



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: 05/19/2020

* = 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. 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 #2 extends the grant for an additional year (July 2020 - June 2021) at the annual amount of \$760,766; representing a mutually agreed upon reduction of \$404,234 and lower targets. Both parties discussed and agreed changes were necessary to better represent the community needs and realistic outcomes outlined below.

***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.

GM1 Approved 5-8-2020 DJK

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 22-10.***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): 20-45Effective Date: 07/01/2020 Termination Date: 06/30/2021 Amendment Number: 02☐ 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/AContact: Sharon GrantDepartment: Health Telephone: 724-7842Department Director Signature/Date: [Signature] 04/30/20Deputy County Administrator Signature/Date: [Signature] 6 May 2020County Administrator Signature/Date: [Signature] 5/6/20
(Required for Board Agenda/Addendum Items)

FIRST THINGS FIRST

4000 North Central Avenue, Suite 800, Phoenix, Arizona 85012
602.771.5100 | 877.803.7234 | firstthingsfirst.org

March 23, 2020

Ms. Margaret Perry
Program Manager, Oral Health
Pima County Health Department
3950 S. Country Club Rd, Ste. 100
Tucson, AZ 85714

Dear Margaret:

On behalf of the Pima North and Pima South Regional Partnership Councils as well as the staff at First Things First, we want to thank you for the work you have been doing in executing the Oral Health grant Strategy first for the Pima South region and most recently, for both Pima North and Pima South Regions. We have had many successes historically and we look forward to our continued work together.

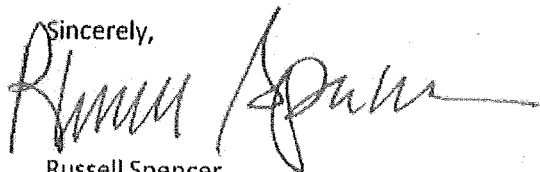
As you know, in this current funding cycle, we incorporated the Pima North Region into the new grant award and increased the contracted service units for this strategy. While we all went into this with the hope of the contracted service units being met, time and communication with you have made us realize that the number of children and expectant mothers to receive services is simply unattainable.

As a result and with consultation with you, your grant renewal for State Fiscal Year 2021 will reflect reductions in the numbers to be served and a reduction in the total award amount. We want to assure you this decision is not made due to lack of effort from you or your staff; but rather to support your staff and puts you in position to achieve a much more attainable yet still aspirational goal of providing oral health services in Pima County.

Again, we thank you for the work you are doing and for being candid with us about what successes and barriers you have experienced. We look forward to continuing our strong partnership with you into the next fiscal year.


If you have any questions or comments regarding your grant renewal, please contact me at 602-771-5043 or by email at Rspencer@firstthingsfirst.org.

Sincerely,




Russell Spencer
Director, Fiscal Operations

READY FOR SCHOOL. SET FOR LIFE.

 FIRST THINGS FIRST	Grant Renewal Amendment #2	Early Childhood Development and Health Board (First Things First) 4000 North Central Avenue, Suite 800 Phoenix, Arizona 85012 (602) 771-5100
	Grant Renewal/2021 Grant Award GRA-MULTI-19-0991-01-Y3 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"> 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, 2020 through June 30, 2021. Total award amount for the grant period is \$760,766 (Pima North : \$456,460 and Pima South: \$304,306) Contracted Service Units: Lead Strategy: Oral Health Number of children receiving oral health screenings: 4,000 (Pima North: 2,500 and Pima South: 1,500) Number of expectant mothers receiving oral health screenings: 300 (Pima North: 200 and Pima South: 100) Number of medical clinics, dental clinics, and early care and education programs receiving oral health education: 75 (Pima North: 50 and Pima South: 25) 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 #2	Early Childhood Development and Health Board (First Things First) 4000 North Central Avenue, Suite 800 Phoenix, Arizona 85012 (602) 771-5100
	Grant Renewal/2021 Grant Award GRA-MULTI-19-0991-01-Y3 Pima North, Pima South Regional Partnership Council Oral Health	
Contractor hereby acknowledges receipt and understanding of the contract amendment		The above referenced amendment is hereby executed effective July 1, 2020 once signed and dated below:
Signature _____ Ramón Valadez Name _____ Chairman, Board of Supervisors Title _____ Date _____		Josh Allen CFO/COO _____ Date _____

