

Introduced by _____

First Reading _____ Second Reading _____

Ordinance No. _____ Council Bill No. B 110-05

AN ORDINANCE

authorizing Amendment No. 2 to the agreement with the Missouri Department of Health and Senior Services for the WIC Breastfeeding Peer Counseling Program; appropriating funds; and fixing the time when this ordinance shall become effective.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBIA, MISSOURI, AS FOLLOWS:

SECTION 1. The City Manager is hereby authorized to execute Amendment No. 2 to the agreement with the Missouri Department of Health and Senior Services for the WIC Breastfeeding Peer Counseling Program. The form and content of the agreement shall be substantially as set forth in "Exhibit A" attached hereto and made a part hereof as fully as if set forth herein verbatim.

SECTION 2. The sum of \$1,750 is hereby appropriated from the State Revenue Account No. 110-3410-462.07-00, GSTWIC to the WIC Temporary Salaries Account No. 110-3410-531.01-05.

SECTION 3. This ordinance shall be in full force and effect from and after its passage.

PASSED this _____ day of _____, 2005.

ATTEST:

City Clerk

Mayor and Presiding Officer

APPROVED AS TO FORM:

City Counselor

CERTIFICATION: I certify there are sufficient funds available in the State Revenue Account No. 110-3410-462.07-00, GSTWIC to cover the above appropriation.

Director of Finance

12435



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
PROGRAM SERVICES CONTRACT
CONTRACT AMENDMENT

CONTRACT NO. ERS045-5219	AMENDMENT NO. 2
CONTRACT TITLE WIC: Local Agency Nutrition Services Administration	

THE SUBJECT CONTRACT BETWEEN THE STATE OF MISSOURI, DEPARTMENT OF HEALTH AND SENIOR SERVICES AND
 City of Columbia

IS HEREBY AMENDED AS FOLLOWS:

1. The total not-to-exceed contract amount is hereby increased by \$1,750.00 from \$233,990.50 to \$235,740.50 effective for a period from April 1, 2005 through September 30, 2005.
2. The increased amount of \$1,750.00 added to the contract amount is restricted for use in the Breastfeeding Peer Counseling Program.
3. WIC: Local Agency Nutrition Services Administration Scope of Work revised to include Breastfeeding Peer Counseling (BFPC) deliverables as set forth on Exhibit 1.
4. Add the following paragraph to the Scope of Work: The Contractor shall assume liability for all disclosures of confidential information by the Contractor and/or the Contractor's subcontractors and employees. The Contractor shall comply with all applicable provisions of the Federal Standards for Privacy of Individually Identifiable Health Information (45 C.F.R. Parts 160 and 164).

All other terms and conditions of the contract, or any amendments thereto, shall remain unchanged. In witness thereof, the parties hereto execute this agreement.	RECOMMENDED FOR APPROVAL BY (DIVISION / CENTER DIRECTOR SIGNATURE) ▶
	DATE
AUTHORIZED CONTRACTOR SIGNATURE ▶	SIGNATURE OF DHSS REPRESENTATIVE AUTHORIZED TO SIGN CONTRACT ▶
PRINTED NAME / TITLE	PRINTED NAME / TITLE Rebecca Mankin, Asst. to the Director, Div. of Administration
DATE	DATE

WIC: Local Agency Breastfeeding Peer Counseling

This attachment is an addendum to the WIC: Local Agency Nutrition Services and Administration Scope of Work.

1.0 Breastfeeding Peer Counseling (BFPC) Program Deliverables:

- 1.1 The Contractor shall have a BFPC Program Coordinator who meets the qualifications and oversees the program, plans and monitors the program activities, conducts orientation, conducts in-service sessions and regular meetings, recruits, hires, and supervises peer counselors. (**Attachment 1** – Job Description for BFPC Program Coordinator)
- 1.2 The Contractor shall have at least one peer counselor for at least nine (9) months who meets the qualifications and is able to discuss benefits of breastfeeding, encourage breastfeeding, and provides culturally appropriate support and encouragement to prenatal and breastfeeding women and to serve as role models during the contract period. (**Attachment 2** – Job Description For Peer Counselors)
- 1.3 The Contractor shall send its BFPC Program Coordinator or designated staff to the BFPC training sessions provided by the Department.
- 1.4 The Contractor shall conduct BFPC training sessions for its WIC staff and peer counselors as instructed by the Department.
- 1.5 The Contractor shall comply with the BFPC Policies provided by the Department.

2.0 Budget/Allowable Costs:

- 2.1 The Contractor shall use the allocated funds only for breastfeeding peer counseling program as set forth in the Department's Guidelines for Allowable Items for Reimbursement. (**Attachment 3** - Guidelines for Allowable Items for Reimbursement)
- 2.2 The Contractor shall directly pay peer counselors a stipend or wage as set forth in the Department's Guidelines for Allowable Items for Reimbursement. (**Attachment 3** – Guidelines for Allowable Items for Reimbursement)
- 2.3 The Department reserves the right to reallocate BFPC funds at the end of the second quarter if the Contractor has spent less than forty-eight percent (48%) of the allocated funds, or at the end of the third quarter if less than seventy-three percent (73%) has been spent. The Contractor will be given thirty (30) days prior written notification of any reallocation.

