

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
ACTION AGENDA SUMMARY

DEPT: HEALTH SERVICES AGENCY

BOARD AGENDA # *B-4

Urgent _____ Routine X

AGENDA DATE February 6, 2001

CEO Concurs with Recommendation YES OK NO _____
(Information Attached)

4/5 Vote Required YES _____ NO ✓

SUBJECT: AUTHORIZE THE HEALTH SERVICES AGENCY MANAGING DIRECTOR TO SIGN AND SUBMIT A REQUEST FOR APPLICATION THROUGH THE CALIFORNIA HEALTH COLLABORATIVE CENTRAL CALIFORNIA BREAST CANCER PARTNERSHIP TO RECEIVE FUNDING FOR EARLY DETECTION SERVICES

STAFF
RECOMMEN-
DATIONS:

AUTHORIZE THE HEALTH SERVICES AGENCY MANAGING DIRECTOR TO SIGN AND SUBMIT A REQUEST FOR APPLICATION THROUGH THE CALIFORNIA HEALTH COLLABORATIVE CENTRAL CALIFORNIA BREAST CANCER PARTNERSHIP TO RECEIVE FUNDING TO PROVIDE EARLY DETECTION SERVICES FOR WOMEN, AGED 40 AND OVER, WHO ARE UNINSURED OR UNDERINSURED AND WHO LIVE AT OR BELOW 200% OF THE POVERTY LEVEL.

FISCAL
IMPACT:

The term of this grant program is January 1, 2001 through May 31, 2001. The maximum amount payable for Fiscal Year 2000/2001 shall not exceed \$4,220. Funds not expended in the current fiscal year shall be carried forward to next fiscal year.

BOARD ACTION

No. 2001-83

On motion of Supervisor Caruso, Seconded by Supervisor Blom,
and approved by the following vote

Ayes: Supervisors: Blom, Simon, Caruso, and Chair Paul

Noes: Supervisors: None

Excused or Absent: Supervisors: Mayfield

Abstaining: Supervisor: None

1) X Approved as recommended

2) _____ Denied

3) _____ Approved as amended

Motion:

ATTEST: REAGAN M. WILSON, Clerk

By: Deputy

Christina Ferraro

File No.

SUBJECT: AUTHORIZE THE HEALTH SERVICES AGENCY MANAGING DIRECTOR TO SIGN AND SUBMIT A REQUEST FOR APPLICATION THROUGH THE CALIFORNIA HEALTH COLLABORATIVE CENTRAL CALIFORNIA BREAST CANCER PARTNERSHIP TO RECEIVE FUNDING FOR EARLY DETECTION SERVICES

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DISCUSSION: Upon Board of Supervisors' approval, the Health Services Agency wishes to submit a Request for Application (RFA) through the California Health Collaborative Central California Breast Cancer Partnership. The Public Health Department will receive up to \$4,220 for five (5) months. The program's principle function is to provide breast cancer screening and diagnostic services to women aged forty (40) and over, who are either uninsured or underinsured and who live at or below 200% of the federal poverty level. Additionally, this funding will support capacity building efforts to enable Stanislaus County Health Services Agency to partner with government and other institutions to determine needs and mobilize actions to protect and improve the community's health. The Health Services Agency will serve as the fiscal agent and will submit all progress reports and other vital contractual agreements as prescribed by this agreement.

**POLICY
ISSUES:**

Approval to respond to the Request for Application will allow the Agency to improve and increase participation of providers and eligible women to receive potential lifesaving breast cancer exams and respond to the health care needs of communities in Stanislaus County. The project plans to build bridges between the Agency's Public Health Division and formulate partnerships designed to improve health care.

**STAFFING
IMPACTS:**

There are no staffing impacts associated with this action.

