MEMORANDUM

TO: Anne Morgan, City Attorney
Ethics Commission
Nathan Wiebe, Auditor's Office
Isabel Lopez-Aguilar

FROM: Myrna Rios, Assistant City Clerk MR

DATE: July 17, 2017

SUBJECT: Sworn Complaint

The attached sworn complaint was received on July 17, 2017 in the Office of the City Clerk. It was filed by Nathan Wiebe against Isabel Lopez-Aguilar.

Per City Code, Chapter 2-7-41(D), this letter serves as the Office of the City Clerk's acknowledgement that the complaint was received and as notice to all those named above, as required in the code.

Attachment

ETHICS REVIEW COMMISSION
CHAPTER 2-7 CITY CODE
COMPLAINT

NAME OF PERSON(S) FILING COMPLAINT: Nathan Wiebe, Chief of Investigations, Office of the City Auditor

MAILING ADDRESS: PO Box 1088, Austin TX 78767-1088

PHONE NUMBER: 512-974-2805

EMAIL ADDRESS: nathan.wiebe@austintexas.gov

PLEASE FILE A SEPARATE COMPLAINT FORM FOR EACH PERSON COMPLAINED AGAINST.

NAME OF PERSON COMPLAINED AGAINST: Isabel Lopez-Aguilar

CITY OFFICE, DEPARTMENT, COMMISSION: Hispanic/Latino Quality of Life Resource Advisory Commission

MAILING ADDRESS: unknown

PHONE NUMBER [IF KNOWN]: n/a

EMAIL ADDRESS [IF KNOWN]: n/a

The Ethics Review Commission has jurisdiction to hear complaints alleging violation(s) of the following provisions:

- City Code, Chapter 2-1, Section 2-1-24 (City Boards, Conflict of Interest and Recusal)
- City Code, Chapter 2-2 (Campaign Finance)
- City Code, Chapter 2-7 (Ethics and Financial Disclosure), except for Article 6 (Anti-lobbying and Procurement)
- City Code, Chapter 4-8 (Regulation of Lobbyists)
- City Charter, Article III, Section 8 (Limits on Campaign Contributions and Expenditures)

PLEASE LIST EACH ALLEGED VIOLATION OF THE ABOVE CITY CODE AND CHARTER PROVISIONS SEPARATELY ON THE FOLLOWING PAGES.

I.

SECTION OF CHARTER OR ORDINANCE VIOLATED: City Code 2-7-63 (a)

DATE OF ALLEGED VIOLATION: July 27, 2016

ACTIONS ALLEGED TO BE A VIOLATION:
We found evidence that Lopez-Aguilar, in her capacity as a commissioner on Hispanic/Latino Quality of Life Resource Advisory Commission (HLQLRAC), appears to have participated in a vote on an agenda item that affected a nonprofit entity, Latino HealthCare Forum (LHCF), in which Lopez-Aguilar appears to have a substantial interest, as defined in City Code §2-7-2(10). The vote resulted in a recommendation to Council for funding to LHCF to offer outreach and enrollment services for health insurance to the "uninsured population" in Austin's Hispanic/Latino community. The proposed funding was incorporated into the City's Fiscal Year 2017

WITNESSES OR EVIDENCE THAT WOULD BE PRESENTED:

(see the table of contents attached)

CONTACT INFORMATION OF ANY PERSON(S), OTHER THAN THE PERSON COMPLAINED AGAINST, WHO IS IDENTIFIED BY NAME ABOVE OR IN ANY ATTACHMENTS AS INVOLVED IN THE ALLEGED INAPPROPRIATE CONDUCT: (Leave blank if inapplicable.)

NAME: n/a

MAILING ADDRESS:

EMAIL ADDRESS [IF KNOWN]:

NAME: n/a

MAILING ADDRESS:

EMAIL ADDRESS [IF KNOWN]:

NAME:

MAILING ADDRESS:

EMAIL ADDRESS [IF KNOWN]:

II.

SECTION OF CHARTER OR ORDINANCE VIOLATED: City Code 2-7-64 (a)

DATE OF ALLEGED VIOLATION: July 27, 2016

ACTIONS ALLEGED TO BE A VIOLATION:
We found evidence that Lopez-Aguilar, in her capacity as a commissioner on Hispanic/Latino Quality of Life Resource Advisory Commission (HLQLRAC), did not disclose her substantial interest in Latino HealthCare Forum (LHCF), which appears to have been affected by a vote on an agenda item regarding funding to LHCF to offer outreach and enrollment services for health insurance to the "uninsured population" in Austin's Hispanic/Latino community.

WITNESSES OR EVIDENCE THAT WOULD BE PRESENTED:

(see the table of contents attached

CONTACT INFORMATION OF ANY PERSON(S), OTHER THAN THE PERSON COMPLAINED AGAINST, WHO IS IDENTIFIED BY NAME ABOVE OR IN ANY ATTACHMENTS AS INVOLVED IN THE ALLEGED INAPPROPRIATE CONDUCT: (Leave blank if inapplicable.)

NAME: n/a

MAILING ADDRESS:

EMAIL ADDRESS [IF KNOWN]:

NAME: n/a

MAILING ADDRESS:

EMAIL ADDRESS [IF KNOWN]:

NAME:

MAILING ADDRESS:

EMAIL ADDRESS [IF KNOWN]:

III.

SECTION OF CHARTER OR ORDINANCE VIOLATED: §2-1-24(b)

DATE OF ALLEGED VIOLATION: July 27, 2016

ACTIONS ALLEGED TO BE A VIOLATION:
We found evidence that Lopez-Aguilar, in her capacity as a commissioner on Hispanic/Latino Quality of Life Resource Advisory Commission (HLQLRAC), did not sign the attendance sheet indicating conflict with any item on the agenda; specifically, Lopez-Aguilar did not indicate her conflict with agenda item 4(b) of the July 27, 2016 HLQLRAC meeting.

WITNESSES OR EVIDENCE THAT WOULD BE PRESENTED: n/a

CONTACT INFORMATION OF ANY PERSON(S), OTHER THAN THE PERSON COMPLAINED AGAINST, WHO IS IDENTIFIED BY NAME ABOVE OR IN ANY ATTACHMENTS AS INVOLVED IN THE ALLEGED INAPPROPRIATE CONDUCT: (Leave blank if inapplicable.)

NAME:

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EMAIL ADDRESS [IF KNOWN]:

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MAILING ADDRESS:

EMAIL ADDRESS [IF KNOWN]:

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MAILING ADDRESS:

EMAIL ADDRESS [IF KNOWN]:_____

IV.

SECTION OF CHARTER OR ORDINANCE VIOLATED:_____

DATE OF ALLEGED VIOLATION: _____

ACTIONS ALLEGED TO BE A VIOLATION:

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WITNESSES OR EVIDENCE THAT WOULD BE PRESENTED:_____

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CONTACT INFORMATION OF ANY PERSON(S), OTHER THAN THE PERSON COMPLAINED AGAINST, WHO IS IDENTIFIED BY NAME ABOVE OR IN ANY ATTACHMENTS AS INVOLVED IN THE ALLEGED INAPPROPRIATE CONDUCT: (Leave blank if inapplicable.)

NAME:_____

MAILING ADDRESS:_____

EMAIL ADDRESS [IF KNOWN]:_____

NAME:_____

MAILING ADDRESS:_____

EMAIL ADDRESS [IF KNOWN]:_____

NAME:_____

MAILING ADDRESS:_____

EMAIL ADDRESS [IF KNOWN]:_____

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[IF MORE ROOM IS NECESSARY, PLEASE CONTINUE ON A BLANK PAGE USING THE SAME FORMAT]

ALL THE STATEMENTS AND INFORMATION IN THIS COMPLAINT ARE TRUE AND FACTUAL TO THE BEST OF MY KNOWLEDGE.

DATE: 7/17/17

COMPLAINANT'S SIGNATURE

PRINT NAME

STATE OF TEXAS

COUNTY OF TRAVIS

This instrument was acknowledged, sworn to and subscribed before me by

Nathan Ulcbe

On the 17 day of July, 2017, to certify which witness my hand and official seal.

Notary Public in and for the State of Texas

Myrna Rios

Typed or Printed Name of Notary

MYRNA G. RIOS
Notary Public, State of Texas
Comm. Expires 07-02-2020
Notary ID 11007377

THIS FORM MUST BE SUBMITTED TO THE OFFICE OF THE CITY CLERK.

Exhibit A

OFFICE OF THE CITY AUDITOR, INVESTIGATIVE COMPLAINT
2017
Office of the City Auditor Complaint Against Isabel Lopez-Aguilar

Exhibit A

Allegation

In July 2016, the Office of the City Auditor received an allegation that Hispanic/Latino Quality of Life Resource Advisory Commission (HLQLRAC) member Isabel Lopez-Aguilar is an employee of Latino HealthCare Forum, and that there may have been a conflict of interest resulting from these roles.

Background

HLQLRAC "advise[s] the City Council on issues relating to the quality of life for the City's Hispanic/Latino Community and shall recommend programs and policies designed to alleviate any inequities that may confront Hispanics and Latinos in social, economic, and vocational pursuits including education, youth services, housing and community development, cultural arts, economic development, health, civic engagement, and transportation." Isabel Lopez-Aguilar was appointed to sit on the HLQLRAC in March 2015. **[Exhibit B]**

The Latino HealthCare Forum (LHCF) is an Austin nonprofit organization that receives funding from the City of Austin to provide programs and services, specific to health, to vulnerable populations in Austin. **[Exhibit C]** LHCF's contract is administered by Austin Public Health. **[Exhibit N, page 6 under Personnel]** Isabel Lopez-Aguilar has worked for LHCF since January 2015. She is currently a Navigator and Program Coordinator at LHCF. **[Exhibit D]**

Investigation Results

We found evidence indicating that Isabel Lopez-Aguilar voted on an agenda item, in her capacity as a commissioner on HLQLRAC, which ultimately funded LHCF to provide outreach and enrollment to health insurance for the "uninsured population" in Austin's Hispanic/Latino community.

According to City Code §2-7-63(a): Prohibition of Conflict of Interest:

> "A city official or employee may not participate in a vote or decision on a matter affecting a natural person, entity, or property in which the official or employee has a substantial interest..."

As a commissioner to service on HLQLRAC in March 2015, Isabel Lopez-Aguilar appears to be considered a city official as defined in City Code §2-7-2 (3): **[Exhibit B]**

> "City official, unless otherwise expressly defined, includes individuals appointed by the mayor and city council to all City commissions, committees, boards, task forces, or other City bodies unless specifically exempted from this chapter by the city council."

For this reason, §2-7-63(a) appears to apply to Lopez-Aguilar.

Substantial Interest in an Entity

According to Lopez-Aguilar, she has worked with LHCF as a full time employee since January 2015. We received payroll and tax information from LHCF that indicated that Lopez-Aguilar receives a salary that exceeds $5,000, the minimum income required by City Code to establish a substantial interest in an entity, during the 12 months prior to the vote described in this complaint. Specifically, from August 2015 to July 2016, Lopez-Aguilar appears to have earned $43,145 from LHCF. **[Exhibit E]**

Because of this income, Isabel Lopez-Aguilar appears to have a substantial interest in LHCF, as defined in City Code §2-7-2 (11):

> "...or funds received by the person from the other person or entity either during the previous 12 months or the previous calendar year equaled or exceeded $5,000 in salary, bonuses, commissions or professional fees..."

Vote or Decision

On July 27, 2016, HLQLRAC discussed and voted on budget recommendations for the City's Fiscal Year 2017 budget. According to the Chair of the commission and confirmed in a recording from that meeting, a commissioner proposed funding a healthcare outreach program that the City funded the previous year and using the same contractors as before, one of which was LHCF. **(Meeting recording 160727_00 at 2:27:30)** Specifically, the program's scope was Affordable Care Act (ACA) outreach, education, and enrollment. **(Recording 160727_00 at 2:30:00).** On item 4b (iii) of that meeting's minutes, it was proposed that $300,000 should be allocated to both LHCF and another nonprofit for "outreach, education, and enrollment services for the increased enrollment of the City's uninsured population." The motion was proposed by two other Commissioners. **[Exhibit F & G]** The chair, who also worked for LHCF, abstained from the vote because of a potential conflict of interest. **[Exhibit H]**

We found evidence that Isabel Lopez-Aguilar was present at the July 27, 2016 meeting where item 4b was discussed and voted on. **[Exhibit H]** We also found evidence that Lopez-Aguilar did not abstain from the vote on item 4b(iii). **[Exhibit F & G]**

This vote resulted in a formal commission recommendation from the Commission to Council. **[Exhibit F]** The funding recommendation of $300,000 for LHCF and another nonprofit was included in HLQLRAC's budget proposal dated August 10, 2016, **[Exhibit I]** and subsequently in the City's FY17 Budget Concept Menu dated September 7, 2016. **[Exhibit J]** The City's budget approved by Council on September 14, 2016 included $300,000 recommended in the commission's budget proposal for outreach, education, and enrollment services for "uninsured communities". **[Exhibit K, L, & M]** According to the LHCF's contract with the City of Austin and other City documents, more than half of this money ($200,000) appears to have gone to LHCF. **[Exhibit N]**

Failure to Disclose and Recuse

City Code §2-7-64(a): Disclosure of Conflict of Interest states:

> "A city official shall disclose the existence of any substantial interest he may have in a natural person, entity, or property which would be affected by a vote or decision of the body of which the City official is a member..."

