



REQUEST FOR BOARD ACTION

ITEM NO. 7.

DATE OF MEETING: March 19, 2012

REQUESTED BY: Carolyn Moser, Health Director, Pender County Health Department

SHORT TITLE: Resolution Authorizing a Budget Amendment to Approve Increase in Health Department Revenues and Expenditures for Fiscal Year 2011-2012: \$2,538

BACKGROUND: The North Carolina Communicable Disease Health Section has allocated Pender County Health Department \$2,538 in Infection Control funds to be used for costs associated with training.

NCAC 0206(b) requires that local health departments that perform invasive procedures have an infection control policy and assure that workers follow that policy. "Invasive procedures" include the use of needles to puncture the skin and dental procedures during which the potential for bleeding exists. The local health department is required to designate one on-site staff member to direct infection control activities. Designated staff members must complete a course of infection control approved by the Department.

SPECIFIC ACTION REQUESTED: To consider a resolution approving a budget amendment for increasing programmatic revenues and related expenditures for Pender County Health Department by \$2,538 in the Communicable Disease Program for Fiscal Year 2011-2012.

COUNTY MANAGER'S RECOMMENDATION

Respectfully recommend approval.


Initial

RESOLUTION

NOW, THEREFORE BE IT RESOLVED by the Pender County Board of Commissioners that

the FY 2011-2012 Annual Budget Ordinance is amended to increase revenues/ expenditures and approve related purchase orders for the following program.

Increase Revenues:

Communicable Disease 11 375025 \$2,538

Increase Expenditures:

Communicable Disease 900052 405500 Training \$500
Communicable Disease 900052 406600 Computer Expenses \$2,038

The Chairman/County Manager is authorized to execute any/all documents necessary to implement this resolution.

AMENDMENTS:

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS

YEA VOTES: Brown ___ Tate ___ Rivenbark ___ Ward ___ Williams ___

George R. Brown, Chairman

Date

ATTEST

your copy

**Division of Public Health
Agreement Addendum
FY 11-12**

Pender County Health Department
Local Health Department Legal Name

Epidemiology/Communicable Disease
DPH Section/Branch Name

871 INFECTION CONTROL - LOCAL HEALTH DEPARTMENT

Constance D. Jones, RN, 919.410.2201
constance.d.jones@dhhs.nc.gov

Activity Number and Description

DPH Program Contact Name, Telephone Number (with area code) and Email

February 1, 2012 - March 31, 2012
Service Period

DPH Program Signature **Date**
(only required for negotiable agreement addendum)

March 1, 2012 - April 30, 2012
Payment Period

- Original Agreement Addendum**
 Agreement Addendum Revision # _____ (Please do not put the Aid to County BE revision # here.)

I. Background:

One time only funds from the American Recovery and Reinvestment Act (ARRA) have been identified to assist local health departments with training costs associated with required infection control training. The funds must be spent by March 31, 2012.

NCAC 0206(b) requires that local health departments (LHD) that perform invasive procedures have an infection control policy and assure that workers follow that policy. "Invasive procedures" includes the use of needles to puncture skin and dental procedures during which the potential for bleeding exists. The local health department is required to designate one on-site staff member to direct infection control activities. Designated staff members must complete a course in infection control approved by the Department.

"...In order to prevent transmission of HIV, hepatitis B, hepatitis C and other bloodborne pathogens each health care organization that performs invasive procedures shall implement a written infection control policy. The health care organization shall ensure that health care workers in its employ or who have staff privileges are trained in the principles of infection control and the practices required by the policy; require and monitor compliance with the policy; and update the policy as needed to prevent transmission of HIV, hepatitis B, hepatitis C and other bloodborne pathogens. The health care organization shall designate one

Carolyn Moore
Health Director Signature (use blue ink)

2/7/12
Date

Local Health Department to complete:
(If follow up information is needed by DPH)

LHD program contact name: Shirley Steele
Phone number with area code: 910-259-1207
Email address: ssteele@pendercounty.nc.gov

Signature on this page signifies you have read and accepted all pages of this document.

on-site staff member for each noncontiguous facility to direct these activities. The designated staff member in each health care facility shall complete a course in infection control approved by the Department..."

Approved training courses are currently available from Greensboro Area Health Education Center and Mountain Area Health Education Center.

II. Purpose:

The purpose of this Agreement Addenda is to provide financial assistance to local health departments to comply with the NCAC 0206: **Infection Prevention - Health Care Settings**.