**CALIFORNIA HEALTH COLLABORATIVE
FOUNDATION**

Mini-grant Agreement

I. PARTIES

This Mini-grant agreement (hereinafter "Agreement") is entered into this 13th day of November, 2000, by and between the CALIFORNIA HEALTH COLLABORATIVE FOUNDATION (hereinafter "Collaborative"), a California nonprofit, public benefit corporation, and Stanislaus County Health Services Agency (hereinafter "Mini-grantee").

II. RECITALS

The Collaborative contracts with the state of California, Department of Health Services (hereinafter "DHS"), Cancer Detection Section (hereinafter "CDS") to provide services for the Breast Cancer Early Detection Program (hereinafter "BCEDP") and the Central California Breast Cancer Partnership (hereinafter "Partnership") from March 1, 1997, through February 29, 2002. The BCEDP provides breast cancer screening and diagnostic services to women aged forty (40) and over who are either uninsured or underinsured and who live at or below two-hundred percent (200%) of the federal poverty level. The Partnership's BCEDP mini-grant funded activities are intended to increase participation of providers and eligible women to receive potentially lifesaving breast cancer screenings.

III. CONTRACTOR'S DUTIES

- A. This Agreement is based upon a General BCEDP Mini-Grant Application, from which a project-specific scope of work has been developed and is attached hereto as **Exhibit A**.
- B. In support of the Partnership's BCEDP outreach activities, the Mini-grantee agrees to the following:
1. Designate one staff member from the Mini-grantee to be the mini-grant contact who will supervise staff engaged in BCEDP mini-grant funded activities and insure that the scope of work is accomplished.
 2. The designated staff member will complete training provided by the Partnership and/or demonstrate a thorough understanding of the regulations, policies and procedures of BCEDP.
 3. Staff assigned to BCEDP mini-grant funded activities will be allowed to participate in BCEDP training, as necessary.

4. The submission of monthly invoices by the fifteenth working day of the following month (example attached as **Exhibit B**).
5. Comply with nondiscrimination requirements:
 - a. The Mini-grantee's signature affixed hereon shall constitute a certification under penalty of perjury under the laws of the state of California that the Mini-grantee has, unless exempted, complied with nondiscrimination program requirements of Government Code, Section 12990 (a-f) and Title 2, California Administrative Code, Section 8103.
 - b. The Nondiscrimination Clause (OCP 1) is attached as **Exhibit C** and made a part of this Agreement by reference.
- C. Standard of Services: Mini-grantee shall ensure that, at all times, services provided pursuant to this Agreement are performed in accordance with the highest technical, professional, ethical and confidential standards of practice, in the best interests of both the Collaborative and the Mini-grantee.
- D. This Agreement does not in any way limit the freedom of Mini-grantee to provide services for entities or individuals other than Collaborative.

IV. COLLABORATIVE DUTIES:

- A. Assist in development of the BCEDP Mini-Grant Scope of Work.
- B. Provide training and ongoing support to Mini-grantee staff. This includes a BCEDP Resource Packet.
- C. Facilitate Mini-grantee acquisition of BCEDP materials.
- D. Assist in development of local contact list, such as primary care service providers.
- E. Provide a list of names and telephone numbers of the Collaborative staff, assigned to the BCEDP, Central California Breast Cancer Partnership. This list provides contacts to be called for more information about any part of this Agreement, and is attached hereto as **Exhibit D**.

V. FEES, COLLECTIONS AND BILLINGS

- A. The Collaborative, through State of California, Department of Health Services funds, shall reimburse Mini-grantee for their reasonable, necessary, and actual expenses incurred in accordance with the Budget attached to this Agreement as **Exhibit E**. The maximum amount payable under any one line item of the Budget, under this Agreement, will not exceed the amount shown in said individual line item of the Budget. In addition, the maximum amount payable under this Agreement will not exceed a total of \$4,220.00. Mini-grantee shall submit invoices for reimbursement on a monthly basis, in arrears.
- B. The Collaborative shall pay all undisputed invoices no later than thirty (30) working days following receipt from the Mini-grantee. The final invoice will be due not later than thirty (30) days following the termination of this Agreement.
- C. The Mini-grantee shall be responsible for any/all other expenses incurred while providing BCEDP activities under this Agreement, including, but not limited to, use of office space, equipment, and insurance.
- D. Mini-grantee shall be reimbursed for necessary travel in the performance of this Agreement at rates not to exceed those established by the State Department of Personnel Administration for the state's represented employees.
- E. Funding for activities to be conducted in subsequent fiscal years of this Agreement is contingent upon annual fiscal year appropriations by the state legislature to the state BCEDP and corresponding availability of state BCEDP funds in subsequent fiscal years for this Agreement.