We found evidence that Isabel Lopez-Aguilar did not disclose her interest or connection with Latino HealthCare Forum, as required by Code. **[Exhibit G & H]** Additionally, City Code §2-7-64(b) requires:

> "[an] unsalaried City Official, prior to the vote or decision, either shall file an affidavit as required by Chapter 171 (Regulation of Conflicts of Interest of Officers of Municipalities, Counties, and Certain Other Local Governments) of the Local Government Code or, if not so required, shall publicly disclose in the official records of the body the nature and extent of such interest."

We reviewed the attendance sign-in sheet for July 27, 2016, and found evidence that Lopez-Aguilar signed the attendance sheet but did not indicate that she had any conflict of interest. **[Exhibit H]** Additionally, we found evidence that during the discussion of item 4b (iii) and before the vote, Lopez-Aguilar did not recuse herself. **[Exhibit G & H]**

When interviewed, Lopez-Aguilar admitted voting on item 4b (iii) but stated that she did not feel she had a conflict since she believed her salary would not be directly be paid by the recommended funds in item 4b (iii).

These acts appear to constitute violations of the following criteria:

- §2-7-63(a): Prohibition of Conflict of Interest
- §2-7-64(a): Disclosure of Conflict of Interest
- §2-1-24(b): Conflict of Interest and Recusal

Exhibit A

Investigation Criteria

Conflict of Interest

City Code §2-7-63 – PROHIBITION OF CONFLICT OF INTEREST

(A) A city official or employee may not participate in a vote or decision on a matter affecting a natural person, entity, or property in which the official or employee has a substantial interest; provided, however, that this provision shall not prohibit any member of the city council from participating in a discussion relating to a petition certified to the city council by the city clerk which petition seeks the recall of said member of the city council.

City Code §2-7-64 – DISCLOSURE OF CONFLICT OF INTEREST

(A) A city official shall disclose the existence of any substantial interest he may have in a natural person, entity, or property which would be affected by a vote or decision of the body of which the City official is a member or that he serves as a corporate officer or member of the board of directors of a nonprofit entity for which a vote or decision regarding funding by or through the City is being considered.

(B) To comply with this section, a councilmember or unsalaried City official, prior to the vote or decision either shall file an affidavit as required by Chapter 171 (Regulation of Conflicts of Interest of Officers of Municipalities, Counties, and Certain Other Local Governments) of the Local Government Code or, if not so required, shall publicly disclose in the official records of the body the nature and extent of such interest.

City Code § 2-1-24 - CONFLICT OF INTEREST AND RECUSAL.

(A) This section is cumulative of Chapter 2-7 (Ethics And Financial Disclosure) and Local Government Code Chapter 171 (Regulation Of Conflicts Of Interest Of Officers Of Municipalities, Counties, And Certain Other Local Governments). Under this section a board member has a conflict of interest if the City Code or another law prohibits the board member from taking action on a vote or decision before the board.

(B) At each meeting, a board member shall sign an attendance sheet and shall indicate:

(1) that the board member has no conflict of interest related to any item on the agenda; or

(2)the number of an agenda item for which the board member has a conflict of interest.

City Code §2-7-2 – Definitions

(1) AFFECTED means in the case of a[n] entity [...], means reasonably likely to be subject to a direct economic effect or consequence, either positive or negative, as a result of the vote or decision in question. [...] The vote or decision need not be the only producing cause of the economic effect or consequence reasonably likely to result. In determining whether a person, entity or property is or was "affected by" a vote or decision, it shall not be necessary to prove the actual existence or occurrence of an economic effect or consequence if such effect or consequence would be reasonably expected to exist or occur. [...]

(4) DECISION [...] A decision of a City employee means any action in which the employee exercises discretionary authority, including but not limited to the issuance of permits, imposition or collection of fines or fees, authorizations for expenditures, and other non-ministerial acts.

(5) DISCRETIONARY AUTHORITY means the power to exercise any judgment in a decision or action.

(6) ENTITY means a sole proprietorship, partnership, limited partnership, firm, corporation, professional corporation, holding company, joint stock company, receivership, trust or any other entity recognized by law

Investigation Criteria

through which business may be conducted, but does not include a governmental body.

(10) SUBSTANTIAL INTEREST means an interest in another person or an entity if: [...] funds received by the person from the [...] entity either during the previous 12 months or the previous calendar year equaled or exceeded $5,000 in salary [...]

Methodology

To accomplish our objective, we performed the following steps:

- reviewed applicable City Code and policy;
- conducted background research;
- conducted interviews with City of Austin and Latino Healthcare Forum staff;
- conducted forensic analysis of email data;
- obtained contract documents between the City of Austin and Latino Healthcare Forum;
- Obtained meeting minutes and other relevant board and commissions documents related to the allegation;
- Obtained City Council meeting documents related to the agenda item in question;
- obtained documents regarding Lopez-Aguilar's employment with the Latino Healthcare Forum; and
- interviewed Lopez-Aguilar.

Investigative Standards

Investigations by the Office of the City Auditor are considered non-audit projects under the Government Auditing Standards and are conducted in accordance with the ethics and general standards (Chapters 1-3), procedures recommended by the Association of Certified Fraud Examiners (ACFE), and the ACFE Fraud Examiner's Manual. Investigations conducted also adhere to quality standards established by the Council of the Inspectors General on Integrity and Efficiency (CIGIE), Quality Standards for Investigations, and City Code.

The Office of the City Auditor, per City Code, may conduct investigations into fraud, abuse, or illegality that may be occurring. If the City Auditor, through the Integrity Unit, finds that there is sufficient evidence to indicate that a material violation of a matter within the office's jurisdiction may have occurred, the City Auditor will issue an investigative report and provide a copy to the appropriate authority.

Exhibit B

HISPANIC/LATINO QUALITY OF LIFE RESOURCE ADVISORY COMMISSION MEMBERSHIP
2017
Contains the names of commissioners on the Hispanic/Latino Quality of Life Resource Advisory Commission. It also includes date they were appointed.

austintexas.gov
the official website of the City of Austin

Hispanic/Latino Quality of Life Resource Advisory Commission

Membership Information

Membership: City resident, if applicable.

Number of Members: 11

Term: Four (4) year staggered terms

Current Membership	First Appointed	Date Reappointed	Term Expires
Jill Ramirez, *Chair* Contact Phone: (512) 484-1507 E-mail Address: bc-Jill.Ramirez@austintexas.gov Nominated by: Council Member Sabino Renteria Representing: City resident, if applicable.	04/02/15		02/28/19
Dianna Velasquez, *Vice Chair* Contact Phone: (512) 944-8357 E-mail Address: bc-Dianna.Velasquez@austintexas.gov Nominated by: Council Member Delia Garza Representing: City resident, if applicable.	07/01/15		02/28/17
Cristina Adams Contact Phone: (000) 000-0000 E-mail Address: BC-Cristina.Adams@austintexas.gov Nominated by: Council Member Alison Alter Representing: City resident, if applicable.	04/06/17		02/28/21
Angelica Erazo Contact Phone: (713) 367-8227 Nominated by: Council Member Ora Houston Representing: City resident, if applicable.	05/18/17		02/28/21
Carlos Espinosa Contact Phone: (703) 589-3155 E-mail Address: bc-Carlos.Espinosa@austintexas.gov Nominated by: Council Member Ellen Troxclair	08/06/15		02/28/19
Jovita Flay Contact Phone: (267) 377-5799 E-mail Address: BC-Jovita.Flay@austintexas.gov Nominated by: Council Member Jimmy Flannigan	01/26/17		02/28/21
Rodolfo Jimenez Contact Phone: (956) 792-7764 E-mail Address: bc-Rodolfo.Jimenez@austintexas.gov Nominated by: Council Member Leslie Pool Representing: City resident, if applicable.	08/06/15		02/28/21
Carmen Llanes	08/06/15		02/28/19

Contact Phone: (512) 633-4312 E-mail Address: bc-Carmen.Llanes@austintexas.gov Nominated by: Council Member Kathie Tovo Representing: City resident, if applicable.			
Isabel Lopez Aguilar Contact Phone: (512) 698-8739 E-mail Address: bc-Isabel.LopezAguilar@austintexas.gov Nominated by: Mayor Steve Adler Representing: City resident, if applicable.	03/26/15		02/28/19
Teofilo Tijerina Contact Phone: (512) 964-2843 E-mail Address: bc-Teofilo.Tijerina@austintexas.gov Nominated by: Council Member Greg Casar Representing: City resident, if applicable.	07/01/15		02/28/21
Emilio Zamora Contact Phone: (512) 739-0168 E-mail Address: bc-Emilio.Zamora@austintexas.gov Nominated by: Council Member Ann Kitchen	01/23/14		02/28/19

Questions about the information on this page?
Contact: City Clerk : General: (512) 974-2210
Boards and Commissions: (512) 974-2497

Exhibit C

INITIAL CONTRACT BETWEEN LATINO HEALTHCARE FORUM AND THE CITY OF AUSTIN
Fiscal Year 2016
Contains two City documents showing the origins of the initial contract relationship between Latino Healthcare Forum and Austin Public Health (formerly known as Health and Human Services); specifically

- the recommendation for council action document,
- signed contract agreement from October 2015, and
- program scope of work from October 2015.

AUSTIN CITY COUNCIL

AGENDA



Recommendation for Council Action

Austin City Council	Item ID	51661	Agenda Number	16.
Meeting Date:	11/12/2015	Department:	Health and Human Services	

Subject

Approve negotiation and execution of an amendment to the contract with Latino Healthcare Forum for insurance enrollment educational outreach and navigation services of the Affordable Care Act Health Insurance Marketplace, to add funding to the contract in an amount not to exceed $142,000, for the period of October 1, 2015 through September 30, 2016, and add three 12-month renewal options, in an amount not to exceed $200,000 per renewal option, for a total contract amount not to exceed $800,000.

Amount and Source of Funding

Funding in the amount of $142,000 is included in the Fiscal Year 2015-2016 Operating Budget of the Health and Human Services Department. Funding for the renewal options is contingent upon the availability of funding in future budgets.

Fiscal Note

A fiscal note is not required.

Purchasing Language:	
Prior Council Action:	On September 8, 2015, Council approved Ordinance No. 20150908-001 adopting the Fiscal Year 2015-2016 Operating Budget.
For More Information:	Stephanie Hayden, Deputy Director, 972-5017; Robert Kingham, Health and Human Services Manager, 972-5026; Elena Shemilina, Agenda Coordinator, 972-5033.
Council Committee, Boards and Commission Action:	
MBE / WBE:	
Related Items:	

Additional Backup Information

More than 6.3 million Texans, including 1.2 million children, lack health insurance. Uninsured rates in Texas are 1.5 to 2 times greater than the national average, which creates significant problems in the financing and delivery of health care to all Texans. Racial and ethnic minorities are significantly less likely to have health insurance. In Texas, 39% of Hispanics/Latinos, 22% of African Americans, and 20% of other races are uninsured. In Travis County, it is estimated that over 200,000 individuals do not have health insurance.

The Patient Protection and Affordable Care Act of 2010 (ACA) was signed into law on March 23, 2010 to reform health care in America. The ACA includes reforms to the affordability, quality, and availability of health insurance, along with new cost cutting measures, rules, and regulations for both public and private health insurance companies, and the health care industry. The ACA aims to increase the number of Americans with access to affordable health insurance. This is done, in part, by providing tax credits to certain individuals and opening competitive, regulated, online health insurance exchanges, or marketplaces, which enable individuals to buy insurance and receive cost-assistance.