III. Scope of Work and Deliverables:

- LHD should review and update current Infection Control Policy and insure that policies address the components required by NCAC .0206(b)
- LHD should purchase necessary hardware and software to complete online training for Infection Control – Health Care Settings
- LHD should direct designated staff to register and complete an approved course in Infection Control in Health Care Settings
- LHD will provide computer access to designated staff to take approved online course.

Recommended Staff:

Any clinician (RN, LPN, PA, NP, Lab Technologist, MD, DDS, Dental Hygienist) may be designated as an infection prevention director. Ideally, each non-contiguous facility should have 1 lead and 1 back up for dental health; and 1 lead and 1 back up for main clinic services.

IV. Performance Measures/Reporting Requirements:

- LHD will make an electronic copy of the infection control policy available to the Healthcare-Associated Infection Coordinator in the Communicable Disease Branch/DPH upon request.
- LHD will designate staff by name and area of responsibility and report this information to the Healthcare-Associated Infection Coordinator at the Division of Public Health by March 1, 2012.

V. Performance Monitoring and Quality Assurance:

- DPH Program staff will monitor course registration and completion.

VI. Funding Guidelines or Restrictions:

- The local health department shall complete and follow the attached provisions outlined in Attachment I, *Agreement Addenda Provisions, ARRA Funds*.
- Funds may be used to purchase computer, printer, speakers, and software that meet specifications necessary to participate in online training.
- Funds may be used to support Infection Control course registration fees specific to NCAC 0206.
- All funds must be spent by March 31, 2012.

ATTACHMENT I
AGREEMENT ADDENDA PROVISIONS
ARRA Funds

By submission of a proposal, Contractor agrees to comply with the following provisions. Failure to comply with any and all provisions herein may be cause for the contracting agency to issue a cancellation notice to a contractor.

Central Contractor Registration (CCR) and Dun & Bradstreet (D&B) Data Universal Numbering System (DUNS) Number Mandatory requirement

Pursuant to the Recovery Act, Division A, Section 1512 (h), recipients of Recovery Act Funds must be registered in the Central Contractor Registration (CCR) database at www.ccr.gov. The CCR is the primary database for registering to do business with the federal government. CCR collects, validates, stores and disseminates data in support of agency acquisition missions, including Federal agency contract and assistance awards. To register in the CCR database, the Federal Acquisition requires that an entity have a valid DUNS number. The Data Universal Numbering System (DUNS) is a global numerical system created by Dun & Bradstreet which assigns a unique number to identify a single business entity. To obtain a DUNS number call the toll-free DUNS number request line 1-800-705-5711 or visit D&B at www.dnb.com.

Contractor Procurement and Competitive Procedures

Recovery funds shall only be used for the payment of goods, services and construction activities that are in accordance with the appropriate use of ARRA funds. Competition must be used when using Recovery funds to purchase goods or services by the Contractor. All procurement transactions involving Recovery funds will be conducted in a manner providing full and open competition. The words "Recovery Funds" shall be used in the description header to identify procurement opportunities that are using recovery funds as the method of payment.

Public Agencies Contractors:

The State Wide Interactive Procurement System (IPS) and the E-procurement System will be used by all public or governmental agencies to list informal and formal solicitation documents if recovery or portions thereof will be used as payment for goods, services, and construction projects including design services. Public Agencies using recovery funds for the purposes of soliciting bids, proposals, construction projects, including design services exceeding \$5,000 in addition to IPS must also advertise the opportunity in the local newsprint outlets including minority and women owned outlets

Non Public Agencies Contractors not having access to IPS or E-procurement

Non Public or non governmental agencies will use their own procurement procedures to seek competition. Procedures should be suitable and conform to applicable state, local and federal laws.

Sub Contracting

The contractor shall not subcontract any of the work contemplated under this contract using Recovery funds without prior written approval from the Division. Any approved subcontract is subject to all conditions of this contract and Recovery funds provisions.

Historically Underutilized Business (HUBs) Participation:

Grantees, sub grantees and their recipients will take all necessary affirmative steps to assure that Historically Underutilized Businesses (HUBs) are used when possible and receive participation opportunities in the procurement process.

Reporting Requirements

The Contractor is notified that this project will be financed with *American Recovery and Reinvestment Act of 2009* (hereinafter, "ARRA") Funds. The Contractor shall ensure that all subcontracts and other contracts for goods and services for an ARRA-funded project have the mandated provisions of this directive in their contracts. Pursuant to Title XV, Section 1512 of the ARRA, the State shall require that the Contractor provide reports and other employment information as evidence to document the number of jobs created or jobs retained by this contract from the Contractor's own workforce and any sub-contractors. No direct payment will be made for providing said reports, as the cost for same shall be included in the various items in the contract.