VI. TERMS AND TERMINATION

This Agreement shall begin on January 1, 2001 and terminate on May 31, 2001.

Both parties agree that if the funds that Collaborative utilizes to fund this Agreement are reduced or terminated by the funding source, for any reason, Collaborative may terminate this Agreement, with no further amounts due, except for work already completed, upon twenty-four (24) hours' written notice. Such notice is deemed acceptable by fax.

Should Partnership funds for this purpose be fully depleted prior to the scheduled termination date of this Agreement, said Agreement may be terminated with a thirty (30) day advance notice to the Mini-grantee.

VII. INSURANCE AND INDEMNIFICATION

- A. No relationship of employer or employee is created by this Agreement, it being understood that Mini-grantee desires to be and will act as an independent contractor, and shall have no claim under this Agreement or otherwise against Collaborative for vacation with pay, sick leave, retirement, holidays, social security, workers' compensation, medical/dental or disability benefits, or any sums other than the monthly fee provided for in Section V., as modified by the arbitration provisions of Section VIII.C.
- B. Mini-grantee is responsible for and agrees to pay any amounts due for services rendered under this Agreement, including all payroll taxes, necessary withholding and any employee wage related taxes or costs and expenses including workers' compensation insurance, disability insurance, professional liability insurance and any non-obligation fringe benefit programs Mini-grantee provides for its personnel by policy or as save and hold harmless Collaborative and its responsible officers within the meaning of Internal Revenue Code Section 6672 from any and all liability, losses, damages, claims, or causes of action, including any expenses connected therewith, including reasonable attorneys' fees, that Collaborative or its responsible officers may incur for any amounts due Mini-grantee's personnel, as described in the first sentence of this Section VII.B.
- C. Collaborative hereby agrees to indemnify, defend, save and hold harmless Mini-grantee from and against any and all liability, losses, damages, claims or causes of action, including any expenses connected therewith, including reasonable attorneys' fees, which directly or indirectly arise out of any negligent act or omission by Collaborative.
- D. Mini-grantee hereby agrees to indemnify, defend, save and hold harmless Collaborative from and against any and all liability, losses, damages, claims or causes of action, including any expenses connected therewith, including reasonable attorneys' fees, which directly or indirectly arise out of any negligent act or omission by Mini-grantee or its personnel or agents.
- E. Mini-grantee shall be solely liable for their wrongful acts or negligence in operating their private vehicle(s) and shall maintain their own vehicle insurance coverage.

VIII. MISCELLANEOUS

- A. Unless otherwise stated herein, any notice required by this Agreement shall be in writing and shall be deemed given at the time it is deposited in the United States mail, by certified or registered mail. Such notice shall be addressed to the following addresses unless otherwise changed by written notice from one party of this Agreement to the other:

CALIFORNIA HEALTH COLLABORATIVE:

Catherine Quinn
Executive Director
California Health Collaborative
1625 East Shaw Avenue, Suite 155
Fresno, CA 93710
(559) 221-6315

MINI-GRANTEE:

STANISLAUS COUNTY HEALTH SERVICES AGENCY

Jeri Van Vooren	and	Beverly M. Finley
Public Health Nurse		Managing Director
830 Scenic Drive		830 Scenic Drive
Building 3		Modesto, CA 95350
Modesto, CA 95350		(209) 558-7163
(209) 558-7400		

