



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: 06/04/2019

* = Mandatory, information must be provided

or Procurement Director Award ☐

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

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

***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. The grant was originally accepted as GTAW19*13.

***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 #1 extends the grant for an additional year (July 2019 - June 2020) at the same annual amount of \$1,165,000.00. Indirect costs are budgeted at 10% of direct costs.

***Procurement Method:**

N/A - Grant award

***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:

- 9,695 children, ages 0-5, received oral health screenings and fluoride varnish
- 4,080 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.

MAY 30 15M0329PCD KCF RD

Contract / Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____

Effective 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 22-73.***Amendment / Revised Award Information**

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____


Amendment No.: _____ AMS Version No.: _____

Effective 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 ☒ AmendmentDocument Type: GTAM Department Code: HD Grant Number (i.e., 15-123): 19-52Effective Date: 07/01/2019 Termination Date: 06/30/2020 Amendment Number: 01☐ Match Amount: \$ _____ ☒ Revenue Amount: \$ 1,165,000.00***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/AContact: Sharon GrantDepartment: HealthTelephone: 724-7842Department Director Signature/Date: Maryann Thompson 5/10/19 5/14Deputy County Administrator Signature/Date: Shirley 5/14/2019County Administrator Signature/Date: C. Pulley 5/14/19

(Required for Board Agenda/Addendum Items)

 FIRST THINGS FIRST	Grant Renewal Amendment #1	Early Childhood Development and Health Board (First Things First) 4000 North Central Avenue, Suite 800 Phoenix, Arizona 85012 (602) 771-5100
	Grant Renewal/2020 Grant Award GRA-MULTI-19-0991-01-Y2 Pima North, Pima South Regional Partnership Council Oral Health	

CONTRACTOR:

Pima County Health Department

PURPOSE OF AMENDMENT:

- 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, 2019** through **June 30, 2020**.
- Total award amount for the grant period is \$1,165,000.00
- Contracted Service Units:
 Primary Strategy:
 Oral Health
 Number of children receiving oral health screenings: 9,695
 Secondary Strategy:
 Number of expectant mothers receiving oral health screenings: 4,080
 Number of medical clinics, dental clinics, and early care and education programs receiving oral health education: 75
- 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.
- 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 #1	Early Childhood Development and Health Board (First Things First) 4000 North Central Avenue, Suite 800 Phoenix, Arizona 85012 (602) 771-5100
	Grant Renewal/2020 Grant Award GRA-MULTI-19-0991-01-Y2 Pima North, Pima South Regional Partnership Council Oral Health	
Contractor hereby acknowledges receipt and understanding of the contract amendment <hr/> Signature <hr/> Richard Elías <hr/> Chairman, Board of Supervisors <hr/> Date		The above referenced amendment is hereby executed effective July 1, 2019 once signed and dated below: <hr/> Josh Allen CFO/COO <hr/> Date

