

BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: May 18, 2021

* = Mandatory, information must be provided

or Procurement Director Award ☐

***Contractor/Vendor Name/Grantor (DBA):**

First Things First (FTF), Pima North & South Regional Partnership Councils

***Project Title/Description:**

"First Smiles Matter" is an early childhood oral health prevention and early intervention program for children, ages 0-5 years, and expectant women.

***Purpose:**

In collaboration with numerous community partners, children and families across all of Pima County, from Marana to Sasabe and Vail to Ajo, will have greater access to preventive oral health services. Services that will be provided include: oral health education, dental screenings, referrals, and fluoride applications as indicated.

Amendment #3 extends the grant for an additional year (July 2021 - June 2022) at the annual amount of \$760,766.

***Procurement Method:**

This grant agreement is a non-Procurement agreement and not subject to Procurement rules.

***Program Goals/Predicted Outcomes:**

Goal: To improve oral health outcomes of at-risk preschool children so they are healthy and ready to succeed in school.

Targeted outputs from implementation of the program include:

- 4,000 children, ages 0-5, received oral health screenings and fluoride varnish
- 300 expectant mothers received oral health screenings
- 75 medical clinics, dental clinics or early care and education programs receive oral health education

***Public Benefit:**

Poor dental health often leads to pain, infection and tooth loss. The child with dental decay may have difficulty eating, speaking, and concentrating, which is likely to have a profound effect on development and their ability to learn. Without the First Things First funding, many under and uninsured children at high risk for tooth decay would have limited access to preventive dental health services.

***Metrics Available to Measure Performance:**

- # of children, ages 0-5, that receive an oral health screening, referral, and/or case management for unmet dental needs
- # of expectant mothers that receive an oral health screening, referral and/or case management for unmet dental needs
- # of early care and education sites, medical and dental clinics that receive education on early childhood oral health and simple prevention strategies to share with families

***Retroactive:**

No.

Bill/ Approved 4/28/21 JS

Revised 5/2020

Contract / Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e.,15-123): _____
Commencement Date: _____ Termination Date: _____ Prior Contract Number (Synergen/CMS): _____
☐ Expense Amount: \$* _____ ☐ Revenue Amount: \$ _____

***Funding Source(s) required:**

Funding from General Fund? ☐ Yes ☐ No If Yes \$ _____ % _____

Contract is fully or partially funded with Federal Funds? ☐ Yes ☐ No

If Yes, is the Contract to a vendor or subrecipient?

Were insurance or indemnity clauses modified? ☐ Yes ☐ No

If Yes, attach Risk's approval.

Vendor is using a Social Security Number? ☐ Yes ☐ No

If Yes, attach the required form per Administrative Procedure 22-10.

Amendment / Revised Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e.,15-123): _____
Amendment No.: _____ AMS Version No.: _____
Commencement Date: _____ New Termination Date: _____

Prior Contract No. (Synergen/CMS): _____

☐ Expense or ☐ Revenue ☐ Increase ☐ Decrease Amount This Amendment: \$ _____

Is there revenue included? ☐ Yes ☐ No If Yes \$ _____

***Funding Source(s) required:**

Funding from General Fund? ☐ Yes ☐ No If Yes \$ _____ % _____

Grant/Amendment Information (for grants acceptance and awards) ☐ Award ☒ Amendment

Document Type: GTAM Department Code: HD Grant Number (i.e.,15-123): 21-091

Commencement Date: 07/01/2021 Termination Date: 06/30/2022 Amendment Number: 03

☐ Match Amount: \$ _____ ☒ Revenue Amount: \$ 760,766.00

***All Funding Source(s) required:** First Things First, Pima North & South Regional Partnership Councils. Funding for First Things First comes from a tax on tobacco.