FEIN: 94-6000540

- B. Mini-grantee shall not assign this Agreement or any interest therein, without the written consent of Collaborative. Any such assignment without consent shall constitute a breach of agreement, and automatically render this Agreement terminable.
- C. All disputes arising from or relating to this Agreement and not settled between the parties will be decided by binding arbitration before a neutral third party, in accordance with the Rules of the American Arbitration Association. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. The arbitrator shall be agreed upon by both sides unless unable to agree, in which case the arbitrator shall be selected in accordance with the normal procedures of the American Arbitration Association. The claimant shall bear the filing fee

subject to Section VIII.D. below. Any arbitration under this Section VIII.C. shall be in accordance with the provisions of the California Code of Civil Procedure, Sections 1280 and following. The arbitrator's authority to make an award under this Section VIII.C. shall be limited to determining whether a breach of this Agreement has occurred and awarding appropriate compensatory damages; the arbitrator shall have no authority to award punitive or exemplary damages. (Appropriate compensatory damages assessed against Collaborative shall in no case exceed fifty percent [50%] of total Agreement amount.)

- D. The prevailing party in any dispute regarding the interpretation, application and/or enforcement of this Agreement shall be entitled to recover from the other party its reasonable attorneys' fees and costs, including any and all costs for arbitration, as referred to in Section VIII.C.
- E. The parties to this Agreement understand and agree that this Agreement contains the entire agreement of the parties regarding the subject matter of this Agreement. No prior or contemporaneous agreement, statement, promise, or representation relating to the subject matter of this Agreement shall be valid or binding unless set forth in this Agreement.
- F. This Agreement can be amended only by written agreement executed by the parties. No breach of any provision can be waived unless such waiver is in writing and signed by the party waiving the breach. Waiver of any breach of any provision shall not be deemed a waiver of any other breach of the same or any other provision.
- G. Subject to Section VIII.B. of this Agreement regarding assignment, this Agreement shall be binding on the heirs, executors, administrators, successors and assigns of the respective parties.
- H. In the event that any condition or covenant contained in this Agreement is held invalid or void by any court of competent jurisdiction, such condition or covenant shall be deemed severable from the rest of this Agreement and shall in no way affect any other covenant or condition of this Agreement.

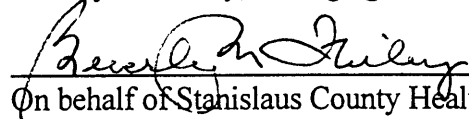
If such condition or covenant shall be deemed invalid due to its scope or breadth, it shall be deemed valid to the extent of the scope or breadth permitted by law.
- I. Paragraph or section titles or captions used in this Agreement are inserted as a matter of convenience and in no way define, limit, extend or describe the scope of this Agreement or any of its provisions.
- J. The words used in this Agreement which are masculine in gender include the

- R. Mini-grantee agrees to maintain and preserve, until three (3) years after final payment of the Collaborative by DHS/CDS, and to permit the DHS/CDS or any of their duly authorized representatives, to have access to and to examine and audit any pertinent books, documents, papers, and records of Mini-grantee related to this agreement.

IN WITNESS WHEREOF, Collaborative and Mini-grantee have duly executed this Agreement.

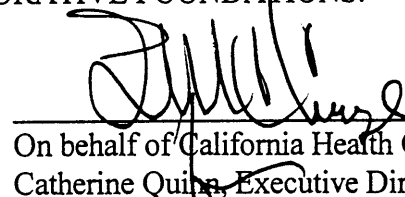
MINI-GRANTEE:

Beverly M. Finley, Managing Director


On behalf of Stanislaus County Health Services Agency

Date: 2/12/01

CALIFORNIA HEALTH COLLABORATIVE FOUNDATIONS:


On behalf of California Health Collaborative Foundation
Catherine Quinn, Executive Director

Date: 12/21/00

SCOPE OF WORK

Exhibit "A"

Agency Name: Stanislaus County Health Services Agency
 Scope of Work Term: January 1, 2001 – May 31, 2001
 GOAL:

PRIORITY POPULATION/ Number of women to be served	OBJECTIVES/ SPECIFIC ACTIVITIES	WHO IS RESPONSIBLE	LOCATION WHERE TARGETED OUTREACH ACTIVITIES WILL BE CONDUCTED	EVALUATION ACTIVITIES (Tracking Measures)	TIMELINE
A Education materials to 250	Project Objective #1: Literature (and/or Visual Aids) on Breast Health to be translated into Laotian and pamphlets to be distributed to 250 Laotian women. Literature from the American Cancer Society to be reviewed/translated into Laotian. Distribute literature in the Laotian housing complexes and at 2 or more Laotian attended gatherings.	CHW- Dee Phabsavanh	Stanislaus County	Materials to be submitted to BCEDP. Number of contacts made to be submitted monthly once literature is approved.	1/1/01 Monthly after literature is ready. Completed 250 contacts by 5/31/01.
N/A Education materials to 150.	Project Objective #2: Literature (and/or Visual Aids) on Breast Health to be translated into Cambodian and pamphlets to be distributed to 150 Cambodian Women. Literature from the American Cancer Society to be reviewed/translated into Cambodian. Distribute literature in the Cambodian housing complexes and at one or more Cambodian attended events.	CHW – Mothou Do	Stanislaus County	Materials to be submitted to BCEDP. Number of contacts made to be submitted monthly once literature is approved.	1/1/01 Monthly after literature is ready. Completed 150 contacts by 5/31/01.

PRIORITY POPULATION/ Number of women to be served	OBJECTIVES/ SPECIFIC ACTIVITIES	WHO IS RESPONSIBLE	LOCATION WHERE TARGETED OUTREACH ACTIVITIES WILL BE CONDUCTED	EVALUATION ACTIVITIES (Tracking Measures)	TIMELINE
<p>N/A</p> <p>At least 21 women educated in small group setting.</p> <p>N/A</p>	<p>Project Objective #3: By 6/30/01, at least 3 small group sessions will be held to teach Breast Health practices.</p> <p>Accessible sites and dates will be secured for the classes.</p> <p>Participants for the classes will be secured.</p> <p>Materials for the classes will be prepared.</p>	<p>PHN – Lynn Lundgren</p> <p>CHW – Dee Phabsavanh</p> <p>PHN – Lynn Lundgren</p>	<p>Stanislaus County</p>	<p>Outcome Final Report to BCEDP.</p> <p>Outcome in Final Report to BCEDP.</p> <p>Sample curriculum will be sent to BCEDP.</p>	<p>First class by 3/1/01 – 3 classes by 5/31/01. Prior to ea. Class. Before 3/1/01.</p>
<p>21 women assessed.</p> <p>20 women assessed.</p>	<p>Objective #4: Each class participant plus 20 additional women will be assessed for BCEDP service eligibility and assisted with referral and follow up as needed.</p> <p>At each class, participants will be assessed for eligibility and referred if Qualified. CHW will assist to obtain services as needed.</p> <p>On contact, 20 additional women will be assessed for BCEDP eligibility and referred if qualified. CHW will assist to obtain services as needed.</p>	<p>PHN – Lynn Lundgren</p> <p>CHW – Dee Phabsavanh</p> <p>CHW – Mothou Do</p>	<p>Stanislaus County</p>	<p>Applications and Referral forms for Those prequalified, outcome Summary in Final Report.</p>	<p>By 5/31/00</p> <p>By 5/31/01</p>

PRIORITY POPULATION/ Number of women to be served	OBJECTIVES/ SPECIFIC ACTIVITIES	WHO IS RESPONSIBLE	LOCATION WHERE TARGETED OUTREACH ACTIVITIES WILL BE CONDUCTED	EVALUATION ACTIVITIES (Tracking Measures)	TIMELINE
N/A	<p>Project Objective #5: A post-assessment tool will be developed to help evaluate obstacles, concerns, and criticisms of the Breast Health Outreach Project. Design and develop an assessment tool that addresses special concerns and obstacles of the SEA woman.</p>	PHN – Jerri VanVooren	Stanislaus County	Post assessment tool to be Included in final Report.	4/30/01