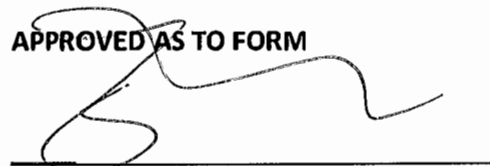
PIMA COUNTY

Clerk, Board of Supervisors

APPROVED AS TO CONTENT


 Health Department Director


APPROVED AS TO FORM


 Deputy County Attorney

Budget Period: July 1, 2019– June 30, 2020

First Smiles Matter Program 19-20

Budget Category	Line Item Description	Requested Funds	Total Cost
PERSONNEL SERVICES		Personnel Services Sub Total	\$370,510
Salaries	Program Manager 1 FTE	\$78,020	
	Program Coordinator 1 FTE	\$47,528	
	Program Coordinator 1 FTE	\$48,003	
	Admin Specialist 1 FTE	\$37,163	
	Health Aide 1 FTE	\$24,667	
	Health Aide 1 FTE reallocating to OSL III	\$34,216	
	Dental Assistant 1 FTE	\$26,924	
	Dental Assistant 0.25 FTE	\$13,021	
	New Health Educator 1FTE	\$38,113	
	Communications- Special Staff Assistant Sr. 0.25 FTE	\$11,996	
	Mobile Dental RV Driver 0.1 FTE	\$2,398	
	Program Division Manager 0.1 FTE	\$8,461	
EMPLOYEE RELATED EXPENSES		Employee Related Expenses Sub Total	\$89,612
Fringe Benefits or Other ERE	Program Manager 1 FTE	\$20,006	
	Program Coordinator 1 FTE	\$10,537	
	Program Coordinator 1 FTE	\$13,467	
	Admin Specialist 1 FTE	\$7,641	
	Public Health Aide 1 FTE	\$4,986	
	Public Health Aide 1 FTE reallocating to Office Support III	\$4,988	
	Dental Assistant 1 FTE	\$5,457	
	Dental Assistant 0.25 FTE	\$4,562	
	New Health Educator 1FTE	\$12,059	
	Communications- Special Staff Assistant Sr. 0.25 FTE	\$3,267	
	Mobile Dental RV Driver 0.1 FTE	\$549	
	Program Division Manager 0.1 FTE	\$2,092	
PROFESSIONAL AND OUTSIDE SERVICES		Professional and Outside Services Sub Total	\$184,225
Contracted Services	RDH Pima South 1 FTE (Various contracted RDHs)	\$72,800	
	RDH Pima North .17 FTE	\$15,750	
	RDH Pima North 1 FTE (Various contracted RDHs)	\$72,800	
	RDH Educator 0.18 FTE	\$16,875	
	Dentist Consultant	\$6,000	
TRAVEL		Travel Sub Total	\$24,385
In-State Travel	Mileage: miles + 8 FTE Summit (mileage + hotel + per diem)	\$12,385	
Out of State Travel	National Oral Health Conference 4 staff	\$12,000	
AID TO ORGANIZATIONS OR INDIVIDUALS		Aid to Organizations or Individuals Sub Total	\$144,210
Subgrants or Subcontracts to organizations/agencies/entities	FQHC - Green Valley area (300 c /100 pw)	\$22,800	
	El Rio Community Health Center (1000 c/30 pw)	\$58,710	
	Desert Senita Community Health Center (85 c/15 pw)	\$5,700	
	Marana Health Care (950 c/50 pw)	\$57,000	

OTHER OPERATING EXPENSES		Other Operating Expenses Sub Total	\$243,646
• Telephones/Communications Services	Mobile phones and service	\$1,800	
• Internet Access	2 aircards for mobile connectivity	\$1,080	
• General Office Supplies	Misc office supplies	\$1,897	
• Food	Lunch N Learn or continuing education seminar	\$7,875	
• Rent/Occupancy		\$0	
• Evaluation (non-contracted and non-personnel expenses)		\$0	
• Utilities		\$0	
• Furniture		\$0	
• Postage	Postage/Freight - annual estimate	\$2,844	
• Software (including IT supplies)	Adobe Acrobat Pro	\$1,658	
• Dues/Subscriptions	OSAP annual membership; Resource manager subscription	\$350	
• Advertising	& Marketing	\$40,000	
• Printing/Copying	Parent Information sheet, Consents, Privacy Act, Screening forms	\$16,350	
• Equipment Maintenance	Mobile Dental RV	\$4,500	
• Professional Development/Staff Training	Required trainings for all providers	\$42,840	
• Conference Workshops/ Training Fees for Staff	Registration 8-FTF Summit & 4-NOHC	\$5,000	
• Insurance		\$0	
• Program Materials	Banners, Finger print cards, brochures	\$6,905	
• Program Supplies	Medical and lab supplies for Clinic sessions	\$94,500	
• Scholarships		\$0	
• Program Incentives	Program pens, Books-reading and coloring, puzzles for centers/sites	\$16,047	
NON-CAPITAL EQUIPMENT		Non-Capital Sub Total	\$2,504
Equipment \$4,999 or less in value	2 Desktop setup	\$2,504	
Subtotal Direct Program Costs:		\$1,059,091	\$1,059,091
ADMINISTRATIVE/INDIRECT COSTS		Total Admin/Indirect	
Indirect/Admin Costs	Option A: As allowed by First Things First, up to 10% of direct costs.	\$105,909	\$105,909
Total		\$1,165,000	\$1,165,000
<p>Authorized signature  Date 04/12/19</p> <p>Donald Gates, Senior Program Mgr - Plms County Health Department</p>			