Posting with the Local Employment Security Commission

In addition to any other job postings the Contractor normally utilizes, the Office of Economic Recovery & Investment (hereinafter, "OERI") requires that the Contractor shall post with the local Employment Security Commission Office all positions for which he intends to hire workers as a result of being awarded this contract. Labor and semiskilled positions must be posted for at least 48 hours before the hiring decision. All other positions must be posted a minimum posting of five days before the hiring decision. The Contractor and any Subcontractor shall report the new hires in the manner prescribed by the Employment Security Commission and the OERI.

Required Contract Provision to Implement ARRA Section 902

Section 902 of the ARRA requires that each contract awarded using ARRA funds must include a provision that provides the U.S. Comptroller General and his representatives with the authority to:

- (1) Examine any records of the contractor or any of its subcontractors, or any State or local agency administering such contract, that directly pertain to, and involve transactions relating to, the contract or subcontract; and
- (2) Interview any officer or employee of the contractor or any of its subcontractors, or of any State or local government agency administering the contract, regarding such transactions.

Accordingly, the Comptroller General and his representatives shall have the authority and rights prescribed under Section 902 of the ARRA with respect to contracts funded with recovery funds made available under the ARRA. Section 902 further states that nothing in 902 shall be interpreted to limit or restrict in any way any existing authority of the Comptroller General.

Authority of the Inspector General provision

Section 1515(a) of the ARRA provides authority for any representatives of the United States Inspector General to examine any records or interview any employee or officers working on this contract. The contractor is advised that representatives of the Inspector General have the authority to examine any record and interview any employee or officer of the contractor, its subcontractors or other firms working on this contract. Section 1515(b) further provides that nothing in this section shall be interpreted to limit or restrict in any way any existing authority of an Inspector General.

Buy American provision

Section 1605 of the ARRA requires that iron, steel and manufactured goods used in public buildings or public works projects be manufactured in the United States. Contractor agrees to abide by this provision and shall maintain records of such purchases for inspections by authorized agents of the State of North Carolina and federal agencies. The Contractor must obtain written exception from this provision from the agency issuing the contract.

Use of Recovery Funds

Grantees, Sub grantees and their recipients will ensure that Recovery funds are used appropriately according to the implementation or proposed use and intent of covered funds. Please refer to the contract and/or individual documents from the federal cognizant agency to ensure complete compliance under the ARRA.

Contractors and subcontractors are specifically prohibited from using recovery funds for travel outside the service area or county in which the project is located. The only exceptions are where travel is specifically mandated by the Recovery Act, the awarding federal agency specifically directs such travel or it is a performance requirement of the grant.

Wage Rate Provision

Section 1606 of the ARRA requires that all laborers and mechanics employed by contractors and subcontractors with funds from the ARRA shall be paid wages at rates not less than the prevailing wage rate under the Davis-Bacon Act. The contractor agrees that by the submission of a proposal in response to a solicitation funded in whole or in part with recovery funds, continuous compliance will be maintained with the Davis-Bacon Act.

Availability and Use of Funds

Contractors understand and acknowledge that any and all payment of funds or the continuation thereof is contingent upon funds provided solely by ARRA or required state matching funds. Pursuant to Section 1604 of the ARRA, contractors agree not to undertake or make progress toward any activity using recovery funds that will lead to the development of such activity as casinos or other gambling establishments, aquariums, zoos, golf courses, swimming pools or any other activity specifically prohibited by the Recovery Act.

Whistleblower Provisions

Contractors understand and acknowledge that Article 14 of Chapter 124, NCGS 126-84 through 126-88 (applies to the State and state employees), Article 21 of Chapter 95, NCGS 95-240 through 85-245 (applies to anyone, including state employees), and Section 1553 of the Recovery Act (applies to anyone receiving federal funds), provide protection to State, Federal and contract employees.

Outsourcing outside the USA without Specific Prior Approval Provision

Contractor agrees not to use any recovery funds from a contract or any other performance agreement awarded by the State of North Carolina, its agencies, or political subdivisions for outsourcing outside of the United States, without specific prior written approval from the agency issuing the contract.

Federal, State and Local Tax Obligations

By submission of a proposal, contractors and subcontractors assert and self-certify that all Federal, State and local tax obligations have been or will be satisfied prior to receiving recovery funds.

Note: All Grantees, Sub Grantees and their recipients should check potential ARRA contractors against federal and state list of debarred organizations. The Department of Administration's Division of Purchase and Contract website <http://www.doa.state.nc.us/pandc/QuickReference.html> has the listings for such a review. Using the contractor's DUNS number is a way for the agency to check for contractors which may be trying to private under a different name.