CONTRACT BETWEEN

THE CITY OF AUSTIN
AND
LATINO HEALTHCARE FORUM
FOR

SOCIAL SERVICES

CONTRACT NO. 9100-NG1160000005

CONTRACT AMOUNT: $58,000

This Contract is made by and between the City of Austin ("the City") acting by and through its Health and Human Services Department ("HHSD"), a home-rule municipality incorporated by the State of Texas, and Latino HealthCare Forum ("Contractor"), a Texas non-profit corporation, having offices at 6601 Felix Ave., Austin, TX 78741.

SECTION 1. GRANT OF AUTHORITY, SERVICES AND DUTIES

1.1 **Engagement of the Contractor**. Subject to the general supervision and control of the City and subject to the provisions of the Terms and Conditions contained herein, the Contractor is engaged to provide the services set forth in the attached Contract Exhibits.

1.2 **Responsibilities of the Contractor**. The Contractor shall provide all technical and professional expertise, knowledge, management, and other resources required for accomplishing all aspects of the tasks and associated activities identified in the Contract Exhibits. The Contractor shall assure that all Contract provisions are met by the Subcontractor.

1.3 **Responsibilities of the City**. The City's Contract Manager will be responsible for exercising general oversight of the Contractor's activities in completing the Program Work Statement. Specifically, the Contract Manager will represent the City's interests in resolving day-to-day issues that may arise during the term of this Contract, shall participate regularly in conference calls or meetings for status reporting, shall promptly review any written reports submitted by the Contractor, and shall approve all requests for payment, as appropriate. The City's Contract Manager shall give the Contractor timely feedback on the acceptability of progress and task reports. The Contract Manager's oversight of the Contractor's activities shall be for the City's benefit and shall not imply or create any partnership or joint venture as between the City and the Contractor.

1.4 **Designation of Key Personnel**. The City's Contract Manager for this Contract, to the extent stated in the preceding section 1.3, shall be responsible for oversight and monitoring of Contractor's performance under this Contract as needed to represent the City's interest in the Contractor's performance.

1.4.1 The City's Contract Manager, Michelle Friedman or designee:

- may meet with Contractor to discuss any operational issues or the status of the services or work to be performed; and

-shall promptly review all written reports submitted by Contractor, determine whether the reports comply with the terms of this Contract, and give Contractor timely feedback on the adequacy of progress and task reports or necessary additional information.

1.4.2 Contractor's Contract Manager, Jill Ramirez, Chief Executive Officer, or designee, shall represent the Contractor with regard to performance of this Contract and shall be the designated point of contact for the City's Contract Manager.

1.4.3 If either party replaces its Contract Manager, that party shall promptly send written notice of the change to the other party. The notice shall identify a qualified and competent replacement and provide contact information.

SECTION 2. TERM

2.1 **Term of Contract.** The Contract shall be in effect for a term of twelve (12) months beginning October 1, 2015 through September 30, 2016. There are no authorized extension options.

2.1.1 Upon expiration of the initial term or period of extension, the Contractor agrees to hold over under the terms and conditions of this Contract for such a period of time as is reasonably necessary to re-solicit and/or complete the project (not to exceed 120 calendar days unless mutually agreed upon in writing).

SECTION 3. PROGRAM WORK STATEMENT

3.1 **Contractor's Obligations.** The Contractor shall fully and timely provide all services described in the attached Contract Exhibits in strict accordance with the terms, covenants, and conditions of the Contract and all applicable Federal, State, and local laws, rules, and regulations.

SECTION 4. COMPENSATION AND REPORTING

4.1 **Contract Amount.** The Contractor acknowledges and agrees that, notwithstanding any other provision of this Contract, the maximum amount payable by the City under this Contract for the initial twelve (12) month term shall not exceed the amount approved by City Council, which is $58,000 (*Fifty Eight Thousand dollars)*, for a total Contract amount of $58,000. Continuation of the Contract beyond the initial twelve (12) months is specifically contingent upon the availability and allocation of funding by City Council.

4.1.1 The Contractor shall expend City funds according to the approved budget categories described in Exhibit B.1, Program Budget and Narrative.

4.1.1.1 Budget Revision: The Contractor may make transfers between or among budget categories with the City Contract Manager's prior approval, provided that:

i. The cumulative amount of the transfers between direct budget categories (Personnel, Operating Expenses, Direct Assistance and/or Equipment/Capital Outlay) is not more than 10% of the program period total –or– $50,000, whichever is less;
ii. the transfer will not increase or decrease the total monetary obligation of the City under this Contract; and
iii. the transfers will not change the nature, performance level, or scope of the program funded under this Contract.

4.1.1.2 Transfers between or among budget categories in excess of 10% will require the City Contract Manager's approval, and must meet all of the conditions outlined in Section 4.1.1.1 (ii) and (iii) above.

i. The CONTRACTOR must submit a Budget Revision Form to the City **prior** to the submission of the CONTRACTOR'S first monthly billing to the City following the transfer.

4.1.2 Payment to the Contractor shall be made in the following increments:

4.1.2.1 For the Program Period of October 1, 2015 through September 30, 2016, the payment from the City to the Contractor shall not exceed $58,000 (*Fifty Eight Thousand dollars).*

8.28 **Non-Suspension or Debarment Certification.** The City is prohibited from contracting with or making prime or sub-awards to parties that are suspended or debarred or whose principals are suspended or debarred from Federal, State, or City of Austin Contracts. By accepting a contract with the City, the Contractor certifies that its firm and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the Exclusions records at SAM.gov, the State of Texas, or the City of Austin.

In witness whereof, the parties have caused duly authorized representatives to execute this Contract on the dates set forth below.

LATINO HEALTHCARE FORUM

Signature: Jill Ramirez

Name: Jill Ramirez
Printed Name

Title: CEO

Date: 10/21/2015

CITY OF AUSTIN

Signature: Claudia Rodriguez

Name: Claudia Rodriguez
PURCHASING OFFICE

Date: 11/2/2015

EXHIBITS

Exhibit A – Program Forms

- A.1 Program Work Statement
- A.2 Program Performance Measures
- A.3 Client Eligibility Requirements

Exhibit B – Program Budget Forms

- B.1 Program Budget and Narrative

Exhibit C – Equal Employment/Fair Housing Office/Non-Discrimination Certification

Latino HealthCare Forum *Secure Your Health*

Program Work Statement

Contract Start Date 10/1/2015 ***Contract End Date*** 9/30/2016

Program Goals And Objectives

Latino HealthCare Forum (LHCF) provides in-person education, enrollment, and Affordable Care Act (ACA) insurance navigation services in the Austin area. The Secure Your Health program educates clients about the ACA; walks consumers through the entire enrollment and plan selection process; and helps the newly insured maintain and use their insurance.

Contract goals include:
(1) Educate Austin and Travis County individuals about ACA and Marketplace insurance options, and
(2) Reduce the number of uninsured and underinsured residents by enrolling individuals in Marketplace plans

Program Clients Served

City of Austin Eligibility Guidelines is waived. The program is required to serve all clients who are interested in enrollment support, regardless of residency or income. While services are open to anyone with no income or geographic restrictions, LHCF primarily serves vulnerable minority populations, populations with limited English proficiency, and households with incomes at or below 200% FPL who live in Travis County. Clients who participate in outreach events will not be screened for eligibility.

The program targets individuals who are eligible for:
1) Any subsidized program (marketplace subsidy, Medicaid, Medicare, etc.) and;
2) Non-subsidized individual marketplace.

Any and all data collected is in compliance with provisions of the Affordable Care Act (ACA) and state Community Partnership Program Assistor requirements. Underlying compliance requirements are those of HIPAA guidelines in dealing with personal health information provisions.

When City of Austin monitors come on-site to review enrollment client files, LHCF will be able to provide the following information for a subset of clients who reside in Travis County and who have projected incomes for the following year to be less than 200% FPL in the performance spreadsheet:
•Client identifier
•Zip Code
•Gender
•Race,
•Date of Birth or Age

For reporting relative to Outreach / Education data collected consists of:
•Date of Event
•Name of Event
•Location of Event / address and Zip Code
•Contact at Event
•Number of participants at event
•Number of individuals assisted at event

Program Services And Delivery

The Secure Your Health program will achieve its goals by empowering Outreach and Enrollment Specialists (OES) who reflect the cultural and linguistic diversity of the target population. The OES will be trained to be knowledgeable of both subsidized and non-subsidized health coverage and qualified health plans. Navigators will be equipped with the information and expertise needed to successfully educate and enroll individuals in coverage regardless of the type of program for which they are eligible.

The program will provide a seamless, "no wrong door" consumer experience regardless of residency or other qualifications. It will promote the retention of existing insurance coverage in public programs.

Outreach: The OES will be divided into two types of activities:
a)The OES group will drive consumers to outreach, education, and enrollment activities; and

Exhibit D

EMAIL COMMUNICATION WITH LATINO HEALTHCARE FORUM'S CHIEF ADMINISTRATIVE OFFICER

April 2017

Contains information on Isabel Lopez-Aguilar's current job title with Latino Healthcare Forum.

Exhibit D

From: Linda Smith
To: Eletu-Odibo, Temitope
Subject: Re: COA Auditor"s Office Request
Date: Thursday, April 13, 2017 2:20:33 PM
Attachments: image001.png
image002.png

Yes Program Coordinator.

Sent from my iPhone

On Apr 13, 2017, at 2:18 PM, Eletu-Odibo, Temitope <Temitope.Eletu-Odibo@austintexas.gov> wrote:

> Hi Linda,
>
> Thanks again for the information you provided. What is Isabel Lopez's official title? Program Coordinator?
>
> Thanks again.
>
> Best,
>
> *Tope Eletu-Odibo, MPAff, CFE*
> *Senior Investigator*
> **Office of the City Auditor**
> **The Integrity Unit**
> City of Austin
> 200 West Cesar Chavez
> Suite 200
> Austin, Texas 78701
> (512) 974-3005
>
> ***Follow us on social media***
>
> <image001.png> <image002.png>
>
> Report Fraud, Waste and Abuse
> Or Call (512) 974-2798

Please do not release this email without first discussing with the Office of the City Auditor. *This communication may be classified as an audit working paper of the City of Austin's Office of the City Auditor, and contains information which may be confidential, privileged, or otherwise excepted from disclosure under §552.116 of the Texas Government Code. If you have questions, please contact our office (512-974-2805) or*

the Law department (512-974-1355) for guidance.

From: Linda Smith [redacted]]
Sent: Wednesday, April 12, 2017 10:11 AM
To: Eletu-Odibo, Temitope <Temitope.Eletu-Odibo@austintexas.gov>
[redacted]
Subject: Fw: COA Auditor's Office Request

Tope, I asked our CPA for help pulling this information together. Let me know if you have any questions.

Linda Smith, MSW
Chief Administrative Officer
Latino HealthCare Forum
512-584-0943

Exhibit E

WAGES PAID TO ISABEL LOPEZ FROM LATINO HEALTHCARE FORUM
July 2015 - July 2016
Contains a breakdown of payments received by Isabel Lopez-Aguilar from Latino Healthcare Forum as wages.