PIMA COUNTY


 Clerk, Board of Supervisors

APPROVED AS TO FORM


 Deputy County Attorney

APPROVED AS TO CONTENT


 Health Department Director

Budget Period: July 1, 2020– June 30, 2021		First Smiles Matter Program SFY 21	
Budget Category	Line Item Description	Requested Funds	Total Cost
PERSONNEL SERVICES		Personnel Services Sub Total	\$303,584
Salaries	Program Manager 1 FTE	\$79,581	
	Program Coordinator - Outreach 1 FTE	\$48,963	
	Program Coordinator- Clinical 1 FTE	\$48,485	
	Admin Specialist 1 FTE	\$36,171	
	OSL III 1 FTE	\$34,216	
	Dental Assistant 1 FTE	\$27,955	
	Dental Assistant 0.25 FTE	\$6,817	
	Performance Management- Program Coordinator Coordinator	\$5,064	
	Special Staff Assistant - Communications	\$9,788	
	Division Manager 0.1 FTE	\$4,315	
	Mobile Dental RV Driver 0.1 FTE	\$2,627	
EMPLOYEE RELATED EXPENSES		Employee Related Expenses Sub Total	\$71,366
Fringe Benefits or Other ERE	Program Manager 1 FTE	\$20,008	
	Program Coordinator Outreach 1 FTE	\$13,467	
	Program Coordinator Clinical 1 FTE	\$10,537	
	Admin Specialist 1 FTE	\$7,641	
	OSL III 1 FTE	\$4,988	
	Dental Assistant 1 FTE	\$5,457	
	Dental Assistant 0.25 FTE	\$2,917	
	Performance Management- Program Coordinator Coordinator	\$1,593	
	Special Staff Assistant - Communications	\$3,070	
	Mobile Dental RV Driver 0.1 FTE	\$584	
	Division Manager 0.1 FTE	\$1,107	
PROFESSIONAL AND OUTSIDE SERVICES (Individuals)		Professional and Outside Services Sub Total	\$168,475
Contracted Services	RDH Pima South 1 FTE (Various contracted RDHs)	\$72,800	
	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	\$11,371
In-State Travel	Mileage: miles + FTF Summit (mileage + hotel + per diem)	\$6,371	
Out of State Travel	National Oral Health Conference	\$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	\$74,279
• Telephones/Communications Services	Mobile phones and service	\$2,160	
• Internet Access	2 aircards for mobile connectivity	\$480	
• General Office Supplies	Misc office supplies	\$1,500	
• Food	Lunch N Learn or continuing education seminar	\$4,500	
• Rent/Occupancy		\$0	
• Evaluation (non-contracted/non personnel)		\$0	
• Utilities		\$0	
• Furniture		\$0	
• Postage	Postage/Freight - annual estimate	\$1,000	
• Dues/Subscriptions	OSAP annual membership;	\$125	
• Advertising	Advertising / Marketing	\$5,000	
• Printing/Copying	Printing and in office copier fee	\$7,371	
• Equipment Maintenance	Mobile Dental RV	\$3,500	
• Professional Development/Staff Training	Required trainings for all providers	\$10,950	
• Conference Workshops/ Training Fees for Staff	Registration B-FTF 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:		\$691,606	\$691,606
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
Authorized signature 		Date 07/07/20	
Donald Gates, Senior Program Mgr – Pima County Health Department			

SFY21 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. = \$ **\$303,984**

Position	Staff	Hourly Rate	FTE	Salary
Program Manager	Perry, Margaret	\$38.26	100%	\$79,581
Program Coordinator- Outreach	Stevenson, Debra	\$23.54	100%	\$48,963
Program Coordinator Clinical	Ward, Andrea	\$23.31	100%	\$48,485
Admin Specialist	Kasey McAnally	\$17.39	100%	\$36,171
OSL III	Hiring- in process	\$16.45	100%	\$34,216
Dental Assistant	Mendoza, Crystal	\$13.44	100%	\$27,955
Dental Assistant	Soto, Jacqueline	\$13.11	25%	\$6,817
Program Coor. Performance Mgmt	Kudrna, Julie	\$24.36	10%	\$5,067
Special Staff Assistant - Communications	Jensen, Caitlyn	\$23.53	20%	\$9,788
Division Manager	May, Richard	\$41.49	5%	\$4,315
Mobile Dental Driver	Heffernan, David	\$12.63	10%	\$2,627