**CALIFORNIA HEALTH COLLABORATIVE FOUNDATIONS
CENTRAL CALIFORNIA BREAST CANCER PARTNERSHIP
MINI-GRANT INVOICE**

Name of Group/Organization: _____ Invoice Month: _____

Address: _____ City/Zip: _____

Name of Project: _____ Term of Project: _____

Restriction:

1. "Consultants" may not be paid in excess of \$43.75/hour or \$350/day by State of California regulations.
2. Mileage may not exceed the \$0.31/mile rate paid by the State of California.

LINE ITEM	Expenses This Month	Expenses Project to Date	Budget	Remaining
A. Personnel Expenses				
1.	\$ _____	\$ _____	\$ _____	\$ _____
2.	\$ _____	\$ _____	\$ _____	\$ _____
Total Personnel Expenses	\$ _____	\$ _____	\$ _____	\$ _____
B. Operating Expenses				
1.	\$ _____	\$ _____	\$ _____	\$ _____
2.	\$ _____	\$ _____	\$ _____	\$ _____
3.	\$ _____	\$ _____	\$ _____	\$ _____
Total Expenses:	\$ _____	\$ _____	\$ _____	\$ _____

D. In-kind contributions: Please complete table below to both describe and estimate the value of any such contributions. (i.e., volunteers; clerical support; administrative and accounting support; office space; supplies; meeting room; equipment rental; meeting refreshments; donated advertising; unreimbursed travel, phone, and fax; etc.)

Description of Contribution	Value of Contribution
Total	

MONTHLY INVOICES

YOUR INVOICE MUST BE ACCOMPANIED BY A BRIEF SUMMARY OF THE PROJECT FOR THAT MONTH, USING THE BCEDP "PROGRESS REPORT" FORM

The above request for reimbursement is true and correct to the best of my knowledge, and complies with the budget line items and all terms of our agreement.

Signature

Title

Printed Name

Date

(FOR CCBCP USE ONLY)

Reviewed By: _____

Date: _____

Approved By: _____

Date: _____

Budget Line Item: _____

Account Code: _____

**NONDISCRIMINATION CLAUSE
(OCP-1)**

1. During the performance of this contract, contractor and its subcontractors shall not unlawfully discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, age (over 40) or gender. Contractors and subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free of such discrimination. Contractors and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12900, et seq.) and the applicable regulations promulgated thereunder (California Administrative Code, Title 2, Section 7285.0, et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code, Section 12990, set forth in Chapter 5 of Division 4 of Title 2 of the California Administrative Code are incorporated into this contract by reference and made a part hereof as if set forth in full, contractor and its subcontractors shall give written notice of their obligation under this clause to labor organizations with which they have a collective bargaining or other agreement.

2. This contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under this contract.

EXHIBIT D

CENTRAL CALIFORNIA BREAST CANCER PARTNERSHIP
1-800-604-6789

California Health Collaborative Foundation
1625 East Shaw Avenue, Suite 155
Fresno, CA 93710
559-221-6315
559-221-6219 (FAX)

Robin B. Wood, M.A., Program Manager 559-244-4537
Karen Fish, C.R.T., Clinical Services Coordinator 559-244-4544
Michelle DuRose, RN, BSN, Clinical Services Specialist 559-244-4573
Manny Moreno, Program Assistant 559-244-4530
Ana Kams, Health Educator 559-244-4559

Exhibit "E"

I. BUDGET AND BUDGET JUSTIFICATION TEMPLATE

Agency Name: Stanislaus County Health Services Agency Community Health Service
Subcontract Term: January 1, 2001 – May 31, 2001

PART I. BUDGET: List the expenses for your budget

A. PERSONNEL

(List positions, names, hourly rates and number of hours on the project)

1. Community Health Worker, Dee Phabsavanh, \$21.67/ hr. @ 80 hrs.
2. Community Health Worker, Mothou Do, \$21.67/ hr. @ 104 hrs.
3. _____

Total PERSONNEL Costs: \$3,987.00

B. OPERATING

(List each expense separately: postage, phone, travel, supplied, educational materials, etc.)