Total Earned Between August 2015 and July 2016		
Paycheck Dates		
Tab 1 (2015 Pay Calc)		$17,945.00
Tab 2 (2016 Pay Calc)		$25,200.00
		$43,145.00

Exhibit E (Tab 1)

Source of Evidence: Latino HealthCare Forum's HR (as of 4/12/2017)

	Type	Date	Num	Adj	Name	Memo	Clr	Split	Debit	Credit	Balance	
66000 · Payroll Expenses												
66010 · Wages												
66013 · Outreach												
	Check	07/10/2015	1966		Maria Isabel Rios			10000 · IBC Bank	800.00		800.00	
	Check	07/24/2015	2005		Maria Isabel Rios			10000 · IBC Bank	800.00		1,600.00	
	Check	08/07/2015	2035		Maria Isabel Rios			10000 · IBC Bank	800.00		2,400.00	
	Check	08/21/2015	1168		Maria Isabel Rios			10000 · IBC Bank	800.00		3,200.00	
	Check	09/04/2015	1196		Maria Isabel Rios			10000 · IBC Bank	800.00		4,000.00	
	Check	09/18/2015	1229		Maria Isabel Rios			10000 · IBC Bank	800.00		4,800.00	
	Check	10/02/2015	1263		Maria Isabel Rios			10000 · IBC Bank	800.00		5,600.00	
	Check	10/16/2015	1293		Maria Isabel Rios			10000 · IBC Bank			5,600.00	
	Check	11/13/2015	1073		Maria Isabel Rios			10000 · IBC Bank	25.00		5,625.00	
Total 66013 · Outreach									5,625.00	0.00	5,625.00	
66016 · City of Austin												
	Check	07/10/2015	1966		Maria Isabel Rios			10000 · IBC Bank	800.00		800.00	
	Check	07/24/2015	2005		Maria Isabel Rios			10000 · IBC Bank	800.00		1,600.00	=$17,945
	Check	08/07/2015	2035		Maria Isabel Rios			10000 · IBC Bank	800.00		2,400.00	
	Check	08/21/2015	1168		Maria Isabel Rios			10000 · IBC Bank	800.00		3,200.00	
	Check	09/04/2015	1196		Maria Isabel Rios			10000 · IBC Bank	800.00		4,000.00	
	Check	09/18/2015	1229		Maria Isabel Rios			10000 · IBC Bank	800.00		4,800.00	
	Check	10/02/2015	1263		Maria Isabel Rios			10000 · IBC Bank	800.00		5,600.00	
Total 66016 · City of Austin									5,600.00	0.00	5,600.00	
66021 · Wages - COA - ACA												
	Check	10/16/2015	1293		Maria Isabel Rios			10000 · IBC Bank	1,600.00		1,600.00	
	Check	10/30/2015	1028		Maria Isabel Rios			10000 · IBC Bank	1,600.00		3,200.00	
	Check	11/13/2015	1073		Maria Isabel Rios			10000 · IBC Bank	1,680.00		4,880.00	
	Check	11/25/2015	1146		Maria Isabel Rios			10000 · IBC Bank	1,680.00		6,560.00	
	Check	12/11/2015	2569		Maria Isabel Rios			10000 · IBC Bank	1,680.00		8,240.00	
	Check	12/23/2015	2613		Maria Isabel Rios			10000 · IBC Bank	1,680.00		9,920.00	
Total 66021 · Wages - COA - ACA									9,920.00	0.00	9,920.00	
Total 66010 · Wages									21,145.00	0.00	21,145.00	
Total 66000 · Payroll Expenses									21,145.00	0.00	21,145.00	
TOTAL									**21,145.00**	**0.00**	**21,145.00**	

Exhibit E (Tab 2)

Source of Evidence: Latino HealthCare Forum's HR (as of 4/12/2017)

Latino HealthCare Forum

Payroll Summary

Jan 01 - Jul 31, 2016

Check Date	Name	Net Amount	Total Hours	Taxes Withheld	Total Deductions	Total Pay	Employer Taxes	Employer Contribu	Total Cost	Check Num
07/22/2016	Lopez Aguilar, Maria Isabel	$1,470.49	80.00	$209.51	$0.00	$1,680.00	$128.52	$0.00	$1,808.52	DD
07/08/2016	Lopez Aguilar, Maria Isabel	$1,470.49	80.00	$209.51	$0.00	$1,680.00	$128.52	$0.00	$1,808.52	DD
06/24/2016	Lopez Aguilar, Maria Isabel	$1,470.49	80.00	$209.51	$0.00	$1,680.00	$128.52	$0.00	$1,808.52	DD
06/10/2016	Lopez Aguilar, Maria Isabel	$1,470.49	80.00	$209.51	$0.00	$1,680.00	$128.52	$0.00	$1,808.52	DD
05/27/2016	Lopez Aguilar, Maria Isabel	$1,470.49	80.00	$209.51	$0.00	$1,680.00	$128.52	$0.00	$1,808.52	DD
05/13/2016	Lopez Aguilar, Maria Isabel	$1,470.49	80.00	$209.51	$0.00	$1,680.00	$128.52	$0.00	$1,808.52	DD
04/29/2016	Lopez Aguilar, Maria Isabel	$1,470.49	80.00	$209.51	$0.00	$1,680.00	$128.52	$0.00	$1,808.52	
04/15/2016	Lopez Aguilar, Maria Isabel	$1,470.49	80.00	$209.51	$0.00	$1,680.00	$128.52	$0.00	$1,808.52	DD
04/01/2016	Lopez Aguilar, Maria Isabel	$1,470.49	80.00	$209.51	$0.00	$1,680.00	$128.52	$0.00	$1,808.52	DD
03/18/2016	Lopez Aguilar, Maria Isabel	$1,470.49	80.00	$209.51	$0.00	$1,680.00	$137.58	$0.00	$1,817.58	DD
03/04/2016	Lopez Aguilar, Maria Isabel	$1,470.49	80.00	$209.51	$0.00	$1,680.00	$153.89	$0.00	$1,833.89	DD
02/19/2016	Lopez Aguilar, Maria Isabel	$1,470.49	80.00	$209.51	$0.00	$1,680.00	$153.89	$0.00	$1,833.89	DD
Jan - Feb 5 2016	Historical Checks	$4,477.44	0.00	$562.56	$0.00	$5,040.00	$461.66	$0.00	$5,501.66	
	Totals	$22,123.32	960.00	$3,076.68	$0.00	$25,200.00	$2,063.70	$0.00	$27,263.70	

Total income minus taxes for 2016 period

Exhibit F

COMMISSION RECOMMENDATION FOR ITEM 004-B2

July 27, 2016

Contains recommendation made by the Hispanic/Latino Quality of Life Resource Advisory Commission for funding to Latino Health Forum and one other nonprofit to provide outreach and enrollment services for the City's uninsured population.

Exhibit F

BOARD/COMMISSION RECOMMENDATION

Hispanic/Latino Quality of Life Resource Advisory Commission

Recommendation Number: 20160727-004-b2 : Discussion and possible action to recommend that the City Council consider the following resolutions.

BE IT RESOLVED that the Hispanic/Latino Quality of Life Resource Advisory Commission requests that the Austin City Council: The Commission recommends funding for outreach education and enrollment services for the increased enrollment of the City's uninsured population for $300,000.00. Funding of $300,000.00 will fund a modest effort to provide outreach, education, and enrollment services targeted at the City's uninsured at 100% to $250 of the Federal Poverty Level. Prior to 2015 no navigators were financed by the Federal government, the City of Austin or Travis County. Funding is for both Latino Health Forum and Foundation Communities

Date of Approval:

7/27/2016

Record of the vote: The motion was proposed by Commissioner Zamora, seconded by Commissioner Llanes Pulido, and was approved by All (Velasquez Chairing, Ramirez recused)

Attest: Ramon Ramirez

(Staff or board member can sign)

Exhibit G

JULY 27, 2016 MEETING MINUTES FOR THE HISPANIC/LATINO QUALITY OF LIFE RESOURCE ADVISORY COMMISSION

July 27, 2016

Contains minutes from the July 27, 2016 commission meeting where the commission voted on item 0004-B2 that provided funding to two non-profits for enrollment services for the City's uninsured population, one of which was Latino Healthcare Forum.

REGULAR MEETING OF THE
HISPANIC/LATINO QUALITY OF LIFE RESOURCE ADVISORY COMMISSION
Wednesday, July 27, 2016 at 6:00pm
Mexican American Cultural Center
600 River Street
Austin, TX 78701

CURRENT BOARD MEMBERS:

Jill Ramirez, Chair
Dianna Velasquez, Vice-Chair
Carlos Espinosa
Andrea Guerra
Rodolfo Jiménez
Carmen Llanes Pulido
Isabel López-Aguilar
Teófilo Tijerina
Fernando Trevino
Emilio Zamora

Approved Minutes

Citizens wishing to speak on agenda and non-agenda related items must sign up at least ten minutes before the meeting is called to order. Citizens may speak on non-agenda items under the Citizens Communications section of the agenda. Citizens may speak on an agenda related item after a presentation on the item has been made. Citizens might not speak after City staff presentations. Speakers signed up prior to the meeting being called to order will each be allowed a three-minute allotment to address their concerns. Boards and Commissions follow the same rules as City Council meetings.

CALL TO ORDER
The Board Meeting was called to order at 6:21pm

Board Members in attendance:
Jill Ramirez, Chair, Dianna Velasquez, Vice-Chair, Andrea Guerra, Carmen Llanes Pulido, Isabel López-Aguilar, Fernando Trevino, and Emilio Zamora.

Staff in Attendance:
Ray Baray, Chief of Staff and Marion Sanchez, Community Engagement Consultant at CPIO

1. **CITIZENS COMMUNICATION: GENERAL**
   - Rick Hernandez
   - Tomas Salas
   - Latreese Cook
   - Paul Del Bosque
2. **APPROVAL OF MINUTES**
   a. Motion to approve the May 25, June 1 and June 22, 2016 minutes moved by Commissioner Lopez-Aguilar and seconded by Vice-Chair Velasquez. Motion passed unanimous.
3. **STAFF BRIEFING**

Assistant Director for Parks and Recreation Department, Kimberly McNeeley presented information about the Mexican American Cultural Center including history, budget and other facts about the management of the cultural center.

4. **OLD BUSINESS**
   a. Working Groups provided information about their activities.
   b. Board discussed budget recommendations including strategy to move recommendations forward, asking questions to clarify recommendations, recommending policy, etc.
      i. Commissioner Zamora moved to eliminate the recommendation tcalled "No. 20160622-004-a12 Strategic Planning and Capacity Building Grant to CMACA to transfer management of the ESB-MACC." Commissioner Lopez Aguilar seconded the motion. Motion passed on a unanimous vote.
      ii. Commissioner Lopez-Aguilar moved to support the African American Resource Advisory Commission Budget FY17, seconded by Llanes Pulido. Motion passed on a unanimous vote.
      iii. The Commission recommends funding for outreach education and enrollment services for the increased enrollment of the City's uninsured population for $300,000.00. Funding of $300,000.00 will fund a modest effort to provide outreach, education, and enrollment services targeted at the City's uninsured at 100% to $250 of the Federal Poverty Level. Prior to 2015 no navigators were financed by the Federal government, the City of Austin or Travis County. Funding is for both Latino Health Forum and Foundation Communities. The motion was proposed by Commissioner Zamora, seconded by Commissioner Llanes Pulido, and was approved by All (Velasquez Chairing, Ramirez recused)
      iv. The Commission recommends to Fund from the operating budget to add one FTE Community Engagement Coordinator for the Restore Rundberg project area for $70,000. The Commission supports the funding for a Community Engagement Coordinator to focus on the Rudberg area, as well as programmatically connected neighborhoods. This position will support the cross-sector partnership and promote the three program goals: to improve public safety, address social impacts and long term planning and implementation of neighborhood-based revitalization strategies. The coordinator will conduct and coordinate a variety of educational activities regarding public safety, social services, development and engagement. The coordinator will assist with the Rundberg Educational Advancement District (READ), the Council on At-Risk Youth (CARY) and other youth programs in coordination with the project partners to help facilitate community involvement, public dialogues and consent building to identify and resolve community issues. The motion was proposed by Commissioner Lopez Aguilar, seconded by Commissioner Ramirez, and was approved unanimously.
      v. The Commission recommends to fund the Montopolis and Del Valle Community Health Assessment for $150,000. The areas of Montopolis and Del Valle are areas marked by a lack of investment for decades, rapid growth, and need. Predominantly Latino and very low-income, these areas are the direction where many of the current city residents who cannot afford to stay in Austin are headed. There is a lack of services in this area and a need to ascertain what health conditions impact these communities. This project will consist of data analysis, stakeholder interviews, and focus groups. The motion was proposed by Commissioner Velasquez, seconded by Commissioner Zamora, and was approved by all (Velasquez Chairing, Ramirez recused).

Exhibit H

ATTENDANCE AND CONFLICT OF INTEREST SIGN-IN SHEET FOR JULY 27, 2016 MEETING
July 27, 2016
Contains names of Hispanic/Latino Quality of Life Resource Advisory Commission members, signatures of those who were present, and any notes on conflict of interest disclosed before the meeting

ATTENDANCE AND CONFLICT OF INTEREST

BOARD/COMMITTEE NAME: Hispanic/Latino Quality of Life Advisory Commission MEETING DATE: July 27, 2016

By signing below, members indicate they were in attendance, confirm they meet the residency requirement (if applicable) and certify they have no conflict of interest* related to any agenda item or declare each conflict of interest. They agree not to participate in a discussion, deliberation, or vote on an agenda item for which they have a conflict of interest.

Members are required to disclose each conflict of interest at all board and committee meetings. Failure to sign this form will result in the member being counted as absent (unexcused absence). Any vote cast by a member who did not sign will **not** be counted.

NOTE: **Attendance is tracked for regular meetings of the board.** Attendance at committee meetings is not considered for purposes of determining the board member's compliance with attendance requirements.

