



City of Columbia

701 East Broadway, Columbia, Missouri 65201

Department Source: Public Health and Human Services

To: City Council

From: City Manager & Staff

Council Meeting Date: April 18, 2016

Re: Missouri State Emergency Management Agency 2016 Public Health Volunteer Program Award for MRC

Executive Summary

An ordinance authorizing the City Manager to accept the 2016 Public Health Volunteer Program Award for MRC from the Missouri State Emergency Management Agency in the amount of \$2,898.24; appropriating funds.

Discussion

The Department of Public Health and Human Services has been awarded funding from the Missouri State Emergency Management Agency in the amount of \$2,898.24. This funding will be used to offset training, travel and supply expenses associated with capacity building of the local Medical Reserve Corps (MRC) unit by recruiting and retaining local volunteers for public health emergency preparedness and response.

Fiscal Impact

Short-Term Impact: This is grant funding. There is no impact on the general fund.

Long-Term Impact: None.

Vision & Strategic Plan Impact

Vision Impacts:

Primary Impact: Health, Social Services & Affordable Housing, Secondary Impact: Not Applicable, Tertiary Impact: Not Applicable

Strategic Plan Impacts:

Primary Impact: Not Applicable, Secondary Impact: Not Applicable, Tertiary Impact: Not Applicable

Comprehensive Plan Impacts:

Primary Impact: Not Applicable, Secondary Impact: Not applicable, Tertiary Impact: Not Applicable



City of Columbia

701 East Broadway, Columbia, Missouri 65201

Legislative History

| Date | Action |
|------|---|
| 2007 | This award has been received annually since 2007. Previously, it was awarded through the Missouri Department of Health and Senior Services. |

Suggested Council Action

Should the Council agree with staff recommendations, an affirmative vote is in order.

Introduced by _____

First Reading _____

Second Reading _____

Ordinance No. _____

Council Bill No. B 101-16

AN ORDINANCE

accepting the 2016 Public Health Volunteer Award from the State of Missouri Emergency Management Agency – Department of Public Safety; 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 accept the 2016 Public Health Volunteer Award in the amount of \$2,898.24 from the State of Missouri Emergency Management Agency – Department of Public Safety for the Medical Reserve Corps program, set forth substantially in the same form as "Exhibit A" attached hereto.

SECTION 2. The sum of \$2,898.24 is hereby appropriated from Account No. 110-3020-462.01-00 GMVA16 to Account No. 110-3020-531.13-95 GMVA16.

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

PASSED this _____ day of _____, 2015.

ATTEST:

City Clerk

Mayor and Presiding Officer

APPROVED AS TO FORM:

City Counselor

CERTIFICATION: I certify there are sufficient funds available in Account No. 110-3020-462.01-00 GMVA16 to cover the above appropriation.

Director of Finance

**Missouri State Emergency Management Agency
2016 Public Health Volunteer Award for MRC
Application**

Due by 5:00 p.m. February 19, 2016 via Email or United States Postal Service (USPS)

Return to:

Brandy Halbert
Missouri State Emergency Management Agency
PO Box 116
Jefferson City, MO 65102-0116

Brandy.Halbert@sema.dps.mo.gov
Telephone: (573) 526-0577

If you do not receive confirmation of receipt within seven business days, please call 573-526-0577. Applications are being received at this time and this offer is not a guarantee of award.

I. Designated Representative (Point of Contact)

Please note: All correspondence regarding this application will be conducted with this point of contact person.

Point of Contact Name and Title: Rebecca Estes
MRC Name: Columbia/Boone County Medical Reserve Corps
MRC Sponsoring Organization: Columbia/Boone County Department of Public
Health and Human Services
Address: 1005 W. Worley St, POO Box 6015
City, State, Zip: Columbia, MO 65203
Applicant E-mail: rlestes@gocolumbiamo.com
Telephone: 573-817-6401 Fax: 573-874-7756

Is the MRC a member of the local citizen corps council and/or the community organizations active in disasters (COAD) committee and/or the local emergency planning committee (LEPC)? If yes, please specify: No, the MRC is not a member with any of these organizations, however, the MRC Coordinator is a member of the LEPC

