

REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: June 5, 2017

SUBJECT: FY 2018 Consolidated Agreement Amendment 1
NC Department of Health & Human Services

PRESENTER: Steve Smith, Health Director

ATTACHMENTS: 1. FY 2018 Consolidated Agreement Amendment 1
*Signature lines on page 3 (County Official & Finance Officer)

2. NC DHHS Email Correspondence (Gilliatt) – May 15, 2017

SUMMARY OF REQUEST:

The Henderson County Department of Public Health is presenting an amendment to the master Consolidated Agreement with the NC Department of Health & Human Services for FY 2018. The Board of Commissioners previously approved the original version on April 19, 2017. The attached email correspondence from the NC Division of Public Health stipulates that the amendment "...corrects the citations of NCGS and NCAC and replaces the references to the OMB Circulars A87 and A-133 with references to 2 CFR Part 200". Public health staff have reviewed the corrections and no substantive changes to our initial obligations were identified. The Henderson County Board of Health will not review the amendment until their June 13, 2017 meeting, but the information has been shared with its Executive Committee.

The document has also been shared with County Finance Director.

BOARD ACTION REQUESTED:

The Board is requested to approve the FY 2018 Consolidated Agreement Amendment 1 with the NC Department of Health & Human Services as presented.

Suggested Motion:

I move the Board approve the FY 2018 Consolidated Agreement Amendment 1 between the NC Department of Health & Human Services and the Henderson County Department of Public Health.

Amendment 1 to the FY 2018 Consolidated Agreement

This Agreement amends the Consolidated Agreement in force for the period July 1, 2017 to June 30, 2018, that is between the North Carolina Department of Health and Human Services, Division of Public Health ("State") and Henderson County Department of Public Health ("Department"). This Amendment is hereby effective on July 1, 2017.

As provided for under the terms of this Agreement, the State and the Department agree to amend the following agreement provisions:

Delete Paragraph 5 of Section B. Funding Stipulations in its entirety and replace it with the following:

5. The Department shall comply with Standards for Mandated Public Health Services, 10A NCAC 46, Section .0200.

Delete Paragraph 6 of Section B. Funding Stipulations in its entirety and replace it with the following:

6. The Department shall maintain authenticated employee time records to document the actual work activity of each employee on a daily basis. The percentage of time each employee spends in each activity shall be converted to dollars based upon the employee's salary and benefits at least on a monthly basis. The computation shall support the charges for salaries and benefits to all federal and State grants (as required in 2 CFR 200) as well as provide the documentation of detailed labor cost per activity for preparation of Medicaid Cost Report.

Delete Paragraph 9.a.1. of Section B. Funding Stipulations in its entirety and replace it with the following:

- 1) Equipment must be accounted for in accordance with the *Policy Manual for Local Government, Chapter 20, Capital Assets*.

Delete Paragraph 2.a. Audits/Monitoring of Section C. Fiscal Control in its entirety and replace it with the following:

- a. The Department shall have an annual audit performed in accordance with the Single Audit Act of 1984 (with amendment in 1996) and 2 CFR 200. The audit report shall be submitted to the Local Government Commission (LGC) by the County Administration (if single county health department) or the District Health Department or Public Health Authority (if so organized) within six months following the close of the Agreement. Audit findings referred to the DHHS Internal Audit Office by LGC will be investigated and findings verified by the DHHS Controller's Office staff with assistance of DPH Program Staff.

Delete Paragraph 4.d. of Section C. Fiscal Control in its entirety and replace it with the following:

- d. Use of program income generated by the expenditure of federal categorical funds will be governed by applicable federal regulations, including, but not limited to, 2 CFR 200.
 - 1) Local Budgets for DHHS Reporting: After preparing Local Budgets, the Department must use the Allocation/County Line in the Aid-to-Counties Database to show the approved local funding.
 - (a) Line item 101 in the Aid-to-Counties Database must be used to budget local appropriations for each program Activity, if applicable.
 - (b) Line item 102 in the Aid-to-Counties Database must be used to budget Title XIX Medicaid earned revenues for each program Activity, if applicable.
 - (c) Line item 103 in the Aid-to-Counties Database must be used to budget other earned revenues (e.g., Home Health fees, patient fees (cash), other insurance payments, and other grants and donations) for each program Activity, if applicable.