3.0 Reports/Invoicing:

3.1 The Contractor shall report expenditures on the specified area of the Monthly Administrative Cost Report (WIC 24) and submit the form and any attachments to the Department.

3.1.1 The Contractor shall report expenditures for allowable items on the specified page of Supporting Information to WIC 24 A for Special Grant 1: Invoice for WBC5: Breastfeeding PC. (**Attachment 4 - WBC5 Invoice Form**)

3.1.2 The Contractor shall report expenditures for administrative work, attending training sessions and providing training sessions to WIC staff and peer counselors on the specified page of Supporting Information to WIC 24 A for Special Grant 2: Invoice for ULC4-BFPC Additional Grant. (**Attachment 5 - ULC4 Invoice Form**)

3.2 The Contractor shall report the required information by the 11th of each month on the Department's Missouri WIC Breastfeeding Peer Counselor Program Monthly Activity Report Form. (**Attachment 6 - Missouri WIC Breastfeeding Peer Counselor Program Monthly Activity Report Form**)

4.0 Special Provisions:

4.1 All material developed with BFPC funds shall be the property of the Department.

Local WIC Breastfeeding Peer Counseling Program Coordinator

Job Description

Local WIC Breastfeeding Peer Counseling Program Coordinator

1. General Description

The local BFPC Program Coordinator manages the BFPC Program at a local agency level.

2. Qualifications

- Has one of the following credentials: Registered Dietitian (R.D.), Registered Nurse (R.N.), Nutritionist, International Board Certified Lactation Consult (I.B.C.L.C.) or has other certification in lactation management: Certified Lactation Consultant (C.L.C.), Certified Breastfeeding Educator (C.B.E.) or other State-approved training in lactation management.
- Has skills in breastfeeding program management and promotion.

3. Training

- Complete the “Using Loving Support to Manage Peer Counseling Programs” and “Loving Support Through Peer Counselors” training session provided by the State agency.
- Annually participate in continuing education on breastfeeding.

4. Roles/Duties

The local BFPC Program Coordinator manages the WIC BFPC Program at a local agency level. She/he must also have leadership skills and be able to teach and support peer counselors.

The job duties are:

- a. Develop goals and objectives for agency’s peer counseling program.
- b. Develop and establish protocols and policies for the BFPC Program, which apply to the agency.
- c. Determine the peer counselor staffing needs.
- d. Recruit and interview potential peer counselors in alignment with program policies and standards.
- e. Provide the orientation session and training program for peer counselors.
- f. Mentor new peer counselors during the first six months, providing routine follow-up and guidance.
- g. Provide ongoing supervision.

- h. Hold meetings with peer counselors regularly.
- i. Collect documentation of records and data from peer counselors on a monthly basis and review them.
- j. Monitor the program, including conducting spot checks.
- k. Submit two monthly reports: the Program Activity Report and Expenditure Report to the WIC State office.
- l. Submit a quarterly progress report to the WIC State office.
- m. Work with other staff (if available) to assess for ongoing improvements to the program that may be needed.

Breastfeeding Peer Counselor

Job Description

1. General Description

A Breastfeeding Peer Counselor is a paraprofessional who gives basic breastfeeding information, support and encouragement to pregnant women and breastfeeding mothers, and serves as a role model for breastfeeding women.

2. Qualifications

- Preferably has recent breastfeeding experience.
- Has basic communications skills.
- Is enthusiastic about breastfeeding, and wants to help other mothers enjoy a positive experience.
- Comes from a similar background, age group and language.
- Current or previous WIC participation. (Preferred)
- Can work approximately 8 hours a week. (Preferred)
- Has a telephone, and is willing to make phone calls from home.

3. Training Requirements

- Attends a series of breastfeeding classes (nursing babies are welcome).
- Observes other peer counselors or lactation consultants helping mothers to breastfeed.
- Reads assigned books or materials about breastfeeding.

4. Specific Duties (Specific duties may vary based on local WIC provider's plan.)

WIC Peer Counselor:

- a. Attends breastfeeding training classes to become a peer counselor.
- b. Counsels pregnant women and breastfeeding mothers by telephone, home visits, hospital visits, and in the WIC office at scheduled intervals determined by the local WIC provider.
- c. Receives a caseload of WIC participants and makes routine or periodic contacts with all participants assigned.
- d. Gives basic breastfeeding information and support to new mothers, including telling them about the benefits of breastfeeding, overcoming common barriers, and getting a good start with breastfeeding. She also helps mothers prevent and handle common breastfeeding concerns.
- e. Is available to new mothers who are having breastfeeding problems and need assistance outside usual 8:00 am to 5:00 pm working hours.
- f. Respects each participant by keeping her information strictly confidential.
- g. Keeps accurate records of all contacts made with WIC participants.