II. Please list any organizations that are MRC key partners (these may be local, regional and/or state).

Boone County Office of Emergency Management, City of Columbia CERT, City of Columbia Office of Neighborhood Services, SEMA, MO DHSS

III. Please describe how your unit partners with the organizations you listed above.

City of Columbia CERT- Through mutual understanding and conversation of the MRC Coordinator and the City of Columbia CERT's coordinator, there is agreement that the CERT will make trainings available to MRC members, additionally, CERT has worked with MRC in a recent Flu Clinic that doubled as a POD exercise

Boone County Office of Emergency Management – Our close relationship with the local OEM helps to quickly identify volunteer trainings and opportunities.

City of Columbia Office of Neighborhood Services – This city office has experience and engaging volunteers during non-emergent times and offers a monthly newsletter which highlights volunteer opportunities, including non-medical activities, throughout our community.

SEMA and MO DHSS – Staff from these state organizations provide Boone County MRC staff liaisons with valuable training and guidance

IV. Project Selection

Check the categories for which you are applying. Multiple categories may be selected.

- ☐ Dedicated staff time for volunteer program development (state clear justification for dedicated staff time)
- ☒ Equipment (use the narrative portion of the application to describe this equipment and how it enhances the volunteer program)*
- ☐ Purchase of local media marketing time
- ☐ Printing of recruitment and program promotion materials
- ☐ Travel allowance to attend training on the Show-Me Response database
- ☒ Travel allowance to attend conferences or workshops (use the narrative portion of the application to describe the meetings and who will attend) +
- ☐ Travel to support MRC activities+
- ☒ Other (please describe)*

***These funds may not be used for food or incentive items.**

+ Only travel occurring prior to the June 30, 2016 deadline will be funded.

V. Project Narrative

Please provide a project narrative not to exceed five 8.5" x 11" pages that discusses:

- How the funds will be utilized to sustain and/or enhance the MRC
- Statement and timeline of intended activities to be conducted by **June 30, 2016.**

VI. Proposed Budget for \$2,500.00 (total amount of all invoices must match proposed budget amount below.)

| | |
|---|----|
| Employee time (hourly wage(s) x proposed hours) | \$ |
|---|----|

| | |
|--|------------------|
| Equipment: Camera and GO Kit Supplies | \$450.00 |
| Media marketing time | \$ |
| Material development (printing cost, supplies, etc.) | \$ |
| Travel: To attend NACCHO Preparedness Summit | \$1958.24 |
| Other: Training Supplies to host POD course | \$90.00 |
| Total | \$2498.24 |

VII. Proposed Budget for additional funds, *should any be available*. This budget should not exceed \$400.

| | |
|---|-----------------|
| Employee time (hourly wage(s) x proposed hours) | \$ |
| Equipment: | \$400.00 |
| Media marketing time | \$ |
| Material development (printing cost, supplies, etc.) | \$ |
| Travel | \$ |
| Other (specify what constitutes other such as background checks, ID badges, volunteer identification shirts/vests, meetings space rental) | \$ |
| Total | \$400.00 |

VIII. Original Signature*

I certify that the information presented herein is accurate. I understand that this application is not a guarantee of funding. I understand that, if selected for award, I must meet all eligibility requirements, complete the project by June 30, 2016 and invoice the State Emergency Management Agency no later than July 15, 2016 in order to receive payment.

Signature

Stephanie Browning

Name and Title

Stephanie Browning, Director

Organization

Columbia-Boone Co. Public Health
and Human Services

Date

2-18-16

*For applications submitted via email please take the following steps:

- Print completed signature page
- Sign and scan the signature page
- Include the signed, scanned signature page as one of the attachments in the email submission

PROPOSED BUDGET NARRATIVE for \$2,500

Equipment:

Digital Camera: The digital camera that was purchased for use when creating identification badges for MRC volunteers is broken and a replacement camera is needed, this award would be used to purchase a replacement camera, not to exceed \$200.00. This was requested in 2015's Award Application, but was not purchased due to time limitations and funds were used, with approval on another item.