- (d) Line item 104 in the Aid-to-Counties Database must be used to budget Local funding associated with Teen Pregnancy Activities, if applicable.
- (e) Line item 106 in the Aid-to-Counties Database must be used to budget Local funding for bioterrorism Activities, if applicable.
- (f) Line item 107 in the Aid-to-Counties Database must be used to budget Temporary Food Establishment (TFE) fees collected, if applicable.
- (g) Line item 107 in the Aid-to-Counties Database must be used to budget Limited Food Services Establishment (LFSE) fees collected, if applicable.

Note: The Department shall report Local expenditures in the appropriate category (e.g., 101, 102, 103, 104, or 106) in the ZZZZ line item in the Aid-to-Counties Database and TFE fees collected in Category 107 in the ZZZZ line item in the Aid-to-Counties Database.

Delete Paragraph 5.g. of Section C. Fiscal Control in its entirety and replace it with the following:

- g. The Department shall submit requests for reimbursement for training per Section B. Funding Stipulations, Paragraph 8, to the Public Health Nursing and Professional Development Unit. Form 3300 – Public Health Nursing Training Funds must be used as the invoice for payment the course *Principles and Practices of Public Health Nursing* and Form 3301 Management and Supervision Training Funds Reimbursement Form must be used for invoice payment for the course *Management and Supervision*.

Delete Paragraph 2 of Section D. Personnel Policies in its entirety and replace it with the following:

- 2. Environmental Health Specialists employed by the Department shall be delegated authority by the State to administer and enforce State environmental health rules and laws as directed by the State pursuant to G.S. 130A-4. This delegation shall be done according to 15A NCAC 01O .0101.
 - a. The Department is responsible for sending their newly employed environmental health specialists (interns) to centralized intern training within 180 days from date of employment.
 - b. Arrangements for centralized intern training for newly-employed environmental health specialists will be handled by the DPH Education and Training Staff.
 - c. The Department, when contracting with an environmental health specialist (EHS) employed by another entity, shall be responsible for ensuring that all original documents/public records (e.g., permits, inspection reports, correspondence) generated by the contracted EHS be maintained by the Department. All contracts covering this work shall stipulate that the contracted EHS shall be available for consultation with the public concerning work performed under the contract.

Delete Paragraph 3 of Section D. Personnel Policies in its entirety and replace it with the following:

- 3. The Department shall comply with Minimum Standard Health Department Staffing 10A NCAC Section 46 .0301, and shall ensure that all nursing staff who provide public health services funded by this Agreement comply with this rule.

Delete Paragraph 18.e. of Section G. Responsibilities of the State in its entirety and replace it with the following:

- e. Collect interest (per N.C.G.S. 147-86.23 and 105-241.1) and a 10% late fee as appropriate; and

Steve Smith

From: Gilliatt, Adrienne <adrienne.gilliatt@dhhs.nc.gov>
Sent: Monday, May 15, 2017 3:13 PM
To: Steve Smith
Cc: Denise Jones
Subject: Henderson - Amendment 1 to the FY 2018 Consolidated Agreement - for your signature
Attachments: CA Amd#1 FY18 Henderson.pdf

Please find attached the **Amendment 1 to the FY 2018 Consolidated Agreement**. This amendment corrects the citations of NCGS and NCAC numbers and replaces the references to the OMB Circulars A87 and A-133 with references to 2 CFR Part 200.

This Amendment 1 needs to be signed by the same people who signed your initial Consolidated Agreement. So if you had a third signature for your county official, you will need to have that same county official sign this amendment.

Please send two original signed sets to me. One fully executed Amendment 1 will be returned to you once the DPH signature has been obtained.

Please choose my address based on your delivery method:

If mailing by courier:

Adrienne Gilliatt
DPH Contracts Office
1916 Mail Service Center
Raleigh NC 27699-1916

If mailing by USPS or other carrier:

Adrienne Gilliatt
DPH Contracts Office
5605 Six Forks Rd 3-2-C11
Raleigh NC 27609-3811

Thank you.
~Adrienne

Adrienne Gilliatt

Data Manager / Agreements Team Leader
919-707-5118 | adrienne.gilliatt@dhhs.nc.gov || NC DHHS, Division of Public Health, Contracts Office
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