NAME OF BOARD MEMBER	PRESENT (please check box)	IF YOU HAVE NO CONFLICT OF INTEREST ON ANY AGENDA ITEM, SIGN HERE.	IF YOU HAVE A CONFLICT OF INTEREST, SIGN HERE AND IDENTIFY THE ITEM IN THE NEXT COLUMN.	AGENDA ITEM NUMBER WHERE YOU HAVE THE CONFLICT	I RESIDE WITHIN THE CITY LIMITS -- YES/NO
Carlos Espinosa	X				
Andrea Guerra	✓				Yes
Rodolfo Jiménez	X				
Carmen Llanes Pulido	✓		Carmen LLP budget	Only one item 4'6	yes
Isabel Lopez-Aguilar	✓				yes
Jill Ramirez (Chair)	✓	Jill Ramirez	Budget Jill Ramirez	#4+6	
Teofilo Tijerina	X				
Dianna Velasquez (Vice-Chair)	✓				yes
Fernando Trevino	✓				yes

12/10/2010

Emilio Zamora	✓	Emilio Zamora			
Vacant					

*A board member has a conflict of interest if City Code Chapter 2-7 or Local Government Code Chapter 171 prohibits the board member from taking action on a vote or decision before the board.

Exhibit I

BUDGET PROPOSAL FROM THE HISPANIC/LATINO QUALITY OF LIFE RESOURCE ADVISORY COMMISSION FY2017

August 10, 2016

Contains budget recommendations to City Council for the Austin Public Health (at the time known as Health and Human Services) Fiscal Year 2017 budget. The proposed funding to Latino Healthcare Forum and another non-profit entity are listed.

Exhibit I

Source of Evidence: Back-up documents for July 27, 2016 Commission Meeting as of 3/9/2017

Priority	#	Commissioner	Project Title	Budget	Project Summary	Motion	Second	Vote
#1: Health & Human Services	20160622-004-a1	Guerra	Teen Pregnancy Prevention Task Force	$ 75,000.00	This proposal would fund a non-governmental organization to lead a community task force that would develop a five year strategic plan on teen pregnancy prevention for Travis County. This strategic plan would operationalize the recommendations in the Healthy Youth Partnerships May 2015 report, "Mixed Messages: The Current State of Teen Pregnancy Prevention in Travis County" by detailing specific strategies that stakeholders would take to create a community wide plan for teen pregnancy prevention and would include budget amounts for the different strategies. The plan would address teen pregnancy for all race/ethnicities, not just Hispanic/Latinos. The funding amount would cover staff time, refreshments for lunch and dinner meetings, materials, and strategic plan report preparation.	Llanes Pulido	Lopez-Aguilar	All
#1: Health & Human Services	20160622-004-a2	Llanes Pulido	Language Interpretation/Translation (ENHANCED FUNDING)	$ 250,000.00	Increase budget for translation and interpretation citywide: Additional funding is needed for all city departments that interact with language minority communities. The Asian American Quality of Life Advisory Commission encourages the City Manager to increase the available budget for translation and interpretation services. The Asian American Quality of Life Advisory Commission approved a similar recommendation, here below is the language. Whereas, many non-English speaking citizens face significant challenges obtaining City services through City Departments, now, therefore, be it resolved, that the AAQOLAC encourages the City Manager to increase the available budget for translation and interpretation services for all City Departments which interact with the language minority communities. Inadaquate language access presents a health and safety risk for language minority community members.	Llanes Pulido	Lopez-Aguilar	All
#1: Health & Human Services	20160622-004-a3	Llanes Pulido	Outside the Box Dropout Prevention	$ 84,640.00	The Million Minute Learning Project will provide Montopolis students in grades, PK-12, most at-risk of dropping out of school due to low academic, social and/or language skills, access to quality, year-round, out-of-school learning, in a format they understand. Funds will be used to deliver 9600 hours of direct academic learning to close the achievement gap between low and high- income youth. Outside the Box will recruit and secure 100-students and coordinate family engagement events to empower all students to engage in challenging course work and better prepare for college, career and a future economy driven by technology-based jobs.	Lopez-Aguilar	Guerra	All

Exhibit I

Priority	#	Commissioner	Project Title	Budget	Project Summary	Motion	Second	Vote
#1: Health & Human Services	2016-004-a14	Llanes Pulido	PODER Programs: Young Scholars for Justice and "One Job at a Time" Job Readiness Program	$ 95,000.00	PODER's Young Scholars for Justice Leadership Development Program develops future leaders. PODER believes it is imperative for youth to become active participants in the decision-making processes that directly affect their lives. Civic participation and community organizing provides young people the opportunity to envision and practice participatory democracy and equips them with the tools and knowledge they need to become informed, active community participants (see PODER's Young Scholars for Justice Leadership Development Proposal for more information). The "One Job at a Time" Job Readiness program's goal include preparing low-income job seekers to be able to qualify and compete for entry-level positions in the demand occupations found in their respective labor force areas. According to the U.S. Bureau of Statistics, the shift from goods-producing to service-industry employment continues. Thus, although the job market is still tight, the number of consumer-oriented jobs continues to increase. These are the types of jobs that require customer service and work readiness skills which this project will offer (Review "One Job at a Time" Job Readiness proposal). These three projects/programs will provide services for children, teenagers, young adults and families. These projects/programs address equity, culture and diversity; government and engagement; family support and social services; employment (Jobs) and job training; education, sustainability, preservation and environment. More importantly, education, leadership and employment (job readiness) will help lift people out of poverty. These three projects/programs will increase development and utilization of Austin's human resources, with special emphasis on the needs of low-income and underserved population, in the areas of education, training, employment, business and economic opportunity. The Montopolis community boundaries, recognized by the City of Austin Neighborhood Planning Department, is the following; Grove Boulevard to the West, Highway 183 to the East and North, and Hwy 71 to the south (see attached Montopolis Neighborhood Plan map).	Tijerina	Lopez-Aguilar	All
#1: Health & Human Services	20160622-004-a5	Lopez-Aguilar	Mamis Ayudando a Mamis Project of Latina Mami	$ 83,000.00	The general goal of the project is to address increased adolescent motherhood in Austin, by providing bilingual mental health services and improving their social network, which facilitates access to general social/health services for young and Latina mothers, their babies their family support system. Latina Mami will use this data to design a long term, innovative and culturally appropriate intervention program to address their needs.	Velasquez	Tijerina	All
#2: Educatio	20160622-004-a6	Ramirez	Ballet East Dance Company	$ 20,000.00	The Ballet East Dance Company wants to expand their successful ballet folkorico program to Martin MS and Metz Rec. Center.	Lopez-Aguilar	Llanes Pulido	All

Exhibit I

Priority	#	Commissioner	Project Title	Budget	Project Summary	Motion	Second	Vote
#1: Health &	20160622-004-a7	Ramirez	The Samaritan Center	$ 250,000.00	To provide Integrative Medicine services for vulnerable populations such as: uninsured, underinsured, low income, veterans and their families	Tijerina	Lopez-Aguilar	All
#2: Educatio	20160622-004-a8	Ramirez	Tejano Heritage Celebration	$ 57,000.00	To coordinate a statewide celebration acknowledge Tejano heritage, education, history and musical contributions: recognizing its impact and influence on the State of Texas.	Lopez-Aguilar	Velasquez	All
#1: Health & Human Services	20160622-004-a9	Ramirez	Youth Unlimited Enhancement and Entrepreneurial Program	$ 280,660.00	The goals and objectives of this program is designed to work with the most at-risk students both inside and outside of the classroom, so they become an increasingly positive influence in their schools, and their communities. The student's improved self-esteem and motivation moves the child from a pattern of disruption and failing in classroom performance, to a productive and active role, with increased positive, active participation. This program will improve student test scores, in core subjects, reduce absenteeism and greatly reduce behavior referrals. This program also reduces bullying, domestic violence and strengthens social relationships.	Lopez-Aguilar	Tijerina	All
#4: Other	20160622-004-a10	Ramirez	AAQOL Budget Recommendations	$ -	Please see attachment. Amount of $2,400,049.00	Llanes Pulido	Lopez-Aguilar	All
#1: Health & Human	20160622-004-a11	Ramirez	Con Mi Madre-Suporting Young Latinas to Excel	$ 15,000.00	Group Therapy	Velasquez	Tijerina	All
#1: Health & Human Services	20160622-004-a13	Tijerina	CMACA Serape Weaving Project	$ 4,500.00	CMACA will invite historian Reynaldo Rodriguez from Saltillo to give a presentation about the history of the serape, and a guest weaver from Saltillo for the demonstrations. Sanchez and Zavala elementary schools will also be invited to bring students to the ESB-MACC for the presentations that will take place in the fall 2016 for two consecutive days. Because the presentations are open the public, CMACA will also reach out to senior citizens, specifically clients at the Conley Guerrero Senior Activity Center and the general public via social media as prospective audience members as well.	Lopez-Aguilar	Llanes Pulido	All
#2: Educatio n	2016-004-a14	Tijerina	Pipeline Latinitas - Connecting Latino Youth with Austin's Tech Industry	$ 100,000.00	Pipeline Latinitas leverages Latinitas' original digital media and tech curriculum, its existing and growing relationships with career mentors in Austin's tech sector, its reputation as the only bilingual tech education in Austin for over 10 years and its role as resource for technology training and access at schools, libraries and public housing for 2500 Hispanic girls and their families annually, 25,000 since its origin, to create a definitive pipeline of trained, young Latinas to Austin's tech sector and improve Austin's workforce diversity.	Lopez-Aguilar	Tijerina	All

Exhibit I

Priority	#	Commissioner	Project Title	Budget	Project Summary	Motion	Second	Vote
#4: Other	20160622-004-a15	Zamora	City of Austin's Equity Office	$ 383,000.00	The City Manager will prepare a report and request for continuing funding. The Latino/Hispanic Quality of Life Advisory Commission prepared the initial recommendation to establish the Office of Equity and herewith supports the request for continuing funding by the City Manager.	Lopez-Aguilar	Guerra	All
#4: Other	20160622-004-a16	Zamora	Govalle/Johnston Terrace Proposal, La Loma Trail Neighborhood Connectivity	$ 350,000.00	The Hispanic/Latino Quality of Life Advisory Commission recommends that the Austin City Council approve the development plan by the Govalle/Johnston Terrace Neighborhood Contact Team. The plan will facilitate the construction of affordable housing and advance the city's density concerns for the neighborhood planning area, generally in accordance with the city's Neighborhood Plan.	Lopez-Aguilar	Velasquez	All
#1: Health & Human Services	20160622-004-a17	Zamora	Nuestro Grupo Colloquium on History, Culture and Society	$ 7,500.00	The Hispanic/Latino Quality of Life Advisory Commission recommends one-year funding for the Colloquium. The Colloquium would make use of the excellent resources in the Austin area colleges and universities to offer the general public regularly scheduled panels with speakers and commentators engaging important issues related to history, culture and society. Although the focus will be on Mexican Americans, the colloquium will offer a general grounding in local, regional and state history. Topics and themes will include: Mexican American/African American Relations across Time; The Role of Values in Revitalizing Culture and Society; Gender, Race and Ethnicity; Migrations Across Borders, Nation and Time; The Indigenous in and Around Us; Competing Visions in Austin; and Collaborations for the Future. Each panel will include a moderator, one or two presenters, and a commentator. The presentations and commentary will be brief (approximately 10 minutes each) to allow for robust conversations among the members of the audience. The organization will also produce a report at the end of the year on the presentations and discussions for the general public. Possible speakers include: Dr. Gloria Gonzalez (sociologist); Dr. David Montejano (historian); Dr. Martha Menchaca (anthropologist); Dr. Christopher Milk (Education); Dr. Maggie Rivas-Rodriguez (Media/Communications); Dr. Jane Rivera (anthropologist); Andres Tijerina (historian); and Dr. Angela Valenzuela (Education). Nuestro Grupo will regularly evaluate each event in order to ensure effectiveness and provide for future planning. Funding will be used to cover the costs of $100-250.00 honorariums for approximately 12-15 presenters and commentators with larger amounts going to those that visit us from outside of Austin. It will additionally cover monthly receptions at about $300-400.00 each, and approximately $500 for advertising and supplies.	Velasquez	Lopez-Aguilar	All