***Match funding from General Fund?** ☐ Yes ☒ No If Yes \$ _____ % _____

***Match funding from other sources?** ☐ Yes ☒ No If Yes \$ _____ % _____

***Funding Source:** _____

***If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?**

N/A


Contact: Sharon Grant

Department: Health Telephone: 724-7842


Department Director Signature/Date: [Signature] 04/23/21

Deputy County Administrator Signature/Date: [Signature] 24 Apr 2021

County Administrator Signature/Date: C. D. [Signature] 4/26/21
(Required for Board Agenda/Addendum Items)

 FIRST THINGS FIRST	Grant Renewal Amendment #3	Early Childhood Development and Health Board (First Things First) 4000 North Central Avenue, Suite 800 Phoenix, Arizona 85012 (602) 771-5100
	Grant Renewal/2022 Grant Award GRA-MULTI-19-0991-01-Y4 Pima North,Pima South Regional Partnership Council Oral Health	
<p>CONTRACTOR: Pima County Health Department</p> <p>PURPOSE OF AMENDMENT:</p> <ol style="list-style-type: none"> 1. Pursuant to the Special Terms and Conditions, Contract Renewal, for the above referenced grant award, the State of Arizona hereby exercises its sole option to renew the grant award number referenced above. The renewal award period is July 1, 2021 through June 30, 2022. 2. Total award amount for the grant period is \$760,766 3. Contracted Service Units: Lead Strategy: Oral Health Number of children receiving oral health screenings: 4000 Number of expectant mothers receiving oral health screenings: 300 Number of medical clinics, dental clinics, and early care and education programs receiving oral health education: 75 4. The grantee is responsible for all updated Standards of Practice located in the First Things First Partner and Grant Management System (PGMS) under Grantee Resources/Standards of Practice. 5. All other terms and conditions remain unchanged and are according to the original award documents, clarification documents and renewal submission documents. 		

Please see following page for signatures.

 FIRST THINGS FIRST	Grant Renewal Amendment #3	Early Childhood Development and Health Board (First Things First) 4000 North Central Avenue, Suite 800 Phoenix, Arizona 85012 (602) 771-5100
	Grant Renewal/2022 Grant Award GRA-MULTI-19-0991-01-Y4 Pima North, Pima South Regional Partnership Council Oral Health	
Contractor hereby acknowledges receipt and understanding of the contract amendment <hr/> Signature <hr/> Sharon Bronson Name <hr/> Chair, Board of Supervisors Title <hr/> Date		The above referenced amendment is hereby executed effective July 1, 2021 once signed and dated below: <hr/> Josh Allen CFO/COO <hr/> Date

