



# Agenda Report

August 24, 2020

**TO:** Honorable Mayor and City Council

**FROM:** Public Health Department

**SUBJECT:** **RECOGNIZE AND APPROPRIATE \$1,966,000 TO THE FISCAL YEAR 2021 PUBLIC HEALTH DEPARTMENT OPERATING BUDGET AND INCREASE THE DEPARTMENTAL PERSONNEL ALLOCATION BY 6.0 FULL-TIME EQUIVALENT (FTE) FOR THE COVID-19 EPIDEMIOLOGY AND LABORATORY CAPACITY (ELC) PROGRAM**

## **RECOMMENDATIONS:**

It is recommended that the City Council:

1. Find that the proposed action is not subject to the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Sections 15060(c)(2), 15060(c)(3), and 15378, as the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment;
2. Authorize the City Manager to enter into a contract with Los Angeles County to accept and administer federal grant funds on behalf of the City of Pasadena to expand epidemiology, surveillance, and testing capacity to combat COVID-19;
3. Adopt a resolution establishing new classifications and setting salary control rates for Public Health Nurse Manager and Epidemiologist Analyst; and
4. Amend the Fiscal Year 2021 Public Health Department operating budget by recognizing and appropriating \$1,966,000 in Los Angeles County grant pass-through funding from the Centers for Disease Control & Prevention and increase the departmental personnel allocation by 6.0 new full-time equivalent (FTE) limited-term grant-funded positions.

## **EXECUTIVE SUMMARY:**

Through the ELC for Infectious Diseases Cooperative Agreement established in 1995, the Centers for Disease Control & Prevention (CDC) distributes federal resources to

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state and local public health departments to strengthen the nation's infectious disease infrastructure. The CDC currently provides ELC funding to 50 states, 8 territories, and 6 of the nation's largest local health departments including Los Angeles County. While prevention and control of diseases such as tuberculosis and HIV is funded through large categorical grants from the CDC, the ELC grant strengthens infrastructure for surveillance and response to infectious diseases in general, including emerging pathogens such as SARS-CoV-2.

As part of the Paycheck Protection Program and Health Care Enhancement Act of 2020, the CDC awarded \$10.25 billion dollars in supplemental ELC funding to grant recipients. Recognizing the need for regional investment, Los Angeles County issued ELC subawards to the City of Pasadena Public Health Department (PPHD) and City of Long Beach Public Health Department. Los Angeles County awarded the PPHD \$3,502,993 through November 2022 to expand epidemiology, surveillance, and testing capacity to combat COVID-19. The PPHD recommends recognizing \$1,966,000 of the grant funding in FY 2021.

ELC funding may only support activities that complement, not duplicate, existing infectious disease efforts and programs with the intent of maximizing public health impact. To meet the objectives of the grant, PPHD requests an increase in personnel by 6.0 FTE limited-term positions. The grant will fully support a Public Health Nurse Manager, Public Health Nurse, Licensed Vocational Nurse, Epidemiology Analyst, Administrative Specialist, and an Office Assistant.

The grant will support Department efforts to expand access to testing by building a sustainable system utilizing commercial and public options including providing education to medical providers who need support to offer testing in their offices. The Department will upgrade public health surveillance systems including case investigation software, a vaccination appointment system, and health record system. A health record system is expected to improve the Department's ability to process, manage, analyze, use, and report public health data. The grant will also improve infection prevention capacity and optimize COVID-19 diagnostic testing and reporting.

The recommended actions provides support for the Pasadena Public Health Department to add needed staff, advance systems, and establish practices that will enhance local capacity to identify, respond, and manage infectious disease control efforts for COVID-19 and other pathogens. This investment is expected to improve testing access, infection prevention, and communicable disease response and ultimately enhance Department capacity to respond to infectious diseases such as COVID-19.

### PROPOSED NEW CLASSIFICATIONS

**Public Health Nurse Manager:** Establish the title and annual salary control rate of \$115,000 for the new classification of Public Health Nurse Manager. This position will be assigned to the Community Health Services Division of the Public Health Department. Reporting to the Community Health Services Division Manager, the Public Health Nurse Manager manages

the staff and daily operations of multiple disease prevention and control programs and associated clinics. Incumbents provide clinical direction to assigned Public Health Nurses, clinical nursing staff and technical staff and ensure clinical programs are effective and efficient. By establishing this new class, the Human Resources Department will be able to recruit for candidates that meet specific experience requirements and possess professional certifications. This is a new classification and therefore is currently vacant and will be accreted to the Pasadena Management Association.

**Epidemiology Analyst:** Establish the title and annual salary control rate of \$85,000 for the new classification of Epidemiology Analyst. This position will be assigned to the Administration & Finance Division of the Public Health Department. Reporting to the Epidemiologist, the Epidemiologist Analyst assists in performing epidemiological case/outbreak investigations, data management, communicable disease surveillance, health data analysis, and public health emergency management planning and response. By establishing this new class, the Human Resources Department will be able to recruit for candidates that meet specific experience requirements. This is a new classification and therefore is currently vacant and will be accreted to the Pasadena Management Association.

### **COUNCIL POLICY CONSIDERATION:**

The proposed action is consistent with the City Council's strategic planning goal to ensure public health and safety by expanding access to COVID-19 testing, increasing infection control capacity, and improving systems needed to collect and report public health data.

### **ENVIRONMENTAL ANALYSIS:**

The subject contract and appropriation of funds is not subject to CEQA pursuant to State CEQA Guidelines Section 15060(c)(2), 15060(c)(3), and 15378. CEQA Guidelines Section 15060(c)(2) states that an activity is not subject to CEQA if "The activity will not result in a direct or reasonably foreseeable indirect physical change in the environment." The proposed action consists of a contract and appropriation of funds. No direct or reasonably foreseeable indirect physical change in the environment would result. Additionally 15378(b)(2) states "Continuing administrative or maintenance activities, such as... personnel-related actions" are not a project. Under this definition, the proposed activity is not a CEQA "Project" and is, therefore, also not subject to CEQA pursuant to CEQA Guidelines Section 15060(c)(3).

### **FISCAL IMPACT:**

It is anticipated that the grant award of \$1,966,000 will be received and spent in Fiscal Year 2021. Pending approval by the City Council, the Fiscal Year 2021 operating budget will be increased by \$1,966,000 for project implementation and the department

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personnel allocation will be increased by 6.0 FTEs including the establishment of two new classifications of Public Health Nurse Manager and Epidemiology Analyst. No net impact to the unappropriated fund balance is anticipated. Remaining grant funding will be included in the annual budget submission in future fiscal years.

Respectfully submitted,



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STEVE MERMELL  
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ATTACHMENT: Resolution Establishing New Classifications