- h. According to the agency's policies and procedures, refers mothers to the:
 - i. WIC Nutritionist or Breastfeeding Coordinator.
 - ii. Lactation Consultant.
 - iii. The mother's physician or nurse.
 - iv. Public health programs in the community.
 - v. Social service agencies.
- i. Attends and assists with prenatal classes and breastfeeding support groups.
- j. Attends monthly staff meetings and breastfeeding conferences and/or workshops as appropriate.
- k. Reads assigned books and materials on breastfeeding that are provided by the supervisor.
- l. May assist WIC staff in promoting breastfeeding through special projects and duties as assigned.
- m. Submits reports to the Peer Counseling Program Coordinator on a monthly basis.

Missouri Breastfeeding Peer Counseling Program

Guidelines for Allowable Items for Reimbursement

Categories	Guidelines for Allowable Items for Reimbursement
Wages or Salary for Peer Counselors	<ul style="list-style-type: none"> ▪ A minimum rate of \$7.00/hour is recommended. The payment must be made directly to peer counselors. ▪ Hours for providing peer counseling services and attending meetings. ▪ Hours for managing the program including supervision. ▪ Use of gift certificates is not allowed.
Office Supplies	<ul style="list-style-type: none"> ▪ Start-up resources (printing resource manuals) ▪ Filing System ▪ Carrying cases or bag for supplies ▪ Postcards (reminders for contacting mothers) ▪ Postage ▪ Nametags ▪ Binders and dividers ▪ Sheet protectors ▪ Outreach materials to promote services through BFPC, and recruit peer counselors.
Training and Continuing Education	<ul style="list-style-type: none"> ▪ Cost for conducting peer counseling training sessions to peer counselors and materials needed for the training. ▪ Cost of attending the BFPC training sessions in Jefferson City. (BFPC Program Coordinators) ▪ Cost of attending the Breastfeeding Education Sessions. (BFPC Program Coordinators and Peer Counselors)
Activities for Retaining Peer Counselors	<ul style="list-style-type: none"> ▪ Newsletters for peer counselors ▪ Recognition items such as T-shirts that identify participating individuals as breastfeeding peer counselors.
Mileage	<ul style="list-style-type: none"> ▪ Costs incurred for traveling to the WIC office and during home visits.
Telephone	<ul style="list-style-type: none"> ▪ Making phone contacts while providing peer counselor's services.



Missouri WIC Breastfeeding Peer Counselor Program Monthly Activity Report Form

Name of Local WIC Provider (LWP)	LWP Number	Name of Peer Counselor Program Coordinator	Reporting Month/Year

Report the following information monthly.

1	Number of peer counselors that your agency has in this reporting month.	
2	Number of times that peer counselors (PC) contacted pregnant participants either by phone, e-mail or in person.	
*	Number of times that participants contacted PC by phone, e-mail or in person.	
3	Number of times that PC contacted participants after the delivery of their baby.	
*	Number of times that participants contacted PC by phone, e-mail or in person.	
4	Number of participants contacted for the first time by PC.	
5	Number of times that PC made follow-up contacts with participants.	
6	Total amount of time in hours that PC spent talking to participants.	
7	Total amount of time in hours that PC spent learning how to do their job. Include the initial training program, on the job training, self-study time, staff meetings, and any conferences and workshops they attended.	
8	Total amount of time in hours that PC spent keeping records and doing any other activities for which they are liable as peer counselors.	
9	Number of times that WIC staff (not PC) contacted participants regarding breastfeeding and/or PC program either by phone, e-mail or in person.	

Describe activities that you have done in the reporting month.

* Optional.

The monthly activity report must be submitted by the 11th of every month via e-mail to Kathy Mertzluft at mertzka@dhss.mo.gov, fax to her at 573-526-1470, or by mail to

**Kathy Mertzluft
WIC and Nutrition Services
Department of Health and Senior Services
930 Wildwood Drive
Jefferson City, MO 65109**

Source

Health
S. Browning

S. Browning

TO: City Council
FROM: City Manager and Staff *DKB*
DATE: March 18, 2005
RE: Department of Health/Health Department

SUMMARY

An ordinance authorizing the City Manager to sign Amendment #2 to Contract #ERS045-5219 (WIC Local Agency Nutrition Services) between the City of Columbia and the Missouri Department of Health and Senior Services in the amount of \$1,750 for FY2005. This amendment increases funds for the Breastfeeding Peer Counseling Program in WIC. The additional funds will be used to increase temporary hours for the peer counselors. An appropriation is necessary.

Fiscal Impact

YES

NO

NARRATIVE

The State of Missouri receives funding annually from the federal government to address the nutritional needs of prenatal and breastfeeding women and young children. The WIC program enables the Health Department to provide nutritional education and supplemental food packages to prenatal and breastfeeding women and young children who qualify for the program. This amendment reflects priority to support breastfeeding. The funding was not anticipated during the FY2005 budgeting process. An appropriation of funds is necessary to support additional temporary staff hours.

Other Info.

FISCAL NOTE

Continued funding of the WIC contract was anticipated in the FY 2005 budgeting process, but additional funding for the Breastfeeding program was not budgeted for. This added revenue and expenditures will be reflected upon budget amendment.

SUGGESTED COUNCIL ACTION

Should the Council agree with the staff recommendation to support this Public Health program, an affirmative vote would be in order.