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. = \$ **\$71,366**

Position	Fringe Rate	FTE	Fringe
Program Manager	25.14%	100%	\$20,006
Program Coordinator- Outreach	27.50%	100%	\$13,467
Program Coordinator - Clinical	21.73%	100%	\$10,537
Admin Specialist	21.12%	100%	\$7,641
OSL III	14.58%	100%	\$4,988
Dental Assistant	19.52%	100%	\$5,457
Dental Assistant	42.79%	25%	\$2,917
Program Coordinator- Performance Management	31.44%	10%	\$1,593
Special Staff Assistant - Communications	31.36%	20%	\$3,070
Division Manager	25.64%	5%	\$1,107
Mobile Dental Driver	22.22%	25%	\$584

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. =**\$168,475**

Position	FTE	Hourly	Total cost
RDH Pima South (Various contracted RDHs)	1	\$35	\$72,800
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://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

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

IN State Travel = \$6,371.00

Out-of-State Travel = \$5,000

Estimated hotel and per diem for National Oral Health Conference (NOHC), location TBA, for 4 staff members as available and appropriate. Airfare credit is available from cancellation of NOHC 2020.

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
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	\$3,420.00
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 = \$2,160
 Mobile phone charges for 2 Program Coordinator and 1 Program Manager 3 (X) \$60/mo. (X)12 = \$2,160

Internet Access = \$480
 1 Mi Fis for mobile internet service \$40/mo. (X)12 mos.= \$480

General Office Supplies = \$1,500

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

Food for Lunch n Learn or Continuing Education Even t= \$4,500

75 health/ECE sites with average 4 people per site = 300 (X) \$15.00 including X per lunch/dinner

Postage = \$1,000

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

Dues subscriptions = \$125

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

Advertising and Marketing = \$5,000 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 = \$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 = \$10,950

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. Dentist (\$100 x3) x 10hrs = \$3,000; NEW RDHs (\$35 x 5) x 20 hrs=\$3,500; returning RDHs (\$35 x 5) x 10 hrs=\$1,750; Office staff (\$18 x 15) x 10=\$2,700

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

2020 FTF Summit \$200 x 8 = \$1,600; 2021 National Oral Health Conference \$800 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.

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.

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 04/05/20

FIRST THINGS FIRST

Program Personnel Table – Pima County Health Dept.- First Smiles Matter

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. 				
<p>Margaret Perry, RDH, BS, MBA Program Manager</p>	<p>In addition to the requirements listed above, the program manager also has:</p> <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 17 years' 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 7+ years. 	<p>Duties to be accomplished by the program manager include, but are not limited, to:</p> <ul style="list-style-type: none"> • 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; • Recruiting, interviewing, training, supervising, and evaluating staff, contractors, and partners; • Assisting with outreach and identification 	<p>YES</p>	<p>1.0</p>

		appropriate target populations; • Maintains confidentiality and security of information created or encountered in the course of assigned duties.		
Kasey McAnally, BPH 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.	<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 Researches 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	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	<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. • Maintains confidentiality and security of information created or encountered in the course of assigned duties. 	YES	1.0

	networks, planned, coordinated and collaborated in various outreach activities.	<ul style="list-style-type: none"> Assists with program specific information for parents, children and pregnant women, community collaborators to promote First Smiles Matter program across Pima County. 		
<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 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 to implement the First Smiles Matter Program. Her education and work experiences made her an ideal candidate for this 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>She will be overseeing the database (OHS) specific to this project, including training of staff, monitoring compliance and referral and navigation lead.</p> <p>Ms. Ward's 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.</p> <p>She will also be supporting the Program Manager by assisting with policies, procedures, 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
<p>Crystal Mendoza, 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 	<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; 	YES	1.0

<p>Jackie Soto, DA Dental Assistant</p>	<p>accredited college, university, 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"> 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 inputting compiled data and enters patient information while maintaining confidentiality as required by Federal and local law. 	<p>YES</p>	<p>.25</p>
<p>Karina Acuna (new hire, start 4/13/20) Office Support Level III</p>		<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; 	<p>YES</p>	<p>1.0</p>

		<ul style="list-style-type: none"> 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			.20
Mobile Dental RV Driver- Dave Heffernan			.1
Division Manager- Richard May, BSN			.05
Program Coordinator- Performance Improvement- Julie Kudrna, MPA			.1
Program Total:			6.7

* 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
Name/Title Margaret Perry, Program Manager

4/8/20

Date