PIMA COUNTY

Clerk, Board of Supervisors

APPROVED AS TO FORM




Deputy County Attorney

APPROVED AS TO CONTENT



Health Department

Budget Period: July 1, 2021– June 30, 2022		First Smiles Matter Program SFY 22	
Budget Category	Line Item Description	Requested Funds	Total Cost
PERSONNEL SERVICES		Personnel Services Sub Total	\$301,590
Salaries	Program Manager 1 FTE	\$79,581	
	Program Coordinator- Outreach 1 FTE	\$48,963	
	Program Coordinator- Clinical 1 FTE	\$48,479	
	Admin Specialist 1 FTE	\$39,832	
	OSL III 1 FTE	\$29,910	
	Dental Assistant 1 FTE	\$26,458	
	Dental Assistant 0.25 FTE	\$6,817	
	Special Staff Assistant - Communications	\$10,037	
	Performance Management- Program Coordinator Coordinator	\$5,067	
	Division Manager 0.1 FTE	\$3,819	
	Mobile Dental RV Driver 0.1 FTE	\$2,627	
EMPLOYEE RELATED EXPENSES		Employee Related Expenses Sub Total	\$68,342
Fringe Benefits or Other ERE	Program Manager 1 FTE	\$17,023	
	Program Coordinator Outreach 1 FTE	\$11,846	
	Program Coordinator Clinical 1 FTE	\$8,095	
	Admin Specialist 1 FTE	\$8,413	
	OSL III 1 FTE	\$6,879	
	Dental Assistant 1 FTE	\$9,260	
	Dental Assistant 0.25 FTE	\$1,793	
	Performance Management- Program Coordinator Coordinator .10 FTE	\$1,194	
	Special Staff Assistant - Communications .20 FTE	\$2,080	
	Mobile Dental RV Driver 0.1 FTE	\$919	
	Division Manager 0.1 FTE	\$840	
PROFESSIONAL AND OUTSIDE SERVICES (individuals)		Professional and Outside Services Sub Total	\$166,225
Contracted Services	RDH Pima South .75 FTE (Various contracted RDHs)	\$54,600	
	RDH Pima North 1.25 FTE (Various contracted RDHs)	\$91,000	
	RDH Educator 0.16 FTE	\$14,625	
	Dentist Consultant	\$6,000	
TRAVEL		Travel Sub Total	\$11,371
In-State Travel	Mileage: miles + FTE Summit (mileage + hotel + per diem)	\$6,371	
Out of State Travel	National Oral Health Conference 2022	\$5,000	
AID TO ORGANIZATIONS		Aid to Organizations Sub Total	\$62,130
Subgrants or Subcontracts to organizations/agencies/entities	El Rio Community Health Center (1000 c/30 pw)	\$58,710	
	Desert Senita Community Health Center (50 c/10 pw)	\$3,420	
OTHER OPERATING EXPENSES		Other Operating Expenses Sub Total	\$81,947
• Telephones/Communications Services	Mobile phones and service	\$2,880	
• Internet Access	2 aircards for mobile connectivity	\$960	
• General Office Supplies	Misc office supplies	\$1,500	
• Food	Lunch N Learn or continuing education seminar	\$6,000	
• Rent/Occupancy		\$0	
• Evaluation (non-contracted and non-personnel expenses)		\$0	
• Utilities		\$0	
• Furniture		\$0	
• Postage	Postage/Freight - annual estimate	\$1,000	
• Dues/Subscriptions	Membership Dues/Subscriptions	\$325	
• Advertising	Advertising / Marketing	\$8,348	
• Printing/Copying	Printing and In office copier fee	\$7,371	
• Equipment Maintenance	Mobile Dental RV	\$3,500	
• Professional Development/Staff Training	FTE required trainings for all providers	\$12,370	
• Conference Workshops/ Training Fees for Staff	Registration 8-FTE Summit & 4- NOHC	\$5,200	
• Insurance		\$0	
• Program Materials	Banners, Finger print cards, brochures	\$4,868	
• Program Supplies	Medical and lab supplies for Clinic sessions	\$17,625	
• Scholarships		\$0	
• Program Incentives	Program pens, Books-reading and coloring, puzzles for centers/sites	\$10,000	
NON-CAPITAL EQUIPMENT		Non-Capital Sub Total	\$0
Equipment \$4,999 or less in value			
Subtotal Direct Program Costs:		\$691,605	\$691,605
ADMINISTRATIVE/INDIRECT COSTS		Total Admin/Indirect	
Indirect/Admin Costs	Option A: As allowed by First Things First, up to 10% of direct costs.	\$69,161	\$69,161
Total		\$760,766	\$760,766
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div> Authorized signature  Donald Gates, Admin Suppt Sys Mgr – Pima County Health Department </div> <div> Date <u>04/14/21</u> </div> </div>			

SFY22 Budget Narrative

The budget narrative should provide a clear and concise description of how amounts were determined, including calculations, for each proposed line item in the Line-Item Budget. If a budget category does not apply, either leave blank or delete the category.

Personnel Services: Include information such as position title(s), name of employee (if known), salary, time to be spent on this program (hours or %), number of months assigned to this program, etc. Explain how the salary rate for each position was determined. If salaries are expected to increase during the program year, indicate the percentage increases for each position and justify the percent of the salary increase.