SFY20 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	Perry, Margaret	\$37.51	100%	\$78,020
Program Coordinator	Stevenson, Debra	\$23.08	100%	\$48,003
Program Coordinator	Ward, Andrea	\$22.85	100%	\$47,528
Health Educator	New- vacant	\$18.32	100%	\$38,113
Admin Specialist	Vacant	\$17.87	100%	\$37,163
OSL III	Vacant- reallocating PHA	\$16.45	100%	\$34,216
Dental Assistant	Mendoza, Crystal	\$12.94	100%	\$26,924
Public Health Aide	Quintero, Guadalupe	\$11.86	100%	\$24,667
Dental Assistant	Soto, Jacqueline	\$25.04	25%	\$13,021
Spec Staff Assistant	Jensen , Caitlin	\$23.07	25%	\$11,996
Division Manager	May, Richard	\$40.68	10%	\$8,461
Mobile Dental Driver	Heffernan, David	\$11.53	10%	\$2,398

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	Fringe Rate	FTE	Fringe
Program Manager	25.65%	100%	\$20,006
Program Coordinator	28.03%	100%	\$13,467
Program Coordinator	22.19%	100%	\$10,537
Health Educator (New)	31.66%	100%	\$12,059
Admin Support Specialist	20.53%	100%	\$7,641
OSL III (reallocated PHA)	20.24%	100%	\$4,988
Dental Assistant	20.24%	100%	\$5,457
Public Health Aide	20.23%	100%	\$4,986
Dental Assistant	35.04%	25%	\$4,562
Spec Staff Assistant- Communications	27.23%	25%	\$3,267
Division Manager	24.72%	10%	\$2,092
Mobile Dental Driver	22.91%	10%	\$549

Fringe Benefits at Pima County include: FICA (social security), Arizona State Retirement System, Long Term Disability, Medical, Dental and Life insurance, Workmen's Compensation, Unemployment benefits, with additional options for Health Savings Plans. Non-cash benefits include vacation, sick time and paid holidays. Most benefit rates are set by state and federal statute (retirement, unemployment, FICA with LTD) as a percentage of salary. Others are contracted (life insurance, health and dental plans) and are dependent upon employee selections/preference. The % of salaries budgeted for benefits varies for each individual according to the actual expenses as compared to the salaries for that individual. Variances in rates used are primarily due to variances in the cost of health insurance depending on the plan selected and the number of dependents and the ratio of this cost to salary.

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.*

Costs for professional registered dental hygienist (RDH), RDH educator and dentist services are based on current contract prices. Some contracts are already in place, new contracts will be developed for new FSM Partners and RDH contractors will be generated according to Pima County procurement policies and as needed to meet the needs of the program.

Position	FTE	Hourly	Total cost
RDH Pima South (Various contracted RDHs)	1	35	\$72,800
RDH Pima North	.17	35	\$15,750
RDH Pima North (Various contracted RDHs)	1	35	\$72,800
RDH Educator 0.18 FTE	.18	45	\$16,875
Dentist (standing orders and consultation)	.028	100	\$6,000

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://gao.az.gov/travel/welcome-gao-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	1500	\$0.445	\$667.50
Public Health Aide	5,200	\$0.445	\$2,314.00

Admin Specialist	400	\$0.445	\$178.00
Program Coordinator	2,500	\$0.445	\$1,112.50
Program Coordinator	2,500	\$0.445	\$1,112.50
Health Educator	4,000	\$0.445	\$1,780.00
OSL III	400	\$0.445	\$178.00
Dental Assistant	3,300	\$0.445	\$1,468.50
Dental Assistant	1000	\$0.445	\$445.00
Estimated mileage for staff travel in private vehicle			\$9256.50

Mileage (\$89 RT mi x 3) = \$267	\$267.00
Hotel (\$120/night x 2 nt. x 9 staff)	\$2,160.00
Per diem (\$39/ day x 2 days x 9 staff)	\$702.00
FTF Summit in Phoenix total estimate	\$3,129.00

Out-of-State Travel = \$12,000

Estimated air fare and hotel for National Oral Health Conference, location TBA for 4 staff members

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.*

* A \$57 reimbursement rate to CHCs was determined using AHCCCS rates for an oral health screening and fluoride treatment.