Anti-Discrimination and Equal Opportunity

Pursuant to Section 1.7 of the guidance memorandum issued by the United States Office of Management and Budget on April 3, 2009, recovery funds must be distributed in accordance with all anti-discrimination and equal opportunity statutes, regulations, and Executive Orders pertaining to the expenditure of funds.

Office of State Budget and Management Access to Records

OERI requires that the contractor and subcontractor agree to allow the Office of State Budget and Management internal auditors and state agency internal auditors access to records and employees pertaining to the performance of any contract awarded by a public agency.

Cynthia Moxon
Health Director Signature

2/7/12
Date

Pender Co. Health Dept.
Legal Name of Health Department

100955413
DUNS Number

Federal Award Number: 3U50C1423659-05S1

CFDA Number: 93.717

Allocation Page
 For Fiscal Year:11/12
 Estimate Number: 0

Waiting for Program Admin Approval

CONTRACTS
 JAN 13 2012

			071 0813 8064 LL Payment Period 03/01-04/30	Proposed Total	New Total
	AA		Service Period 02/01-03/31		
01 ALAMANCE	*	0	\$2,440.00	\$2,440.00	\$2,440.00
01 ALBEMARLE REG	*	0	\$13,210.00	\$13,210.00	\$13,210.00
02 ALEXANDER	*	0	\$4,770.00	\$4,770.00	\$4,770.00
04 ANSON	*	0	\$2,220.00	\$2,220.00	\$2,220.00
02 APPALACHIAN	*	0	\$6,770.00	\$6,770.00	\$6,770.00
07 BEAUFORT	*	0	\$2,330.00	\$2,330.00	\$2,330.00
09 BLADEN	*	0	\$2,330.00	\$2,330.00	\$2,330.00
10 BUNNICK	*	0	\$2,220.00	\$2,220.00	\$2,220.00
11 BUCKINGHAM	*	0	\$2,110.00	\$2,110.00	\$2,110.00
12 BURKE	*	0	\$2,220.00	\$2,220.00	\$2,220.00
13 CAMARUS	*	0	\$4,660.00	\$4,660.00	\$4,660.00
14 CALDWELL	*	0	\$2,110.00	\$2,110.00	\$2,110.00
16 CANTRELL	*	0	\$2,110.00	\$2,110.00	\$2,110.00
17 CASWELL	*	0	\$0.00	\$0.00	\$0.00
18 CATAWBA	*	0	\$1,788.00	\$1,788.00	\$1,788.00
19 CATHAM	*	0	\$4,440.00	\$4,440.00	\$4,440.00
20 CHEROKEE	*	0	\$2,110.00	\$2,110.00	\$2,110.00
22 CLAY	*	0	\$2,220.00	\$2,220.00	\$2,220.00
23 CLEVELAND	*	0	\$5,100.00	\$5,100.00	\$5,100.00
24 COLUMBUS	*	0	\$0.00	\$0.00	\$0.00
25 CRAVIN	*	0	\$169.00	\$169.00	\$169.00
26 CUMBERLAND	*	0	\$2,489.00	\$2,489.00	\$2,489.00
27 CURRAN	*	0	\$2,110.00	\$2,110.00	\$2,110.00
28 DAVIDSON	*	0	\$2,220.00	\$2,220.00	\$2,220.00
29 DAVIE	*	0	\$330.00	\$330.00	\$330.00
31 DUFREN	*	0	\$2,978.00	\$2,978.00	\$2,978.00
32 DURHAM	*	0	\$2,489.00	\$2,489.00	\$2,489.00
33 EDGECOMBE	*	0	\$2,758.00	\$2,758.00	\$2,758.00
34 FORSYTH	*	0	\$4,697.00	\$4,697.00	\$4,697.00
35 FRANKLIN	*	0	\$4,758.00	\$4,758.00	\$4,758.00
36 GASTON	*	0	\$0.00	\$0.00	\$0.00
38 GRAHAM	*	0	\$2,110.00	\$2,110.00	\$2,110.00
01 GRAN-VANCE	*	0	\$2,110.00	\$2,110.00	\$2,110.00
39 GREENE	*	0	\$220.00	\$220.00	\$220.00
41 GUILFORD	*	0	\$4,929.00	\$4,929.00	\$4,929.00
42 HALIFAX	*	0	\$2,220.00	\$2,220.00	\$2,220.00
43 HART	*	0	\$2,440.00	\$2,440.00	\$2,440.00
44 HAYWOOD	*	0	\$2,538.00	\$2,538.00	\$2,538.00
45 HENDERSON	*	0	\$2,110.00	\$2,110.00	\$2,110.00
46 HERTFORD	*	0	\$2,330.00	\$2,330.00	\$2,330.00
47 Hoke	*	0	\$2,330.00	\$2,330.00	\$2,330.00
48 HYDE	*	0	\$2,220.00	\$2,220.00	\$2,220.00
49 IREDELL	*	0	\$169.00	\$169.00	\$169.00
50 JACKSON	*	0	\$2,599.00	\$2,599.00	\$2,599.00
51 JOHNSTON	*	0	\$2,110.00	\$2,110.00	\$2,110.00
52 JONES	*	0	\$2,220.00	\$2,220.00	\$2,220.00
53 LEE	*	0	\$330.00	\$330.00	\$330.00
54 LENOIR	*	0	\$660.00	\$660.00	\$660.00
55 LENOIR	*	0	\$2,220.00	\$2,220.00	\$2,220.00
56 MARION	*	0	\$2,648.00	\$2,648.00	\$2,648.00
57 MCDONALD	*	0	\$2,220.00	\$2,220.00	\$2,220.00
58 MERTON-WASH	*	0	\$6,868.00	\$6,868.00	\$6,868.00
59 NEW CUMBERLAND	*	0	\$4,880.00	\$4,880.00	\$4,880.00
60 MONTGOMERY	*	0	\$220.00	\$220.00	\$220.00
61 MOORE	*	0	\$440.00	\$440.00	\$440.00
64 NASH	*	0	\$2,770.00	\$2,770.00	\$2,770.00
65 NEW HANOVER	*	0	\$2,110.00	\$2,110.00	\$2,110.00
66 NORTHAMPTON	*	0	\$2,330.00	\$2,330.00	\$2,330.00
67 ONSLOW	*	0	\$2,330.00	\$2,330.00	\$2,330.00
68 ORANGE	*	0	\$758.00	\$758.00	\$758.00
69 PAMLICO	*	0	\$2,110.00	\$2,110.00	\$2,110.00
71 PENDER	*	0	\$2,538.00	\$2,538.00	\$2,538.00
73 PERSON	*	0	\$2,330.00	\$2,330.00	\$2,330.00
74 PITT	*	0	\$2,379.00	\$2,379.00	\$2,379.00
75 RICHMOND	*	0	\$2,110.00	\$2,110.00	\$2,110.00

