

**AMENDMENT OF  
THE INTERLOCAL COOPERATION AGREEMENT  
BETWEEN THE CITY OF AUSTIN AND TRAVIS COUNTY  
FOR PUBLIC HEALTH SERVICES FOR FISCAL YEAR 2012  
( 2012 Renewal)**

This Amendment of the "Interlocal Cooperation Agreement Between the City of Austin and Travis County for Public Health Services" ("Amendment") is entered into by and between the City of Austin, a Texas home rule municipal corporation (City) and Travis County, a political subdivision of the State of Texas (County).

**RECITALS**

City and County ("Parties" or "Party," as applicable), entered into the Agreement for an initial term that began October 1, 2007, and terminated on September 30, 2008.

The Parties entered into a renewal of the Agreement for a three-month term, which was effective October 1, 2008, and expired on December 31, 2008; and entered into another renewal of the Agreement for a nine-month term, which was effective on January 1, 2009, and expired on September 30, 2009.

The Parties have entered into additional renewals of the Agreement for one-year terms, with the most recent renewal being effective on October 1, 2011, and expiring on September 30, 2012 ("2012 Renewal Term").

The Agreement allows the Parties to amend the Agreement in writing, subject to written approval of the Parties.

The Parties wish to make certain amendments to the Agreement that will be in effect during the remainder of the 2012 Renewal Term and County wishes to ratify the provision of services provided prior to the date of execution of this Amendment.

NOW, THEREFORE, in consideration of the mutual benefits to be received, the Parties agree as follows:

**1.0     2012 RENEWAL TERM.**

**1.1     Renewal Term.** The Parties agree that the terms of this Amendment apply to the remaining portion of the 2012 Renewal Term, under the terms and conditions of the Agreement, as amended.

**1.2 Amended Renewal Term.** The Parties agree that the provisions of this Amendment will be effective as of the effective date below and will continue through September 30, 2012 ("Amended 2012 Renewal Term").

**1.3 Ratification.** County ratifies services provided prior to the date of execution of this Amendment.

## **2.0 AMENDMENT FUNDS**

**2.1 Amendment Funds.** The Parties agree that City and County funding for the programs added under this amendment will be as follows:

**2.1.1 Community Health Assessment and Community Health Improvement Plan** ("CHA/CHIP"). County will pay City \$34,000 in return for City's work towards completing the CHA and CHIP. City and other entities will contribute the remaining cost of this project and City will secure the completion of the Plan according to the terms of this Amendment, including the provisions of Exhibit 1.

City and County agree that the total dollar amount of this amendment is \$34,000.00, and that County will pay City that amount within thirty (30) days of execution of this Amendment by both Parties.

**2.2 Agreement Funds.** The Parties agree that the amount and billing/payment process of the Agreement as to services other than those covered by this Amendment will remain unchanged.

## **3.0 ATTACHMENTS**

**3.1 Attachment A.** The Parties agree to amend Attachment A, "Work Statement, Public Health Services," by adding the following new section:

Section VII., "Community Health Assessment and Community Health Improvement Plan," as set forth in the "Attachment A-2012 - Amended Work Statement, Public Health Services – CHA/CHIP," which is attached to and made a part of this Amendment for all purposes as Exhibit 1.

## **4.0 INCORPORATION**

City and County hereby incorporate this Amendment into the Agreement, as previously amended, and ratify all terms and conditions of the Agreement that are not amended above. City and County agree that the Agreement, as previously amended and as amended above, constitutes the entire agreement between the Parties with regard to public health services and supersedes any prior understanding or written or oral agreements or representations between the Parties.

## **5.0 EFFECTIVE DATE**

The Parties agree that this Amendment shall be effective the latest date signed by an authorized representative of each Party.