	Contracted Service Units	Each*	Cost
Federally Qualified Health Center serving Green Valley area	300 Children 100 Expectant women	\$57.00	\$22,800.00
El Rio Community Health Center	1000 Children 30 Expectant women	\$57.00	\$58,710.00
Desert Senita Community Health Center	85 Children 15 Expectant women	\$57.00	\$5,700.00
Marana Health Care	950 Children 50 Expectant women	\$57.00	\$57,000.00
Total Aid to Organizations			\$144,210.00

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= \$1,800

Mobile phone charges for 2 PHA, 2 Program Coordinator and 1 Program Manager 5 (X) \$30/mo. (X)12 = \$1,800

Internet Access= \$1,080

2 Mi Fis for mobile internet service \$45/mo. (X) 2 (X)12 mos.= \$1,080

General Office Supplies= \$1,897

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

Food for Lunch n Learn or Continuing Education Event=\$7,875

75 health/ECE sites with average 7 people per site =525 (X) \$13.50 per lunch/dinner

Postage=\$2,844

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

Software= \$1,658

Adobe Acrobat DC= \$1,658

Dues subscriptions =\$350

Annual membership for 10 staff/contractors to Organization for Safety, Asepsis and Prevention (OSAP)= \$125/yr.

Annual subscription to Resource Manager= \$225

Advertising and Marketing=\$40,000 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= \$16,350

Parent information sheet, Consents, Privacy Act, Screening form, \$.33 for each packet x 30,000 = \$9,900

Summary of Findings, Community Dental Referral form, \$.23 for each packet x 15,000 = \$3,450

Encounter forms, one per child, 30,000 x \$.10 = \$3,000

Equipment maintenance for Mobile Dental RV=\$4,500

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 = \$42,840

Estimated expense for staff costs was determined for all parties involved in providing services. FTF approximately 20 hrs. of required trainings, Dentist (\$100 x5) x 20=\$10,000; RDHs (\$35 x 20) x 20=14,000; Office staff (\$18 x 55) x 20=\$19,800

Conference Workshops/Training Fees for Staff= \$5,000

2020 FTF Summit \$200 x 9 = \$1,800; 2020 National Oral Health Conference \$800 x4 =\$3,200

Program materials= \$6,905

Banners for display at clinic sites promoting FTF and FSM 3@\$300 = \$900

Fingerprint clearance cards (staff & contractors) 15 @ \$67 = \$1,005

Benefits of fluoride, 1st dental visit, etc. from American Dental Association =\$5,000

Program Supplies= \$94,500

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

- Disposable supplies (mirror, gloves, masks, gauze, toothbrush) = 23,000 units x \$3.50 per visit = \$80,500
- Fluoride varnish (.4% sodium fluoride unit dose), \$1.25 per FV application; 12,000 x \$1.25 = \$14,000

Program Incentives= \$16,047

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.

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.

Desktop set up: \$1,251.88 x 2= \$2,504

per computer system (includes dual 22" monitors, sound bar, keyboard, mouse and webcam camera)

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.

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



Donald Gates, Sr. Program Manager

Date 04/12/17

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
<p>All staff will possess the following qualifications aligned with Standards of Practice:</p> <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 15 years' experience implementing oral health programs in Pima County • Experience as adjunct faculty working with local 	Duties to be accomplished by the program manager include, but are not limited, to: <ul style="list-style-type: none"> • Assisting with development of budgets, contract requirements and scope of work for contractors and partner agencies in compliance with procurement policies, including updating current policies and procedures • Monitoring grant and contracts compliance to evaluate program efficiency and effectiveness, in addition to generating reports/findings for FTF 	YES	1.0

	dental hygiene and dental assisting programs at Pima Community College	<ul style="list-style-type: none"> • Overseeing maintenance of database specific to this project • Recruiting, interviewing, training, supervising, and evaluating staff, contractors, and partners • Assisting with outreach and identification appropriate target populations • Maintains confidentiality and security of information created or encountered in the course of assigned duties 		
Vacant Administrative Specialist	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.	<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. Maintains confidentiality and security of information created or encountered in the course of assigned duties. 	YES	1.0
Debra Stevenson, MEd Program Coordinator	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	Oversee and monitor activities for assigned populations, or pregnant women) Assist program Manager as needed in program planning, implementation, and reporting. Maintain confidentiality and security of information created or encountered in the course of assigned duties. Answer questions regarding program specific information,	YES	1.0