Priority	#	Commissioner	Project Title	Budget	Project Summary	Motion	Second	Vote
#2: Education	20160622-0040a18	Zamora	Red Salmon Arts	$ 150,060.00	The Hispanic/Latino Quality of Life Advisory Commission recommends the funding request to return Red Salmon Arts to its previous programmatic level after a serious reduction for FY 2016.	Llanes Pulido	Tijerina	All
#4: Other	20160622-004-a19	Zamora	Tejano Monument Anniversary Celebration	$ 26,000.00	The Latino/Hispanic Quality of Life Advisory Commission recommends permit and financial support for a proposed parade, a musical performance and a commemorative event to be sponsored by the Austin Tejano Music Coalition on April 8, 2017. These activities are proposed as part of the five-year commemoration of the building of the Tejano Monument at the Capitol grounds. The late-morning parade will include public school children and their parents, members of various organizations and cultural groups from Austin and the surrounding area, members of University of Texas and Austin Community College offices and local, state and national dignitaries. The music venue will include several prominent Tejano bands that will perform all afternoon. The Austin Tejano Music Coalition plans to collaborate with the Texas State Historical Association and the former members of the Board of Tejano Monument Inc. in these festivities. The accompanying activities sponsored by the two latter groups will include a ceremony at the statuary and a scholarly meeting to be held in the Capitol building.	Lopez-Aguilar	Llanes Pulido	All

Priority	#	Commissioner	Project Title	Budget	Project Summary	Motion	Second	Vote
#2: Education	20160622-004-a20	Zamora	The Mexican American Museum of Popular Arts	$250,000.00	The Hispanic/Latino Quality of Life Advisory Commission recommends that the City of Austin create a memorandum of understanding with the Travis County Commissioners Court including a City of Austin feasibility study as a first-step in incorporating the Palm Building and 4 acre urban park as part of the revitalized Waller Creek Conservancy district park, with the Palm Building to be used as a Museum of Mexican American Heritage, Folk Art, and Indigenous Culture. This recommendation originated in community forums, namely in the community meeting held at Zaragoza Park where the concept of converting the Palm Building into a museum was proposed; likewise, at the Raza Round Table, Austin residents proposed the idea of a Museum of Mexican American Heritage, Folk Art, and Indigenous Culture. The proposal is encouraged in particular by the commitment of the Austin Friends of Folk Art (particularly its current President, Ms. Gloria Pennington) and the Indigenous Cultures Institute (especially its current chair, Dr. Mario Garza) to provide valuable materials in their collections, as well as guidance in its development. The Hispanic/Latino Quality of Life Advisory Commission agrees that Austin is located at an important geographical crossroad of ancient cultures that span the continent and the state of Texas and that communities of folk artists continue to express this important continental heritage. Exhibits, scholarly convenings and community educational activities in a museum setting could serve as a source of cultural revitalization for the Mexican American and Latino communities, as well as for the public at large, including the increasing numbers of visitors that we expect in the Waller Creek area, the Rainey Street entertainment district, and the current Emma S. Barrientos Mexican American Cultural Center (ESBMACC). The Hispanic/Latino Quality of Life Advisory Commission, however, understands that such a venture minimally requires the collaboration of the City of Austin and the Travis County Commissioners Court on the basis of an understanding of cooperation as a first step towards converting Palm School into a Museum of Mexican American Heritage, Folk Art and Indigenous Culture. The proposed feasibility study is necessary to move forward on this idea.	Lopez-Aguilar	Tijerina	All

Exhibit I

Priority	#	Commissioner	Project Title	Budget	Project Summary	Motion	Second	Vote
#1: Health & Human Services	20160622-004-a21	Ramirez	Dove Springs Community Developers Program	$ 37,500.00	The Dove Springs Community Developers Program is a leadership and community development initiative of the United Methodist Church. Its purpose is to transform the Dove Springs community into a place of opportunity, growth and health. It trains young leaders to be "agents of change" in their local communities and neighborhoods. They learn skills, methods and techniques for transforming neighborhood. They receive training related to: asset-based community development, facilitative leadership, community service, and project development.	Velasquez	Lopez-Aguilar	All
#2: Education	20160622-004-a22	Zamora	Upgrade of Red Salmon Arts Computer Environment	$ 10,081.00	The Hispanic-Latino Quality of Life Advisory Commission recommends support for the one-time purchase of computer and audiovisual equipment--prohibited from purchase on our Cultural Arts grant—needed to enable greater self-sufficiency of the organization's publications program.	Lopez-Aguilar	Llanes Pulido	All
#4: Other	20160727-004-b1	Ramirez	African American Resource Advisory Commission Budget support	$ -	Please see attachment. Amount of $3,441,447.00	Lopez-Aguilar	Llanes Pulido	All
#1: Health & Human Services	20160727-004-b2		The Commission recomends funding for outreach, education and enrollment services for the increased enrollment of the City's uninsured population	$ 300,000.00	Funding of $300,000.00 will fund a modest effort to provide outreach, education, and enrollment services targeted at the City's unisiured at 100% to $250 of the Federal Poverty Level. Prior to 2015 no navigators were financed by the Federla government, the City of Austin or Travis County. Funding is for both Latino Health Forum and Foundation Communities	Zamora	Llanes Pulido	All (Velasquez Chairing, Ramirez recused)

Exhibit I

Priority	#	Commissioner	Project Title	Budget	Project Summary	Motion	Second	Vote
#1: Health & Human Services	20160727-004-b3		Funds from the operating budget to add one FTE Community Engagement Coordinator for the Restore Rundberg project area	$ 70,000.00	The Commission supports the funding for a Community Engagement Coordinator to focus on the Rudberg area, as well as programmatically connected neighborhoods. This position will support the cross-sector partnership and promote the three program goals: to improve public safety, address social impacts and long term planning and implemenmtation of neighborhood-based revitalization strategies. The coordinator will conduct and coordinate a variety of educational activites regarding public safety, social services, development and engament. The coordinator will assist with the Rundberg Educational Advancement District (READ), the Council on At-Risk Youth (CARY) and other youth programs in coordination with the project partners to help facilitate community involvement, public dialogues and consent building to identify and resolve community issues.	Lopez-Aguilar	Ramirez	All
#1: Health & Human Services	20160727-004-b4	Jimenez	Montopolis and Del Valle Community Health Assessment	$ 150,000.00	The areas of Montopolis and Del Valle are areas marked by a lack of investment for decades, rapid growth, and need. Predominantly Latino and very low-income, these areas are the direction where many of the current city residents who cannot afford to stay in Austin are headed. There is a lack of services in this area and a need to ascertain what health conditions impact these communities. This project will consist of data analysis, stakeholder interviews, and focus groups.	Velasquez	Zamora	All (Velasquez Chairing, Ramirez recused)
#3: Business	20160727-004-b5	Llanes Pulido	Operational Support for Economic Growth Business Incubator	$ 180,000.00	Operational support for three years ($60,000 per year; $180,000 over three years) for Economic Growth Business Incubator (EGBI) for ongoing efforts in Latino-owned small business development services including instruction, business planning, business development, financial modeling, and capital formation.$60,000 for three years	Aguilar	Trevino	All

Exhibit I

Priority	#	Commissioner	Project Title	Budget	Project Summary	Motion	Second	Vote
#3: Business	20160727-004-b6	Llanes Pulido	Strategic Planning and Capacity Building Grant for Latino and other Minority-Owned Scalable Enterprises	$ 75,000.00	A capacity building grant in the amount of $75,000, to be released through a request for proposals (RFP) with the objective to create an entity, organization or initiative that accelerates economic development among Latinos and other minorities through the growth of scalable enterprises and increased business ownership. The appropriate program or entity the following deliverables: • Research best practices for growing 2nd stage businesses • Develop 10 year strategic and financial plan • Recruit key stakeholders, supporters and endorsements, achieving equitable representation of the directly impacted communities • Recruit strategic partnerships and collaborators • Recruit financial supporters and anchor investors • Create legal framework for programs or a new entity (incorporation, if applicable) • Create governance framework (by laws or program charter) • Recruit key steering team or board members for new entity • Achieve equitable representation of the directly impacted communities among entity stakeholders.	Zamora	Lopez-Aguilar	All (Guerra abstained)
#2: Education	20160727-004-b7	Lopez-Aguilar	Sam's Corner	$ 108,000.00	Serie Project, Inc. is working towards providing a hub for conducting learning opportunities in visual art classes, lessons, fine art exhibitions/presentations and lectures in the Montopolis neighborhood venue. This district in Austin has the potential to increase audience support for cultural arts and economic development. This includes identifying emerging artists, growing new audiences, and gaining supporters for the arts. Economic development via cultural arts programming in the surrounding residential and commercial sector in the neighborhood is projected to benefit individual residents and businesses. Elementary after school art activities, fine art classes for senior citizens and families would address intergenerational interests. Activities to encourage participation with existing entities would enable partnering and inclusion. By offering fine arts programs, students, families, and in particular, at risk students, would have an opportunity to learn, discover, appreciate creativity and self expression.	Zamora	Lopez-Ahuilar	All (Velasquez Chairing, Ramirez recused)

Exhibit I

Priority	#	Commissioner	Project Title	Budget	Project Summary	Motion	Second	Vote
#4: Other	20160727-004-b8	Ramirez	"GAVA Phase II" in PARD unmet needs list (lighting package to partially begin to cover lighting needs in 78744 and 78745)	$ 500,000.00	Go Austin, Vamos Austin	Lopez-Aguilar	Guerra	All (Llanes Pulido recused)
#1: Health & Human Services	20160727-004-b9	Ramirez	Phase II Scaling of Healthy Corner Store Initiative to achieve impact on 80% of census tracts in 78744 and 78745	$ 269,000.00	RFP: Phase II Scaling of Healthy Corner Store Initiative to achieve impact on 80% of census tracts in 78744 and 78745. Includes: • $114,000 ($57,000 x 2 years, includes salary and benefits) for one FTE Food Retail Organizer) • $50,000 ($10,000 x 5 stores at Tier 3 participation) • $25,000 ($5000 x 5 stores at Tier 2 participation) • $80,000 ($6,000 x 15 stores to sign on and bring to Tier 2 participation over two years)	Ramirez	Lopez-Aguilar	All (Llanes Pulido recused)
#2: Education	20160727-004-b10	Zamora	Feasibility to study for best practices to consolidate city/ISDs educational services	$ 75,000.00	The Commission recommends a feasibility study (at ($75,000) to determine how to best consolidate the city's educational programs, assess their effectiveness and expand the overall effort in support of Austin ISD.	Zamora	Lopez-Aguilar	All
#1: Health & Human Services	20160727-004-b11	Ramirez	Con Mi Madre	$ 101,618.00	Funds Con Mi Madre project for $101,618. Budget is for individual counseling and school workshops.	Velasquez	Lopez-Aguilar	All

Exhibit I

Priority	#	Commissioner	Project Title	Budget	Project Summary	Motion	Second	Vote
#2: Education	20160727-004-b12	Tijerina	The AZTLAN Performing Arts Conservatory: Institutional Capacity Building Chicana/o Expressive Futures in Austin	$ 50,000.00	The AZTLAN Dance Company requests $50,000 for the development of the AZTLAN Performing Arts Conservatory, a capacity building initiative for organizational growth, professionalization, program/service expansion, and grassroots cultural arts institution making. The AZTLAN Performing Arts Conservatory initiative meaningfully expands AZTLAN's nonprofit organizational business model by creating a formal and structured school for the performing arts that centers dance, history, culture, and community as critical tenets for community-based programming. Funds will be invested in three identified areas, they are: 1.) grants development and personnel, 2.) curriculum development, and 3.) a comprehensive educational/marketing power toolkit. The AZTLAN Conservatory will provide a rigorous program of arts instruction for youth and adults, develop performance artists for the AZTLAN Dance Company, and employ arts education, performances, and workshops as a means to reflect our self-determined culture within the broader spectrum of Austin arts.	Llanes Putido	Zamora	All
#4: Other	20160727-004-b13	Ramirez	John Trevino Jr. Metropolitan Park at Morrison Ranch	$ 50,000.00	For PARD to conduct a feasibility study to determine how the park can be developed, so it meets the needs of the community and particularly of the impoverished community and the region.	Ramirez	Lopez-Aguilar	All
#1: Health & Human Services	20160727-004-b14	Ramirez	Las Comadres Building Support Systems for Seniors on Fixed Incomes in Zip Code 78702	$ 37,520.00	Due to the increase in property taxes all over Austin, but especially in the central Austin neighborhoods, many elderly individuals who have lived in East Austin, since at least 1992, and who live on fixed incomes, find themselves unable to pay the high property taxes. Las Comadres Para Las Americas, Austin Network seeks to create a model for community building and support for senior citizen residents in East Austin. The proposed model supports the work being done by The East Side Conservancy (eastsideguardians.org), specifically around the housing affordability initiative. This is a one time funding.	Ramirez	Lopez-Aguilar	All
#2: Education	20160727-004-b15		Addition of a Community Outreach Specialist for the ESB-MACC	$ 70,000.00	After the community voiced varios concerns that the center has not performed enough outreach, the staff of the ESB-MACC has identified a need for a full time Community Outreach Specialist. This position will not only address the community's concens, but will also improve and increase visibility of the Center and its programs.	Zamora	Lopez-Aguilar	All
Total:				$ 4,315,079.00				

Exhibit J

COUNCIL CONCEPT MENU SUMMARY FY2017
September 7, 2016
Contains the budget proposal to fund Latino Health Forum and another non-profit entity so they may provide outreach, education, and enrollment services to the City's uninsured population.