### **TRAVIS COUNTY**

**By:**\_\_\_\_\_

**Title:**\_\_\_\_\_

**Date:**\_\_\_\_\_

### **CITY OF AUSTIN**

**By:**\_\_\_\_\_

**Bert Lumbreras, Assistant City Manager**

**Date:**\_\_\_\_\_

## **EXHIBIT 1**

### **ATTACHMENT A-2012 – AMENDED WORK STATEMENT PUBLIC HEALTH SERVICES**

#### **VII. Community Health Assessment and Community Health Improvement Plan.**

##### **A. Vision: Healthy People are the Foundation of Our Thriving Community.**

1. CHA/CHIP. City, through Austin/Travis County HHSD, is beginning a Community Health Assessment and Community Health Improvement Plan. Per the National Association of County and City Health Officials, “A community health assessment (CHA) engages community members and local public health system partners to collect and analyze health-related data from many sources. A CHA (1) Informs community decision-making; (2) Prioritizes health problems; and (3) Assists in development and implementation of community health improvement plans. A Community health improvement plan (CHIP) is an action-oriented plan that outlines the priority community health issues based on CHA findings. The community and partners work together to identify how issues will be addressed and how to measure progress. The long-term goal is to ultimately improve the community’s health.”

2. Purpose. Austin/Travis County HHSD along with partners, stakeholders, and community members are conducting a comprehensive CHA and CHIP in order to 1) Engage community members on health issues; 2) Understand health disparities in communities; 3) Differentiate needs in various communities; 4) Enable leaders to establish health priorities based on community needs; 5) Facilitate local public health system to focus on programs/services that address community health needs; 6) Meet 2 of 3 prerequisites for Public Health Accreditation; 7) Strengthen viability to successfully compete for funding opportunities; 8) Enable collaboration with partners and meet new partners; and 9) Promote action planning to achieve healthy communities and healthy behaviors.

3. Contract with HRiA. Austin/Travis County HHSD is contracting with Health Resources in Action (HRiA) for consulting services on components of engagement and strategic planning towards the Community Health Assessment. Specifically, HRiA will 1), provide consultation on community and partner engagement; 2) provide consultation on committee and subcommittee engagement; 3) conduct 7-8 community focus groups; 4) conduct 12-14 key informant interviews; and 5) write draft and final community health assessment report. Background on HRiA is provided in Section VII. F herein. The various community and partner engagement activities are listed in Section E below.

##### **B. Amendment Obligations.**

###### **1. Description of the Projects.**

1.1 CHA. With respect to the community health assessment (CHA), the Parties agree to work together and with Health Resources in Action (HRiA) pursuant to the contract entered into between City and HRiA (a copy of which will be provided to County) towards completing

the CHA for Austin and Travis County. While only the City will contract with HRiA, which is the entity that will do the work to create the CHA, the City and County agree to share in the costs to be paid to HRiA as set forth in this Amendment. Specifically, City will pay HRiA directly, and County agrees to reimburse City for a portion of those costs. In return, the County will be allowed to participate fully in the development of the CHA and have a copy of the final CHA written report prepared by HRiA.

1.2 CHIP. With respect to the Community Health Improvement Plan (CHIP), the Parties likewise agree to work together towards completing the CHIP for Austin and Travis County. Although the entity that will complete the CHIP has not been selected at this time, the Parties agree that the City in its sole discretion will select that entity. Additionally, the City alone will contract with that entity and pay it directly. City will advise County throughout the contracting process as to the selection of the CHIP entity and will provide County a copy of the contract upon completion. The County agrees to reimburse City for a portion of those costs as set forth in this Amendment. In return, the County will be allowed to participate in the development of the CHIP and have a copy of the final CHIP written report.

1.3 Participation. City and County will mutually agree to the method and extent of County participation throughout the CHA/CHIP process. City will provide County with ongoing written updates of the process and will provide such information relevant to the process to County as County may reasonably request.

**D. Expenses.** Total expenses associated with conducting a CHA and CHIP are funded by the sources listed in the table below. A/TCHHSD plans to release a RFP for the CHIP. Expenses for the CHIP are expected to be similar to the CHA but with an increase in meeting facilitation services.