Position	Staff	Hourly Rate	FTE	Salary
Program Manager, RDH	Perry, Margaret	\$38.26	100%	\$79,581
Program Coordinator	Stevenson, Debra	\$23.54	100%	\$48,963
Program Coordinator, RDH	Ward, Andrea	\$23.31	100%	\$48,479
Admin Specialist	McAnally, Kasey	\$19.15	100%	\$39,832
Office Support III	Acuna, Karina	\$14.38	100%	\$29,910
Dental Assistant	Vacant	\$12.72	100%	\$26,458
Dental Assistant	Soto, Jacqueline	\$13.11	25%	\$6,817
Spec Staff Assistant (Communications)	Leko-Shapiro, Bonnie	\$24.13	20%	\$10,037
Program Coordinator (Performance Mgmt)	Kudrna, Julie	\$24.36	10%	\$5,067
Division Manager	Osborne, Debra	\$36.72	5%	\$3,819
Mobile Dental Driver	Vacant	\$12.63	10%	\$2,627
Total Personnel Services				\$301,590

Salary rates are determined by Human Resources and approved by the Pima County Board of Supervisors.

Employee Related Expenses: Include a benefit percentage and what expenses make up employee benefit costs. Indicate any special rates for part-time employees, if applicable. Explain how the benefits for each position were determined. If using a fringe benefit rate, explain how this percentage is justified or approved by your agency/organization.

Position	Staff	Fringe Rate	FTE	Fringe
Program Manager, RDH	Perry, Margaret	21.39%	100%	\$17,023
Program Coordinator	Stevenson, Debra	24.19%	100%	\$11,846
Program Coordinator, RDH	Ward, Andrea	16.70%	100%	\$8,095
Admin Specialist	McAnally, Kasey	25.75%	100%	\$10,257
Office Support III	Acuna, Karina	16.75%	100%	\$5,010
Dental Assistant	Vacant	35.00%	100%	\$9,260
Dental Assistant	Soto, Jacqueline	26.30%	25%	\$1,793
Spec Staff Assistant	Leko-Shapiro, Bonnie	20.72%	20%	\$2,080
Program Coordinator	Kudrna, Julie	23.57%	10%	\$1,194
Division Manager	Osborne, Debra	22.00%	5%	\$840
Mobile Dental Driver	Vacant	35.00%	10%	\$919
Total Employee Related Expense				\$68,317

Professional and Outside Services: If professional consultants/services costs are proposed in the budget, define how the costs for these services were determined and the justification for the services related to the program. Explain how all contracts will be procured.

Position	FTE	Hourly	Total cost
RDH .75 FTE (Pima South) (Various contracted RDHs)	.75	\$35	\$54,600
RDH 1.25 FTE (Pima North) (Various contracted RDHs)	1.25	\$35	\$91,000
RDH Educator 0.16 FTE	.18	\$45	\$14,625
Dentist (standing orders and consultation)	.028	\$100	\$6,000
Total for Professional and Outside Contracts			\$166,225

Travel: Separate in-state and out-of-state travel. Include a detailed breakdown of hotel, transportation, meal costs, etc. Indicate the location(s) of travel, the justification for travel, how many employees will attend and how the estimates have been determined. Applicants **must** use the State of Arizona Travel Policy on rates limitations for mileage, lodging, and meals (<https://qao.az.gov/travel/welcome-qao-travel>) for both in-state and out-of-state travel.

All travel will abide by the State of AZ Travel Policy. Travel to sites outside of Pima County require prior authorization from PCHD's appointing authority.

Local/ In-state mileage for staff for outreach, education, clinics, meetings etc.