1. Printing \$103
2. Travel \$ 93
3. Training Materials \$ 37

Total OPERATING Costs: \$ 233.00

SUBTOTAL: \$4,220.00

C. INDIRECT COSTS

(May not exceed 12 percent of Total Personnel plus Total Operating)

Total INDIRECT Costs: N/A

D. TOTAL BUDGET AMOUNT

TOTAL: \$4,220.00

PART II. BUDGET JUSTIFICATION: Describe how you will spend the amounts specified above for each item. This can be written either in this space or underneath each individual expense above.

Note: To meet CDS backup documentation requirements, TOMS must submit invoices to the Partnerships for reimbursement at the level of detail and reflecting all line items contained in the TOMS budget.

A. Personnel Total Personnel Expenses \$3,987.00

CHW Dee Phabsavanh – Dee has worked as outreach/case manager/interpreter for the Health Services Agency since 1994. She was trained in Special Touch in 1998. Last year she assisted our Public Health Nurse in conducting 2 small group Breast Health Classes in Laotian.

16 hours translating/reviewing
8 hours – 2 classes X 4
40 hours – Outreach 8 hours/month January 2000 – May 2001
8 hours – Individualized BCEDP assistance to clients
8 hours – Follow-up with class attendees in May 2001
80 hours @ \$21.67 = 80 hrs

CHW Mothou Do – Mothou began with Stanislaus County in 1991. She has worked as an interpreter and Case Manager. She has worked with maternal/child and prenatal services. She most recently returned to our department and has assisted in the Senior Health Program.

16 hours translating/reviewing ACS literature
4 hours – 1 class X 4 hours
40 hours – Outreach 8 hours/month January 2000 – May 2001
8 hours – Individualized BCEDP assistance to clients
8 hours – Follow-up with class attendees in May 2001
76 hours @ \$21.67 = 76 hrs

Training: "Special Touch" – Mothou Do 8 hours
Dee Phabsavanh 4 hours (review class) = 12 hrs

"Tell A Friend" – Mothou Do 8 hours
Dee Phabsavanh 8 hours = 16 hrs

184 hrs
= \$3,987.00

B. Operating Expenses

Printing 2 sided, color paper	500 Cambodian	\$ 51.50
	500 Laotian	\$ <u>51.50</u>
	(Per Kinko's Quote)	\$103.00
Travel	150 miles @ .31 for home visit/outreach Activities for Dee Phabsavanh	\$ 46.50
	150 miles @ .31 for home visit/outreach Activities for Mothou Do	\$ <u>46.50</u>
		\$ 93.00
Other: Training Expense	Materials \$15.00 X 2 for "Tell A Friend" Registration \$7.00 X 1for all day "Special Touch"	\$ 37.00

(Non Profit)

Our agency pays for all the time of the Public Health Nurses. This includes the refresher Special Touch class time. Refreshments for the 3 classes are covered. All PHN mileage and CHW mileage in excess of 150 miles is covered. Accounting costs, clerical costs, phone costs and office space ore covered.

Personnel

Clerical	10 hours @ \$16.39	\$ 163.90
Accounting	10 hours @ \$17.34	\$ 173.40
PHN – Lynn Lundgren	50 hours @ 35.30	\$1,765.00
PHN – Jeri Van Vooren	40 hours @ 33.00	\$ <u>1,320.00</u>
		\$3,422.30

Operating Expenses

Refreshments	20 X 3 (Classes)	\$ 60.00
Mileage	200 miles @ .31	\$ 62.00
Phone/fax		\$ <u>25.00</u>
		\$ 147.00
		\$3,569.30