1. Breakdown of Costs for 2012 Community Health Assessment (CHA) and Community Health Improvement (CHIP).

Item	Cost	Time frame	Project
Contract with Health Resources in Action ( <i>see table for specific costs and deliverables</i> )	\$54,890	Jan – June 2012	CHA
Incentive Cards for Precinct Forums (50 \$20 cards at 8 forums)	\$8,000	Feb – Sept 2012	CHA and CHIP
Focus Group Incentive Cards (10 \$30 cards for 8 groups)	\$2,400	April 2012	CHA
Incentive Cards to Community Based Orgs for each complete focus group (\$150 for 8 groups)	\$1,200	April 2012	CHA
2 CHIP planning Meetings with CHIP Committee and Steering Committee	\$10,000	July 2012	CHIP
5 Facilitated meetings with community and partner work groups	\$20,000	July – Oct 2012	CHIP
Development of CHIP document and PowerPoint	\$20,000	Draft CHIP Oct 31, 2012 Final CHIP Dec 1, 2012 PowerPoint Dec 15 2012	CHIP

In-person training and Presentations at Conferences and/or Meetings	\$10,000	July 2012 – Dec 2012	CHA and CHIP
Janitorial Services after Forums	\$960	Feb 2012 – Sept 2012	CHA and CHIP
Refreshments at work lunch meetings, trainings, and conferences	\$2,360	August 2011 – Dec 2012	CHA and CHIP
Travel and Lodging for CHA CHIP Trainings	\$5,400	July 2011 – Dec 2012	CHA and CHIP
Conferences	\$1,405	August 2011 – Dec 2012	CHA and CHIP
Office supplies/Online Survey Acct/Postal Services	\$3,500	July 2011 – Dec 2012	CHA and CHIP
Staff Time (admin)	\$3,000	Nov 2011 – July 2012	CHA and CHIP
Marketing/Branding	\$4,764	Jan 2012 – March 2012	CHA and CHIP
Fliers for Forums	\$1,600	Feb 2012 – Sept 2012	CHA and CHIP
Printing CHA and CHIP (bound books)	\$6,000	July 2012 – Dec 2012	CHA and CHIP
Advertising and Miscellaneous	\$2,500	Feb 2012 – Sept 2012	CHA and CHIP
<b>TOTAL</b>	<b>\$157,978.75</b>		

## 2. Health Resources in Action Cost Breakdown for CHA Activities

<b>Task</b>	<b>Estimated Costs</b>	<b>Notes/Assumptions</b>
Engagement of the key Committees by phone and face-to-face and overall project management	\$7,200	<i>Also includes staff time for first trip to Austin for meetings</i>
<b>Community Health Assessment</b>		
<ul style="list-style-type: none"> <li>Secondary data review and analysis (staff time for reviewing existing aggregated data; creating visual graphs/charts)</li> </ul>	\$3,500	<i>Assumes synthesis of already analyzed/aggregated data; not analysis of raw datasets</i>
<ul style="list-style-type: none"> <li>12-14 key informant interviews for assessment (staff time for developing the interview guide, conducting and note-taking during interviews, and analyzing the qualitative data) and analysis/integration of existing Central Health Connection Leader dialogue interviews</li> </ul>	\$7,375	<i>Assumes several interviews conducted during April trip; other interviews conducted by telephone</i>
<ul style="list-style-type: none"> <li>7-8 focus groups for assessment* (staff time for developing moderator's guides, working with community organizations on focus group recruitment and logistics, conducting and note-taking during the 7-8 focus groups, and analyzing the qualitative data. All focus groups to be conducted during April 2011 trip.</li> </ul>	\$14,875	<i>Does <u>not</u> include any direct costs such as participant stipends, community organization stipends for recruiting, or focus group incidentals (e.g., snacks); it is also assumed that Austin/Travis County HHS will be integral in helping organize the focus groups</i>
<ul style="list-style-type: none"> <li>Data analysis and assessment report development; revisions based on client feedback; executive summary development</li> </ul>	\$12,000	<i>Assumes final product is a concise, reader-friendly CHA report, approx. 35-45 pages; this does not include collateral materials (e.g., PowerPoint) or staff time related to dissemination of CHA findings</i>
<b>Travel costs</b> – includes 2 trips to Austin/Travis County for CHA. This line item includes direct travel costs only (plane fare/mileage, hotel, rental car, food, etc.). Staff time for trips is	\$9,940	<i>Assumes first trip to Austin occurs during already scheduled trip to TX for other projects; travel costs for first trip only</i>

subsumed into tasks described above. <ul style="list-style-type: none"> <li>1<sup>st</sup> CHA trip: 2 staff/2 days (meetings)</li> <li>2<sup>nd</sup> CHA trip: 4 staff/4.5 days (qualitative data collection)</li> </ul>		<i>include additional hotel and food; airfare and other travel expenses not included, as expected they will be subsumed among other projects</i>
<b>TOTAL</b>	<b>\$54,890</b>	