Position	Estimated Miles	Rate/Mile	Estimated cost
Program Manager	250	\$0.445	\$111.25
Admin Specialist	250	\$0.445	\$111.25
Program Coordinator	2,000	\$0.445	\$890.00
Program Coordinator	2,000	\$0.445	\$890.00
OSL III	250	\$0.445	\$111.25
Dental Assistant	2,500	\$0.445	\$1,112.50
Dental Assistant	750	\$0.445	\$333.75
Estimated mileage for staff travel in private vehicle			\$3,560.00

FTF Summit in Phoenix (in person, tentative)	
Mileage (\$89 RT mi x 3) = \$267	\$267.00
Hotel (\$120/night x 2 nt. x 8 staff)	\$1,920.00
Per diem (\$39/ day x 2 days x 8 staff)	\$624.00
FTF Summit in Phoenix total estimate	\$2,811.00
Total IN State Travel	\$6,371

Out of State travel to nationally recognized conference: Estimated air fare, hotel and per diem for National Oral Health Conference (NOHC), location Ft Worth Texas, for 4 staff members as available and appropriate.	
Total OUT of state Travel	\$5,000

Aid to Organizations or Individuals: *In the event that this application represents collaboration and you will be utilizing subcontractors (including subgrantees) to perform various components of the program, include a list of subcontractors, programmatic work each subcontractor will perform, and how costs for each subcontractor are determined.*

El Rio Community Health Center	1000 Children 30 Expectant women	\$57.00	\$58,710.00
Desert Senita Community Health Center	50 Children 10 Expectant women	\$57.00	\$3,420
Total Aid to Organizations			\$62,130

Other Operating Expenses: *Explain each item to be purchased, how the costs were determined and justify the need for the items. All purchases should be made through competitive bid or using established purchasing procedures. Items can only be categorized in the following line items: Telephones /Communications Services, Internet Access, General Office Supplies, Food, Rent/Occupancy, Utilities, Furniture, Postage, Software (including IT supplies), Dues/Subscriptions, Advertising, Printing/Copying, Equipment Maintenance, Professional Development (Staff Training, Conferences, Workshops, and Training Fees for Staff), Insurance, Program Materials, Program Supplies, Scholarships, and Program Incentives.*

All purchases will be made using established Pima County Procurement Code and Purchasing Procedures.

Telephones/Communication Services= \$2,880

Mobile phone charges for 1 Administrative assistant, 2 Program Coordinator and 1 Program Manager
4 (X) \$60/mo. (X)12= \$2,880

Internet Access= \$960

2 Mi Fi for mobile internet service \$40/mo. (X)12 mos.= \$960

General Office Supplies= \$1,500

Pens, staplers, clipboards, labels, folders and paper/ toner for printer etc.

Food for Lunch n Learn or Continuing Education Event= \$6,000

75 health/ECE sites with average 4 people per site = 300 (X) \$20.00 including X per lunch/dinner (includes tax & tip)

Postage=\$1,000

Postage for mailing consents, supplies, referral forms, freight and other necessary communications to/from parents, partners, etc.

Membership dues/Subscription =\$325

Annual membership for 10 staff/contractors to Organization for Safety, Asepsis and Prevention (OSAP) = \$125/yr; Community Agencies: Pima Parenting Coalition= \$50; Gateway Tucson = \$150

Advertising and Marketing=\$8,348

PC Communications Dept. facilitate a comprehensive advertising and marketing plan, With consult with FTF in the planning of public awareness/marketing strategies such as websites, advertising or media campaigns and in alignment with FTF Branding Guidelines and with FTF approval

Printing/Copying= \$7,371

Parent information sheet, Consents, Privacy Act, \$.33 for each packet x 7,500 =\$2,475

Note: More consents are distributed than returned. Prior years indicate less than a 50% parental consent return.

Summary of Findings, Community Dental Referral form, \$.23 for each packet x 4,500 =\$1,035.

Encounter forms, one per child, 4,500 x \$.05 = \$225

Rack cards, Eng/Span, 6000 x.15 = \$900

Printer /copier monthly rental and quarterly expense= \$228.00 (X) 12 mo = \$2,736.00

Equipment maintenance for Mobile Dental RV=\$3,500

Mobile dental unit will be used to provide a clinic site at locations where facilities are not conducive to establishing a private clinic area for providing FSM services

Professional Development/Staff Training = \$12,370

Estimated expense for staff costs was determined for all parties involved in providing services. FTF approximately 20 hrs. of required trainings for new staff or contractors and an estimated 10 hrs for returning staff and contractors.