77 RICHMOND	*	0	\$2,220.00	\$2,220.00	\$2,220.00
79 ROBESON	*	0	\$2,330.00	\$2,330.00	\$2,330.00
79 ROCKINGHAM	*	0	\$2,440.00	\$2,440.00	\$2,440.00
80 ROWAN	*	0	\$379.00	\$379.00	\$379.00
85 R-P-M	*	0	\$6,880.00	\$6,880.00	\$6,880.00
82 SAMPSON	*	0	\$2,220.00	\$2,220.00	\$2,220.00
83 SCOTLAND	*	0	\$2,220.00	\$2,220.00	\$2,220.00
84 STAHLY	*	0	\$2,489.00	\$2,489.00	\$2,489.00
85 STOKES	*	0	\$2,550.00	\$2,550.00	\$2,550.00
86 SURRY	*	0	\$660.00	\$660.00	\$660.00
87 SWAIN	*	0	\$2,379.00	\$2,379.00	\$2,379.00
88 TOE RIVER	*	0	\$7,100.00	\$7,100.00	\$7,100.00
88 TRANSYLVANIA	*	0	\$2,220.00	\$2,220.00	\$2,220.00
90 UNION	*	0	\$2,550.00	\$2,550.00	\$2,550.00
92 WAKE	*	0	\$2,110.00	\$2,110.00	\$2,110.00
93 WARREN	*	0	\$2,440.00	\$2,440.00	\$2,440.00
94 WAYNE	*	0	\$330.00	\$330.00	\$330.00
97 WILKES	*	0	\$2,220.00	\$2,220.00	\$2,220.00
98 WILSON	*	0	\$2,220.00	\$2,220.00	\$2,220.00
99 YADKIN	*	0	\$538.00	\$538.00	\$538.00
Totals			\$213,557.00	\$213,557.00	\$213,557.00

Signature and Date - DPH Program Administrator

John M. Hill 1-10-12

Signature and Date- DPH Section Chief

Jewell Kene 1-10-12

Signature and Date- DPH Contracts Office

Kleesha Nulle 1-13-12

Signature and Date - Division of Public Health Budget Officer

[Signature] 1-31-12