Auditor Note: City Council Budget Concept Menu document. Page 10 has the line item that would provide funding to Latino Healthcare Forum. Document was sourced from City documents. The date of this document is in the footer.

Exhibit J

Council Concept Menu Summary

1. Budget Increases					
Item	General Fund	One-Time Funds	Other Funds	CIP	FTEs
Economic Development	$ 555,000	$ -	$ 895,000	$ -	2.00
Employee Pay & Benefits	2,507,809	-	7,630,282	-	-
Fees/Revenue	-	-	-	-	-
Health and Human Services	14,064,064	595,000	-	-	6.00
Parks	323,053	1,169,166	-	-	2.00
Public Safety	2,844,124	1,423,685	234,697	-	17.00
Quality of Life	6,776,276	6,461,883	60,819	-	10.50
Utilities	-	-	-	-	-
Other	947,062	3,614,150	2,900,150	12,750,000	7.50
Budget Increases	**$ 28,017,388**	**$ 13,263,884**	**$ 11,720,948**	**$ 12,750,000**	**45.00**

2. Budget Reductions					
Item	General Fund	One-Time Funds	Other Funds	CIP	FTEs
Economic Development	$ 193,502	$ (771,619)	$ -	$ -	1.00
Employee Pay & Benefits	-	-	-	-	-
Fees/Revenue	-	-	-	-	-
Health and Human Services	-	-	-	-	-
Parks	-	-	-	-	-
Public Safety	(152,200)	-	-	-	-
Quality of Life	-	-	-	-	-
Utilities	(14,200,000)	-	(23,173,337)	(3,009,500)	-
Other	(29,602,566)	-	(118,398,863)	-	(26.00)
Budget Reductions	**$ (43,761,264)**	**$ (771,619)**	**$ (141,572,200)**	**$ (3,009,500)**	**(25.00)**

3. Change in Revenue					
Item	General Fund	One-Time Funds	Other Funds	CIP	FTEs
Economic Development	$ -	$ -	$ -	$ -	-
Employee Pay & Benefits	-	-	-	-	-
Fees/Revenue	(950,000)	-	(3,700,000)	-	-
Health and Human Services	-	-	-	-	-
Parks	-	-	-	-	-
Public Safety	-	-	-	-	-
Quality of Life	-	-	-	-	-
Utilities	-	-	-	-	-
Other	-	-	(10,007,446)	-	-
Change in Revenue	**$ (950,000)**	**$ -**	**$ (13,707,446)**	**$ -**	**-**

Council Concept Menu - Health and Human Services								
Item	Council Member	Description	General Fund	One-Time Funds	Other Funds	CIP	FTEs	Additional Information
HS1.05	IFC 20160414-004	Child care continuity services	500,000					This is the staff recommended option. Additional information provided in memo to Council on June 22, 2016.
HS1.06	IFC 20160623-079	Procurement of a mobile, wheelchair-accessible public toilet facility	160,000					Fund a 6 month mobile pilot to determine the final location of the permanent installation of a free public toilet facility. Original estimate for annual cost for 2 toilets was $144,000 in rental costs and $128,000 for cleaning. Cost includes an attendant.
HS1.07	Tovo, Adler, Casar, Pool	Parent Support Specialists for AISD	1,282,485					1/2 of the cost of 60 PSSs from July 1, 2016 to June 30, 2017
HS1.08	Tovo, Adler, Casar, Pool	Prime Time Afterschool program for AISD	950,000					After school programs at 20 schools
HS1.09	Renteria	Montopolis & Del Valle Community Health Assessment		150,000				Project will consist of data analysis, stakeholder interviews, and focus groups to ascertain the health conditions that impact these communities.
HS1.10	Renteria, Pool	Activities to enhance Affordable Care Act enrollment		300,000				Funding for both Foundation Communities and Latino Health Forum to provide outreach, education, and enrollment services for increased enrollment targeted at the City's uninsured at 100% to 250% of the Federal Poverty Level.
HS1.11	Kitchen	Restore funding to Victory Tutorial Program to 2014 levels	45,375					Restored funding will add 300 students to academic intervention partnership between Austin Public Library & AISD, providing 1 on 1 tutoring and academic support to students Grades 1-12.

*New or updated item.

Exhibit K

HHS BUDGET BACK-UP (2) SEPTEMBER 14, 2016 BUDGET READING MEETING
September 14, 2016
Contains Health and Human Services back-up documents related to funding proposals and priorities for Fiscal Year 2017. These documents mention the enrollment services for the uninsured population and the same dollar amount recommended at the Hispanic/Latino Quality of Life Resource Advisory Commission July 2016 meeting.

Late Backup

Mayor 9/14/16

Source of evidence: Back-up for Budget Reading Council meeting 9/14/16

Budget Rider for Budget Concept Items related to Health and Human Services, and Eastern Crescent Quality of Life unmet needs

Budget Rider:

A budget rider sets forth specific instructions regarding the expenditure of funds. It is the intent of the City Council that appropriations for Quality of Life Commission priorities, health and human services priorities, Spirit of East Austin, and recommendations based on Council resolutions to address inequities and disparities in the Eastern Crescent. The City Council approved $850,000 out of $2,100,000 in funding for the following priority programs because they leverage federal funding and require an immediate implementation. These include:

- $300,000 for SNAP outreach and enrollment
- $300,000 for Affordable Care Act outreach and enrollment
- $250,000 for Translation and Interpretation

Additionally, the remaining priority projects, the balance of $1,250,000 on the Quality of Life recommendations should have a particular focus on the following:

- Programming for youth including post-secondary education preparedness, job readiness, and mentoring at risk youth
- Mental health services for underserved communities
- Workforce development
- Healthy food access and access
- Capacity building for smaller community based organizations that work in and serve the Eastern Crescent communities

Funding set out in the budget should be focused on the remaining priority areas and an interdisciplinary team of city staff should work with stakeholders particularly the Quality of Life Commission leadership to ensure appropriate performance metrics are established for any outside contract(s) and contractors performing work to achieve project and program objectives. This review process will be refined for the next budget cycle so that the Quality of Life Commissions are focused on policy and program priorities and can present these to the City Council to support budget allocations for priority areas.

Exhibit K

Late Backup
9/14/16

Auditor Note: to the left is the funding proposal previously discussed in the commission meeting July 27, 2016.

Quality of Life Advisory Commissions Budget Priorities					
African American	Amount	Asian American	Amount	Latino/Hispanic	Amount
KAZI - Increase opportunities to broadcast additional Council meetings/forums important to the community	$ 32,970	CPIO Translation and Language Interpretation	$ 250,000	ACA Outreach and Enrollment services to reduce the 30% uninsured Latino population	$ 300,000
MEELI Justice Center - Job training and support sevices for youth who are at risk and adults who have been in the criminal justice system	$ 250,000	To be allocated	$ 403,333	Mamis Ayudan to address increased adolescent motherhood through bilingual health services	$ 35,000
Youth Employment to serve 200 youth	$ 170,000			Teen Pregnancy Prevention Task Force to develop a community based teen prevention strategic plan	$ 35,000
Urban Music Festival	$ 26,000			Con Mi Madre group and individual therapy supporting young Latinas	$ 60,414
Youth Harvest Foundation (total is $187,000 but to stay within $700k the total is reduced)	$ 174,363			Pipeline Latinitas - connecting Latino youth with Austin's Tech Industry	$ 35,000
				Ballet East Dance Copmpany to expand folklorico program to Martin MS and Metz Rec Center	$ 20,000
				Arts HUB (Sam's Corner) in Montopolis for learning opportunities in visual art classes	$ 55,000
				Tejano Monument Anniversary Celebration	$ 26,000
				Las Comrades building support systems for Seniors on Fixed Systems	$ 11,919
				Montopolis and Del Valle Community Health Assessment	$75,000
TOTAL	$ 653,333	TOTAL	$ 653,333	TOTAL	$653,333

Exhibit L

HHS BUDGET BACK-UP (1) SEPTEMBER 14, 2016 BUDGET READING MEETING
September 12, 2016
Contains a high level summary of the priority areas for the Quality of Life commissions, which include outreach and enrollment for uninsured communities. This document was included as a back-up for the Council budget meeting in September 2016.

9/12/16

Late Backup

Mayor

Source of evidence: Back-up for Budget Reading Council meeting 9/14/2016

Budget Rider for Budget Concept Items related to Health and Human Services, and Eastern Crescent Quality of Life unmet needs

Budget Rider:

A budget rider sets forth specific instructions regarding the expenditure of funds. It is the intent of the City Council that appropriations for Quality of Life Commission priorities, health and human services priorities, Spirit of East Austin, and recommendations based on Council resolutions to address inequities and disparities in the Eastern Crescent. The funding should for the above priority areas should be based with a particular focus on the following:

- Health assessments, outreach, and enrollment for the underserved and uninsured communities
- Programming for youth including post-secondary education preparedness, job readiness, and mentoring at risk youth
- Mental health services for underserved communities
- Expansion of translation and interpretation services for City services
- Workforce development
- Healthy food access and access
- Capacity building for smaller community based organizations that work in and serve the Eastern Crescent communities
- At a minimum, $.8 million should be included to address cost drivers in existing HHS contracts

Funding set out in the budget should be focused on the above priority areas and an interdisciplinary team of city staff should work with stakeholders particularly the Quality of Life Commission leadership to ensure appropriate performance metrics are established for any outside contract(s) and contractors performing work to achieve project and program objectives. This review process will be refined for the next budget cycle so that the Quality of Life Commissions are focused on policy and program priorities and can present these to the City Council to support budget allocations for priority areas.

Exhibit M

ORDINANCE ADOPTING THE OPERATING BUDGET FOR FISCAL YEAR 2016-2017
September 14, 2016
Contains the ordinance that adopted the Fiscal Year 2017 budget for the City of Austin.

ORDINANCE NO. 20160914-001

AN ORDINANCE ADOPTING THE OPERATING BUDGET FOR FISCAL YEAR 2016-2017 BEGINNING ON OCTOBER 1, 2016, AND ENDING ON SEPTEMBER 30, 2017.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF AUSTIN:

PART 1. The City Council adopts the attached Operating Budget for Fiscal Year 2016-2017 beginning on October 1, 2016, and ending on September 30, 2017.

PART 2. This ordinance takes effect on October 1, 2016.

PASSED AND APPROVED

§
§
§

September 14, 2016

Steve Adler
Mayor

APPROVED: _____
Anne L. Morgan
City Attorney

ATTEST: _____
Janette S. Goodall
City Clerk

Exhibit N

INFORMATION ON EXTENSION CONTRACT FOR LATINO HEALTHCARE FORUM
Fiscal Year 2017
Contains the most recently executed extension contract between Latino HealthCare Forum and Austin Public Health (formerly known as Health & Human Services), specifically the contract extension document and funding information:

- Signed contract agreement from January 2017
- Program Scope of Work from January 2017
- eCAPRIS project information on encumbered funds for this contract (as of 5/19/2017)

Amendment No. 2
to
Contract No. NG160000005
for
Social Services
between
LATINO HEALTHCARE FORUM
and the
CITY OF AUSTIN
(Secure Your Health)

1.0 The City of Austin and the Contractor hereby agree to the contract revisions listed below.

2.0 The total amount for this Amendment to the Agreement is ***Two Hundred Thousand dollars*** **($200,000)**. The total Agreement amount is recapped below:

Term	Agreement Change Amount	Total Agreement Amount
Basic Term: (Oct. 1, 2015 – Sept. 30, 2016)	n/a	$ 58,000
Amendment No. 1: Add Funding to Contract and Add Three 12-Mos. Extension Options	$ 142,000	$ 200,000
Amendment No. 2: Exercise Renewal Option #1 (Oct. 1, 2016 – Sept. 30, 2017)	$200,000	$400,000

3.0 The following changes have been made to the original contract EXHIBITS:

Exhibit A.1 -- Program Work Statement is deleted in its entirety and replaced with a new **Exhibit A.1 -- Program Work Statement.** *[Revised 12/21/2016]*

Exhibit A.2 -- Program Performance Measures is deleted in its entirety and replaced with a new **Exhibit A.2 -- Program Performance Measures.** *[Revised 12/21/2016]*

Exhibit B.1 -- Program Budget and Narrative is deleted in its entirety and replaced with a new **Exhibit B.1 -- Program Budget and Narrative.** *[Revised 11/10/2016]*

4.0 MBE/WBE goals were not established for this Contract.

5.0 Based on the criteria in the City of Austin Living Wage Resolution #020509-91, the Living Wage requirement does not apply to this Contract.