PCHD: RDHs & DDS Contractors = \$4,800;

Partner Agencies staff: RDHs, DDSs, Dental Assistants = \$7,570;

Conference Workshops/Training Fees for Staff= \$5,200

2021 FTF Summit Registration \$200 x 8 = \$1,600;

2022 National Oral Health Conference \$900 x4 =\$3,600

Program materials= \$4,868

Banners for display at clinic sites promoting FTF and FSM 2@\$300 = \$600

Fingerprint clearance cards (staff & contractors) 4 @ \$67 = \$268

Benefits of fluoride, 1st dental visit, etc. from American Dental Association =\$4,000

Program Supplies= \$17,625

Medical and lab supplies for Clinic sessions (screening and fluoride application and tooth brushing programs):

- Disposable supplies (mirror, gloves, masks, gauze, toothbrush) = 4,500 child TSUs + 300 Expectant women TSUs x \$2.50 per visit = \$12,000
- Fluoride varnish (.4% sodium fluoride unit dose), \$1.25 per FV application; 4,500 x \$1.25 = \$5,625

Program Incentives= \$10,000

Dental incentives for centers, preschools and sites that consist of reading books, coloring books, and tooth puzzles. Novelty gifts for children losing their first tooth. Pens for parents and staff and incentives, magnet reminders of dental goals, etc.

Total Other Operating Expenses **\$81,947**

Non-Capital Equipment: For items with a unit cost less than \$5,000 and an initial estimated useful life beyond a single year, explain each item to be purchased, how the costs were determined and justify the need for the items. All purchases should be made through competitive bid or using established purchasing procedures. For example, items such as computers, printers, projectors, etc. each with a unit cost less than \$5,000.

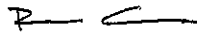
NONE

Administrative/Indirect Costs: Administrative costs are general or centralized expenses of overall administration of an agency/organization that receives grant funds and does not include particular program costs. Such costs are generally identified with the agency/organization's overall operation and are further described in 2 CFR 220, 2 CFR 225, and 2 CFR 230.

Indirect costs are costs of an organization that are not readily assignable to a particular program, but are necessary to the operation of the organization and the performance of the program. The cost of operating and maintaining facilities, depreciation, and administrative salaries are examples of the types of costs that are usually treated as indirect.

Applicants must list either Option A or Option B and provide proper justification for expenses included:

X Option A - Administrative Costs: with proper justification, applicants may include an allocation for administrative costs for up to 10% of the total direct costs requested of the grant request. Administrative costs may include allocable direct charges for: costs of financial, accounting, auditing, contracting or general legal services; costs of internal evaluation, including overall management improvement costs; and costs of general liability insurance that protects the agency/organization(s) responsible for operating a program, other than insurance costs solely attributable to the program. Administrative costs may also include that portion of salaries and benefits of the program's director and other administrative staff not attributable to the time spent in support of a specific program.