| | |
|----------------|----------|
| Digital Camera | \$200.00 |
|----------------|----------|

Replacement Go Kits/ Go Kit Supplies: To strengthen the preparedness and response capabilities of volunteers and staff, Columbia/Boone County MRC staff would like to replenish outdated supplies in the emergency kits of current volunteers and staff as well as purchase emergency kits for new volunteers and staff. The estimated cost for replenishing current kits with MREs, water, batteries, and other items which have expired is approximately \$10 per kit. The estimated cost for purchasing new kits is approximately \$50 per kit. We would purchase replacement supplies for 15 kits (\$150) and purchase 2 new kits (\$100). These will be purchased before June 30, 2015 while abiding to City of Columbia procurement policies.

| Item | Cost |
|----------------------|--------|
| Replacement Supplies | 150.00 |
| Replacement Kits | 100.00 |
| TOTAL | 250.00 |

Travel:

The Medical Reserve Corps Coordinator for Columbia/Boone County is in her second year in the position and is still seeking additional education and knowledge building opportunities. During the 2016 Preparedness Summit that NACCHO is hosting in April, there are several opportunities through attending learning sessions and workshops on how to better utilize MRCs, engage MRC volunteers, and enhance MRC programs. In addition, the Columbia/Boone County MRC is focusing on Point of Dispensing Support in 2016, and there will be opportunities made available at the Summit the will also enhance the Coordinator's ability to support the MRC in this endeavor.

| Item | Cost |
|--------------|----------|
| Registration | 685.00 |
| Flight | 405.00 |
| Meals | 232.00 |
| Hotel | 636.24 |
| Total: | 1,958.24 |

PROPOSED BUDGET NARRATIVE for \$2,500

Other:

The MRC Coordinator will be attending the Point of Dispensing Train the Trainer in March at the State Emergency Management Agency. Following the training the MRC Coordinator will be hosting POD Dispenser Training and will require a budget for printing material and purchasing support supplies for the training.

| Item | Estimated Cost |
|-----------------------------|----------------|
| Printing Costs and Supplies | \$90.00 |

PROPOSED BUDGET NARRATIVE for Additional Funds

Equipment:

The Medical Reserve Corps is updating its membership and as a result the identification for the membership will be updated. This will require printing of new badges and an increased use of the Elliott Data machine. Additionally, the Medical Reserve Corps will be reviewing its role in support of Point of Dispensing in Columbia/Boone County and how to work with the Elliot Data machine during trainings and exercises to prepare them for a real life event. Likely more lanyards, printer ribbon, and possibly a software upgrade will be considered. The MRC Coordinator would purchase these supplies from Elliott and will not exceed \$400.00

| Item | Estimated Cost |
|--------------------------|----------------|
| Accessories and Software | \$400.00 |

SUPPORTING
DOCUMENTS FOR
THIS AGENDA ITEM

Jeremiah W. (Jay) Nixon
Governor

Lane Roberts
Director of Public Safety

STATE OF MISSOURI

EMERGENCY MANAGEMENT AGENCY

Ron Walker
Director



DEPARTMENT OF PUBLIC SAFETY
PO Box 116, Jefferson City, Missouri 65102
Phone: 573/526-9100 Fax: 573/634-7966
E-mail: mosema@sema.dps.mo.gov



April 7, 2016

Columbia/Boone County Department of Public Health & Human Services
Columbia/Boone County Medical Reserve Corps
Rebecca Estes

Dear Rebecca Estes;

I am pleased to announce that the Public Health Volunteer Program Award Application and final budget and final budget submitted by your organization have been accepted. The total amount being awarded to your organization is **\$2,898.24**.

The start date of the award is April 7, 2016. Please have all activities associated with this award completed by June 30, 2016. Invoices for this award will be accepted anytime between now and July 15, 2016. Instructions and forms for invoicing will be sent via a separate email.

If you have questions regarding your award, please contact me at brandy.halbert@sema.dps.mo.gov or by phone at 573-522-0577.

Sincerely,

A handwritten signature in black ink that reads "Brandy Halbert".

Brandy Halbert
MRC Program Coordinator



**A Nationally
Accredited
Agency**