1.00	40,602	25,343	65,945
Division Manager (existing)	0.12	12,812	5,681	18,493
Epidemiologist (existing)	0.05	4,119	2,002	6,121
Management Analyst II (existing)	0.20	12,472	7,024	19,496
Senior Office Assistant (existing)	0.05	2,422	1,395	3,817
<b>Total Personnel Cost</b>	<b>3.42</b>	<b>\$227,09</b>	<b>\$116,796</b>	<b>\$343,888</b>

The grant also requires a full-time Peer Outreach Worker in the field to conduct outreach and engagement on evenings and weekends throughout the Pasadena community. PPHD recommends the City Council's approval of a competitive selection

exemption to establish a contract with Union Station Homeless Services, a Pasadena-based 501(c)3 nonprofit organization with over 40 years of experience that has served the Pasadena homeless population with demonstrated expertise in the services required by the grant. Los Angeles County has designated Union Station as the lead agency managing social service efforts in the San Gabriel Valley using the Coordinated Entry System to streamline the process of finding housing for those who are chronically homeless, with the goal of housing the most vulnerable and at-risk individuals first.

Union Station's demonstrated expertise at serving homeless populations, its designation as the lead agency managing homeless service efforts in the San Gabriel Valley, and its location in the city of Pasadena makes the organization uniquely qualified to provide the requested services. The contract value is expected to total \$50,258 in FY 2018 with a total value not-to-exceed \$251,290 over the term of the five-year grant.

### **COUNCIL POLICY CONSIDERATION:**

The proposed action is consistent with the City Council's strategic planning goal to ensure public safety by facilitating the creation and expansion of a comprehensive coordinated system of care for behavioral and health services for individuals impacted by homelessness.

### **ENVIRONMENTAL ANALYSIS:**

The action proposed herein is not a project subject to the California Environmental Quality Act (CEQA) in accordance with Section 21065 of CEQA and State CEQA Guidelines Sections 15060(c)(2), 15060(c)(3), and 15378. The acceptance and appropriation of a grant to provide services for people impacted by homelessness is a government fiscal activity that does not involve a direct or reasonably foreseeable indirect physical change in the environment. Therefore, the proposed action is not a "project" subject to CEQA, as defined in Section 21065 of CEQA and Section 15378 of the State CEQA Guidelines. Since the action is not a project subject to CEQA, no environmental document is required.

### **FISCAL IMPACT:**

It is anticipated that the projected revenue of \$429,121 will be received and spent in the current fiscal year. If approved, PPHD's FY 2018 operating budget will be increased by \$429,121 and the personnel allocation will be increased by 3.0 limited term FTEs. The net impact to the unappropriated fund balance is zero. Future funding will be included in the annual operating budget submission in each of the upcoming fiscal years. The program will be billed a share of department internal service charges, but no new indirect or support costs such as maintenance and information technology support are anticipated.

Recognize and Appropriate \$429,121 to PPHD's FY 18 Operating Budget and Increase FTE for GBHI Program

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The following table provides a budget summary for the GBHI Program.

<b>Budget Category</b>	<b>Projected Amount</b>
Revenue	\$429,121
Personnel	\$343,888
Operating Expenses	\$75,013
Internal Service Charges	\$10,220

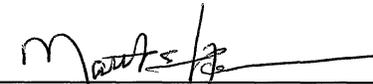
Respectfully submitted,

  
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