Authorized Signature  Date 04/14/21
Donald Gates, Admin Suppt Svs Mgr

FIRST THINGS FIRST

Program Personnel Table

Key Personnel - those individuals directly responsible for program implementation/services and are fully or partially funded through the proposed program.				
Name/ Position Title	Background/Expertise* Must include qualifications that align with the Standards of Practice (SOP)	Key Roles and Responsibilities	Meets the SOP Staffing Qualifications Yes/No**	FTEs funded through the program
All staff will possess the following qualifications aligned with Standards of Practice: <ul style="list-style-type: none"> • All employed staff and grant partners will be registered in the Arizona Early Childhood Workforce Registry and Professional Network • Staff will receive one-time professional development through ADE on the: <ul style="list-style-type: none"> ○ Introduction to the Arizona Infant and Toddler Developmental Guidelines, and ○ Introduction to the Arizona Early Learning Standards. • All employees and grant partners interacting with the target population will possess a valid fingerprint clearance card issued pursuant to A.R.S. Title 41, Chapter 12, Article 3.1. • All employees hired will be reflective of the target population to be served, and will use experiences gathered in the field to engage participants in a culturally competent manner. Staff will recognize and respect cultural diversity by accommodating the individual's level of understanding and adapting appropriately. 				
Margaret Perry, RDH, BS, MBA Program Manager	In addition to the requirements listed above, the program manager also has: <ul style="list-style-type: none"> • A Master's Degree in Business Administration with emphasis in Healthcare Management • AZ Registered Dental Hygienist in good standing since 1982 • Over 18 years of experience implementing oral health programs in Pima County • Experience as adjunct faculty working with local dental hygiene and dental assisting programs at Pima Community College for 8+ years. 	Duties to be accomplished by the program manager include, but are not limited, to: <ul style="list-style-type: none"> • Develop budgets, contract requirements and scope of work for contractors and partner agencies in compliance with procurement policies, including updating current policies and procedures; • Monitor grant and contracts compliance to evaluate program efficiency and effectiveness, in addition to generating reports/findings for FTF; • Recruit, interview, train, supervise, and evaluate staff and contractors; • Assist with outreach and identification of appropriate target populations; 	YES	1.0

		<ul style="list-style-type: none"> • Maintains confidentiality and security of information created or encountered in the course of assigned duties. 		
Kasey McAnally, BPH Administrative Specialist	<p>Experience performing administrative tasks that demonstrate the required knowledge and skills including two years of experience providing overall support and coordination for a department, specialized program, or small business.</p>	<p>Duties to be accomplished by the administrative specialist include, but are not limited, to:</p> <ul style="list-style-type: none"> • Maintains calendar of activities and meetings and obtains FTF meeting dates, orientation, training dates and inviting appropriate staff; • Assists with updating program information on PCHD website and assisting with reporting requirements, including data collection, establishing inventory control and orders clerical and dental supplies as needed and processes invoices for payment; • Assists with inventory control and ordering by researching supplies needed, creates orders according to County and procurement policies and processes invoices and other required business as needed; • Maintains confidentiality and security of information created or encountered in the course of assigned duties. 	YES	1.0
Debra Stevenson, MEd Program Coordinator	<p>M.Ed. Educational Leadership from Northern Arizona University, with ten plus years of experience coordinating, monitoring, and/or administering program activities for adolescent programs serving diverse populations, with implementation of policies and procedures along with data reporting to Pima County and Department of Child Services. Established networks,</p>	<p>Duties to be accomplished by the program coordinator of outreach include, but are not limited, to:</p> <ul style="list-style-type: none"> • Oversees and monitors outreach activities for targeted populations, children and expectant women as well as medical /dental providers; • Assists program manager as needed in program planning, implementation, and reporting; 	YES	1.0

	<p>planned, coordinated and collaborated in various outreach activities.</p>	<ul style="list-style-type: none"> • As a supervisor, provide performance plans, appraisals and mentoring using reflective supervision; • Assists with program specific information for parents, children and pregnant women, community collaborators to promote First Smiles Matter program across Pima County; • Conducts staff trainings pertinent to community service, i.e. customer relations, diversity, communication etc.; • Maintains confidentiality and security of information created or encountered in the course of assigned duties. 		
<p>Andrea Ward, RDH, MS Program Coordinator</p>	<ul style="list-style-type: none"> • AAS- Dental Hygiene; BA- Sociology and most recently a MS-Behavioral Counseling • Arizona Registered Dental Hygienist in good standing since 1997. • From 2015-2019, contracted with the PCHD, providing clinical services in the school based dental sealant program and the FTF OH funded program in Pima South, First Smiles Matter. • For the last 11 years, she has been employed as Adjunct Faculty at Pima Community College providing clinical education, patient care and oversight of both 1st and 2nd year dental hygiene students. • Currently, she is also working with individuals who struggle with behavioral and mental health issues. Through motivational interviewing and solution 	<p>Duties to be accomplished by the program coordinator of clinics include, but are not limited, to:</p> <ul style="list-style-type: none"> • Assists program manager as needed in program planning, implementation, and reporting; • Provide oversight to clinical operations including patient management and education, assuring quality of care by supporting the FTF Standards of Practice in both the clinical setting and with case management of those identified with unmet dental needs; • Provide oversight to data management in the FTF database (OHS) specific to this project, including training of staff, monitoring compliance and referral and navigation lead; • As a supervisor, provide mentoring staff and contractors within the First Smiles Matter Program, as well as any pre-professional dental students that may be involved; 	YES	1.0