6.0 By signing this Amendment, the Contractor certifies that the Contractor and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the Exclusion records found at SAM.gov, the State of Texas, or the City of Austin.

7.0 All other Contract terms and conditions remain the same.

BY THE SIGNATURES affixed below, this Amendment is hereby incorporated into and made a part of the above-referenced contract.

CONTRACTOR

Signature:

LATINO HEALTHCARE FORUM
Jill Ramirez, Chief Executive Officer
6601 Felix Ave.
Austin, TX 78741

Date: 1-4-17

CITY OF AUSTIN

Signature:

City of Austin
Purchasing Office
PO Box 1088
Austin, TX 78767

Date: 1/23/17

Latino HealthCare Forum *Secure Your Health*

Program Work Statement

Contract Start Date 10/1/2015 ***Contract End Date*** 9/30/2017

Program Goals And Objectives

Latino HealthCare Forum (LHCF) provides in-person education, enrollment, and Affordable Care Act (ACA) insurance navigation services in the Austin area. The Secure Your Health program educates clients about the ACA; walks consumers through the entire enrollment and plan selection process; and helps the newly insured maintain and use their insurance.

LHCF will build on its use of Community Health Worker/Promotores and use them as Outreach and Enrollment Specialists (OES) with their cultural and linguistic competency in working with "hard to reach" vulnerable populations. The primary target of LHCF's campaign is the Latino uninsured residents in select zip codes in Austin/Travis County which is upwards of over 100,000. Of these 100,000, at least 30,000 continue to qualify for the insurance marketplace and about 25% require deliberate assistance.

Contract goals include:
1) Educate Austin and Travis County individuals about ACA and Marketplace insurance options, and
2) Reduce the number of uninsured and underinsured residents by enrolling individuals in Marketplace plans

Program Clients Served

This Agreement is exempt from City of Austin Client Eligibility Requirements found in Exhibit A.3. The program is required to serve all clients who are interested in enrollment support, regardless of residency or income. While services are open to anyone and there are no income or geographic restrictions, LHCF primarily serves vulnerable minority populations, populations with limited English proficiency, and households with incomes at or below 200% FPL who live in Austin/Travis County.

The program targets individuals who are eligible for:
1) Any subsidized program (marketplace subsidy, Medicaid, Medicare, etc.) and
2) Non-subsidized individual marketplace.

Any and all data collected are in compliance with provisions of the Affordable Care Act (ACA) and state Community Partnership Program Assistor requirements. Underlying compliance requirements are those of HIPAA guidelines in dealing with personal health information provisions.

When City of Austin monitors come on-site to review enrollment client files, LHCF will be able to provide the following information for a subset of clients who reside in Austin/Travis County and who have projected incomes for the following year to be less than 200% FPL in the performance spreadsheet:
- Client Identifier
- Zip Code
- Gender
- Race
- Date of Birth or Age

Reporting relative to Outreach / Education data collected consists of:
- Date of Event
- Name of Event
- Location of Event / Address and Zip Code
- Contact at Event
- Number of participants at event
- Number of individuals assisted at event

Program Services And Delivery

The Secure Your Health program will achieve its goals by employing Outreach and Enrollment Specialists (OES) who reflect the cultural and linguistic diversity of the target population. The OES will be trained to be knowledgeable of both subsidized and non-subsidized health coverage and qualified health plans. Navigators will be equipped with the information and expertise needed to successfully educate and enroll individuals in coverage regardless of the type of program for which they are eligible. OES will adhere to a code of conduct, confidentiality and guideline agreements, and quality assurance standards

Program Work Statement

Contract Start Date 10/1/2015 ***Contract End Date*** 9/30/2017

and protocols.

The program will provide a seamless, "no wrong door" consumer experience regardless of residency or other qualifications. It will promote the retention of existing insurance coverage in public programs.

The work of OES will be divided into two types of activities:
a) The OES group will drive consumers to outreach, education, and enrollment activities; and
b) The OES group will provide in-person assistance for enrollment into a qualified health plan.

OUTREACH & EDUCATION
- LHCF will target individuals in the potential population through culturally competent, consumer driven marketing strategies, with multi-faceted campaigns with focus at the local level
- LHCF will tailor outreach to meet needs of different groups of the uninsured, especially those who are hardest to reach, involving representatives from the targeted communities to assure that the message is responsive and culturally competent
- LHCF will facilitate outreach and education through public and private partnerships
- LHCF will ensure access to care through person-to-person contacts

Outreach and Education Components:
a. Identify and understand the eligible population
b. Increase public awareness of marketplace options
c. Increase understanding of marketplace eligibility
d. Educate individuals about the marketplace
e. Motivate individuals to take action to find out more about, or enroll in, the marketplace
f. Communication: Marketing materials, advertising, events, flyers/brochures, fact sheets/cards, posters and social media.

ENROLLMENT & NAVIGATION
LHCF enrollment assistance takes many forms at various times in the process of enrollment.
Enrollment in the ACA is possible to be completed using various methods including paper application, on-line electronic application submission and over-the-phone applications. All methods require the submission of specific eligibility documentation at the time of application and/or within a required period of time as specified. No application is considered complete without this required documentation. LHCF provides application assistance in support of any means selected by the client.
LHCF achieves this by:
- Client support via phone
- Client support in person

LHCF provides clients pre-application, application and post ACA application support. This assistance includes assessing health coverage needs for the client and/or family members, discussing options for their coverage and available community providers by plan, getting a health plan member card, explaining the monthly premium statement, reporting of life changes to ACA, adding new family members to the plan and other navigation assistance.

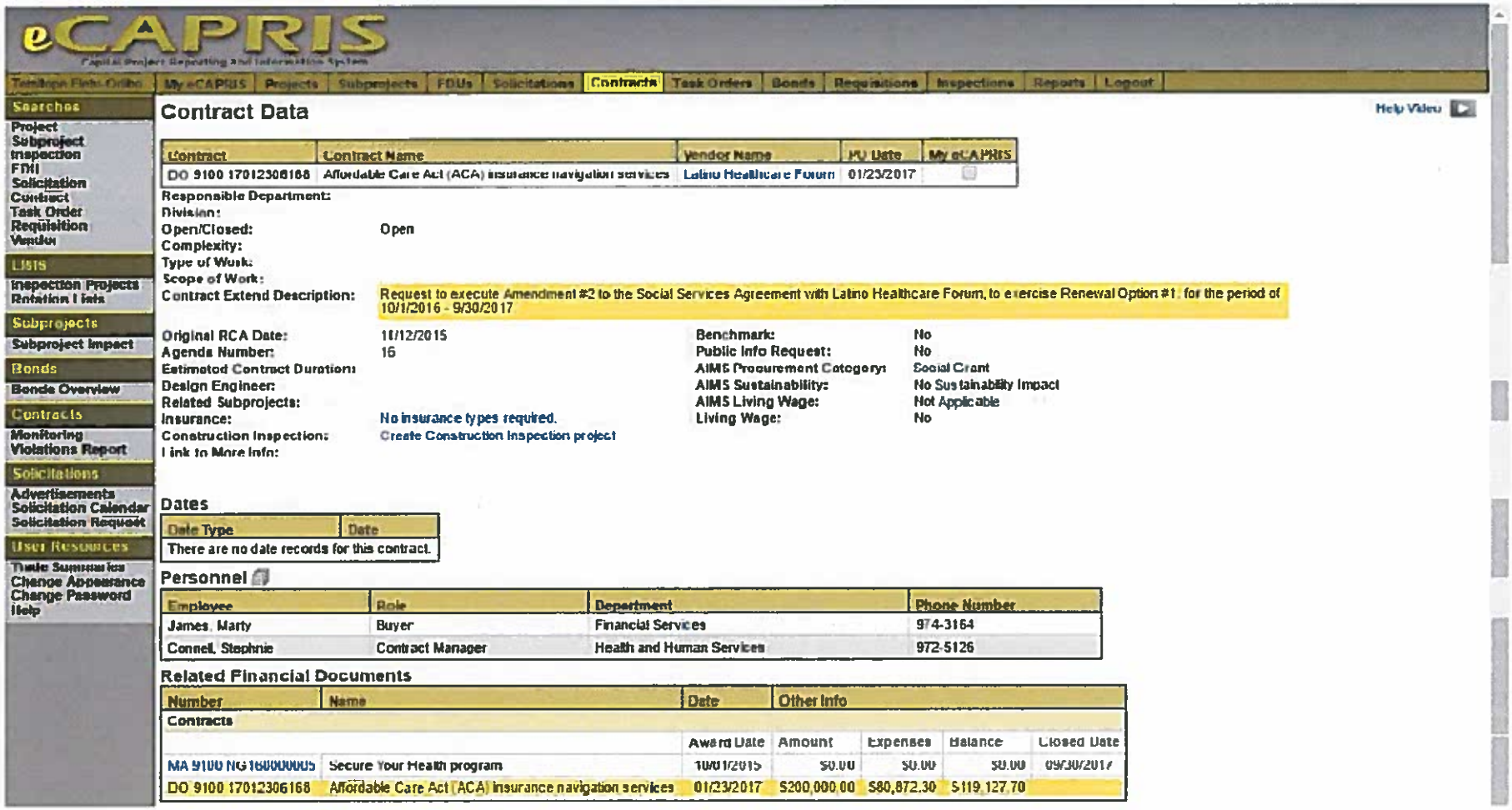
System for Collecting and Reporting Program Data

LHCF will be utilizing the Enroll ATX tool that is customizable and will enable LHCF to gather and report data, as per HIPAA and City of Austin requirements. During a site visit, LHCF will provide a spreadsheet roster of unduplicated client identifiers that are in compliance with HIPAA requirements.

Performance Evaluation

LHCF evaluates performance against established project specific metrics. Given the brevity of the open enrollment period, weekly reviews of project elements such as number of appointments made and completed, number of enrollments completed and number of events supported will be ongoing throughout the project term by the project management team.

Created *11/9/2016 5:36:00 PM* ***Last Modified, If Applicable*** *12/21/2016 9:14:00 AM*


eCAPRIS
Capital Project Reporting and Information System
Tentative Fleet Online
My eCAPRIS
Projects
Subprojects
FDUs
Solicitations
Contracts
Task Orders
Bonds
Requisitions
Inspections
Reports
Logout
Searches
Project
Subproject
Inspection
FDU
Solicitation
Contract
Task Order
Requisition
Vendor
Lists
Inspection Projects
Rotation Lists
Subprojects
Subproject Impact
Bonds
Bonds Overview
Contracts
Monitoring
Violations Report
Solicitations
Advertisements
Solicitation Calendar
Solicitation Request
User Resources
Task Summaries
Change Appearance
Change Password
Help
Contract Data
Help Video
Contract
Contract Name
Vendor Name
PO Date
My eCAPRIS
DO 9100 17012306168
Affordable Care Act (ACA) insurance navigation services
Latino Healthcare Forum
01/23/2017
Responsible Department:
Division:
Open/Closed: Open
Complexity:
Type of Work:
Scope of Work:
Contract Extend Description: Request to execute Amendment #2 to the Social Services Agreement with Latino Healthcare Forum, to exercise Renewal Option #1, for the period of 10/1/2016 - 9/30/2017
Original RCA Date: 10/12/2015
Agenda Number: 16
Estimated Contract Duration:
Design Engineer:
Related Subprojects:
Insurance: No insurance types required.
Construction Inspection: Create Construction Inspection project
Link to More Info:
Benchmark: No
Public Info Request: No
AIMS Procurement Category: Social Grant
AIMS Sustainability: No Sustainability Impact
AIMS Living Wage: Not Applicable
Living Wage: No
Dates
Date Type
Date
There are no date records for this contract.
Personnel
Employee
Role
Department
Phone Number
James, Marty
Buyer
Financial Services
974-3164
Connell, Stephnie
Contract Manager
Health and Human Services
972-5126
Related Financial Documents
Number
Name
Date
Other Info
Contracts
Award Date
Amount
Expenses
Balance
Closed Date
MA 9100 NG16000005
Secure Your Health program
10/01/2015
$0.00
$0.00
$0.00
09/30/2017
DO 9100 17012306168
Affordable Care Act (ACA) insurance navigation services
01/23/2017
$200,000.00
$80,872.30
$119,127.70