3. Consultant Breakdown for CHIP Activities.

Item	Cost	Time frame	Project
2 CHIP planning Meetings with CHIP Committee and Steering Committee	\$10,000	July 2012	CHIP
5 Facilitated meetings with community and partner work groups	\$20,000	July – Oct 2012	CHIP
Development of CHIP document and PowerPoint	\$20,000	Draft CHIP Oct 31, 2012 Final CHIP Dec 1, 2012 PowerPoint Dec 15 2012	CHIP
In-person training and Presentations at Conferences and/or Meetings	\$10,000	July 2012 – Dec 2012	CHA and CHIP
<b>TOTAL</b>	<b>\$60,000</b>		

4. Planned Budget.

<b>Budget for Austin / Travis County CHA CHIP</b>	
<b>Agency</b>	<b>Contribution</b>
A/TCHHSD	\$59,000
Travis County	\$34,000
Central Health	\$10,000
Seton Healthcare Family	\$10,000
NACCHO Grant	\$35,000
St. David's Foundation	\$10,000
<b>TOTAL</b>	<b>\$158,000</b>

**E. Community and Partner Engagement Activities**

1. Precinct Forums. Community forums in all four Travis County precincts that showcase the role of public health, what services A/TCHHSD provides, and dialogue on strengths, needs, and potential solutions. Timeline: 4<sup>th</sup> Thursday of each month from 5 pm to 8 pm February 23<sup>rd</sup>, March 22<sup>nd</sup>, April 26<sup>th</sup>, May 24<sup>th</sup>, June 28<sup>th</sup>, July 26<sup>th</sup>, August 23<sup>rd</sup>, and September 27<sup>th</sup>
2. Key Informant Interviews. Fourteen interviews of key leaders and stakeholders in the community focused on community themes and strengths, current state of the public health system, and expected changes in the coming years. Steering Committee members collaborate with staff to nominate the interviewees. Timeline: March to April 2012

3. Focus Groups. Seven to Eight focus groups conducted representative of Travis County and City of Austin residents. Groups focus on detailed community strengths and needs and key issue areas. Timeline: April 2012
4. Partner and Stakeholder Strategic Planning Meetings: Several meetings, surveys, and forums to occur during the Community Health Improvement Process to prioritize key indicator data, select priority issue areas, and develop objectives and action step. Timeline: February/March to December 2012

**F. Background on HRiA (per HRiA's Scope of Work)**

“Health Resources in Action (HRiA) is a 54-year old non-profit organization, serving governmental, health care, and public health agencies to improve community health. In addition to the expertise and rigor that HRiA provides, HRiA encompasses three main characteristics that offer a unique advantage over other organizations: 1) experience working around the country; 2) emphasis on community engagement and a participatory approach; and 3) a focus on the social determinants of health. Below is a brief summary on each of these.

While HRiA is nationally recognized in the field of community health assessments, the organization provides unique value to Austin/Travis County Health and Human Services. With its large amount of qualitative data recently gathered for Central Health through 28 hour-long key informant interviews with a wide range of area leaders, Austin/Travis County Health and Human Services can capitalize on this existing dataset to provide a rich contribution to the community health assessment. This will help the quality of the CHA report as well as serve as a cost-savings for Austin/Travis County Health and Human Services. Additionally, HRiA can expedite the assessment process by leveraging its relationships with area leaders and facilitating a strong community engagement and data collection process in a brief period of time. HRiA is in a unique position to engage leaders and residents in the community health assessment process while also producing a high quality assessment report that integrates both qualitative and quantitative data.”