	focused therapy, they work to change behavior that will assist the client in reaching self-stated goals that they feel will enhance their lives.	<ul style="list-style-type: none"> • As a supervisor, provide performance plans, appraisals and mentoring using reflective supervision; • Maintains confidentiality and security of information created or encountered in the course of assigned duties. 		
<p>Vacant Dental Assistant</p> <p>Jackie Soto, DA Dental Assistant</p>	<p>Staff providing dental assistance have, at a minimum:</p> <ul style="list-style-type: none"> • A certificate in Dental Assisting from an accredited college, university, vocational/technical school or program • One year of experience assisting with dental screening and sealant placement 	<p>Tasks to be accomplished by dental assistants include, but are not limited to:</p> <ul style="list-style-type: none"> • Prepares patients for examinations; • May assist at community outreach events and mobile clinic sites; • Dental inventory, monitoring, creating orders and checking in supplies; • Preparing clinic tubs and lock boxes; • Transports, sets up and breaks down resource table and supplies; • May assist with coordination of clinic flow of patients; • Observes all required clinical procedures for the collection and proper disposal of biohazardous waste materials; • Prepares supplies and cleans equipment in accordance with PCHD and CDC dental policies and procedures; • Creates and maintains program/activity documentation; • Assists with collecting and entering compiled data and enters patient information; • Maintains confidentiality and security of information created or encountered in the course of assigned duties. 	<p>YES</p> <p>YES</p>	<p>1.0</p> <p>.25</p>

<p>Karina Acuna Office Support Level III</p>	<ul style="list-style-type: none"> • Experience in working with the public for over four years, started with the Pima County Public Libraries in 2016. • Knowledgeable in office related programs such as data entry in excel, creating forms using Adobe, Microsoft Word, PowerPoint, etc. • Currently studying Criminal Justice in Social and Behavioral Sciences at the University of Arizona. • Anticipated college graduation May 2021 	<p>Duties to be accomplished by the OSL III include, but are not limited, to:</p> <ul style="list-style-type: none"> • Primary responsibility of data entry for the children and the expectant women consents, risk assessment and follow up data; • Assists with Spanish speaking clients, provides program specific educational information and contacting parents/guardians to provide screening findings or follow up; • Assists with updating program information on PCHD website and assisting with reporting requirements, including data collection; • Maintains confidentiality and security of information created or encountered in the course of assigned duties. 	<p>YES</p>	<p>1.0</p>
<p>Additional Personnel - those individuals partially funded through the proposed program but who do not directly implement or have direct program oversight of the program.</p>				
<p>Communication Special Staff Assistant Sr.- Bonnie Leko-Shapiro</p>				<p>.20</p>
<p>Mobile Dental RV Driver- Vacant</p>				<p>.1</p>
<p>Division Manager- Debra Osborne, BSN, RN</p>				<p>.05</p>
<p>Program Coordinator- Performance Improvement- Julie Kudrna, MPA</p>				<p>.1</p>
<p>Program Total:</p>				<p>6.7</p>

* Resumes and/or job descriptions for key personnel may be requested at any time but unless otherwise indicated, they do not need to be submitted.

** By signing this document, I assure that all key personnel meet the Personnel/Staff Qualifications outlined in the FTF Standards of Practice or if any personnel do not meet the Staff Qualification standards, they have been approved through the FTF Request for Exemption from Staff Qualification process prior to hire.

Margaret Perry Program Mgr. 4/13/21
 Name/Title Date