	networks, planned, coordinated and collaborated in various outreach activities.	policies, procedures, parents, children and pregnant women, to receive program services – Promote First Smiles Matter program across Pima County.		
Andrea Ward, RDH, MS Program Coordinator	<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 10 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 focused therapy, they work to change behavior that will assist the client in reaching self-stated goals that they feel will enhance their lives. 	<p>As Program Coordinator, Ms. Ward will be responsible for helping the new team to implement the First Smiles Matter Program across all of Pima County. Her education and work experiences made her an ideal candidate for her new position.</p> <p>Ms. Ward is very qualified to teach and reach children, expectant women, parents and caregivers as well as medical and dental providers.</p> <p>Her dental hygiene clinical skills and experience will provide a great basis for helping to assure 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. She will also be supporting the Program Manager by mentoring and supervising staff and contractors within the First Smiles Matter Program, as well as any pre-professional dental students that may be involved.</p>	YES	1.0
Crystal Mendoza, DA Dental Assistant	<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, 	<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; • Assists dentist during dental screening; 	YES	1.0

<p>Jackie Soto, DA Dental Assistant</p>	<p>vocational/technical school or program</p> <ul style="list-style-type: none"> • One year of experience assisting with dental screening and sealant placement 	<ul style="list-style-type: none"> • Assists dental hygienists by preparing dental sealants and assisting in their application; • Transports, sets up and breaks down portable dental equipment and supplies; • Coordinates 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 departmental and CDC dental policies and procedures; • Creates and maintains program/activity documentation 	<p>YES</p>	<p>.25</p>
<p>Guadalupe Quintero Public Health Aide</p>	<p>Previously employed by the University of Arizona Cooperative Extension – Pinal County for 3 years.</p> <p>Trained in providing Developmental Milestones screenings, Vision and Hearing screenings for children 0 to 5 years of age. Assisted in community outreach events and collaborated with various programs in the community to educate families on the importance of early intervention in child wellness.</p>	<p>Assists with collecting and inputting compiled data and enters patient information while maintaining confidentiality as required by federal and local law</p> <ul style="list-style-type: none"> • Assists centers, agencies and sites with distribution and collection of consents and assisting parents and legal guardians with completion of consent and risk assessment as needed • Provides clients with program specific educational information and contacting parents/guardians to provide screening findings or follow up • Assists RDH at mobile clinic sites • Maintains inventory control and creates orders for office, dental supplies and printing 	<p>YES</p>	<p>1.0</p>

		<ul style="list-style-type: none"> • Answers general questions regarding program specific information and service availability 		
<p>New Vacant Health Educator</p>	<p>Staff providing oral health education must have:</p> <ul style="list-style-type: none"> • A Bachelor of Science Degree in Health Education or a public health field (other allied health professionals may qualify, such as <i>promotoras</i>). <p>Education staff are also expected to:</p> <ul style="list-style-type: none"> • Complete training in the specific oral health education curriculum Smiles for Life. • Have excellent communications skills and the ability to adjust to the individual learners' needs, both children and adults. • Have skills necessary to outreach and interact with ECE, oral health and medical professionals 	<ul style="list-style-type: none"> • Tasks to be accomplished by Health Educator include, but are not limited, to: • Assists with preparing curriculum, activities and presentation evaluation to facilitate adult learning • Maintain confidentiality as required by federal and local law • Assists centers, agencies and sites with distribution and collection of consents • Provides clients with program specific educational information and contacting parents/guardians to provide anticipatory guidance utilizing motivational interviewing techniques • May assists RDH at mobile clinic sites • Answers general questions regarding program specific information and service availability 	YES	1.0
<p>Vacant Office support level III previously Public Health Aide</p>		<p>Duties to be accomplished by the OSL III include, but are not limited, to:</p> <p>Primary responsibility of data entry for the 9000+ children and the 4000+ expectant women consents, risk assessment and follow up data</p> <ul style="list-style-type: none"> • Assist with maintaining calendar of activities and meetings and obtaining FTF meeting dates, orientation, training dates and inviting appropriate staff • Assisting with updating program information 	YES	1.0

		on PCHD website and assisting with reporting requirements, including data collection <ul style="list-style-type: none"> • Assist with inventory control and ordering • Maintains confidentiality and security of information created or encountered in the course of assigned duties 		
Additional Personnel - those individuals partially funded through the proposed program but who do not directly implement or have direct program oversight of the program.				
Communication Special Staff Assistant Sr.- Caitlin Jensen				.25
Mobile Dental RV Driver- Dave Heffernan				.1
Program Division Manager- Richard May, BSN				.1
Program Total:				9.2

* 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.


Name/Title Margaret Perry, Program Manager

4/11/19

Date