

THE STATE OF TEXAS

COUNTY OF COLLIN

Subject: Amendment No. 001C, Department of State Health Services (DSHS), Public Health Emergency Preparedness (PHEP) – Homeland Security

On June 4, 2012, the Commissioners Court of Collin County, Texas, met in regular session with the following members present and participating, to wit:

Keith Self
Matt Shaheen
Cheryl Williams
Joe Jaynes Not Present
Duncan Webb

County Judge, Presiding
Commissioner, Precinct 1
Commissioner, Precinct 2
Commissioner, Precinct 3
Commissioner, Precinct 4

During such session the court considered a request for approval of a contract amendment with the Department of State Health Services (DSHS).

Thereupon, a motion was made, seconded and carried with a majority vote of the court for approval of a contract amendment with the Department of State Health Services (DSHS) for Program Attachment No. 001B to Contract No. 2011-038807, Amendment No. 001C: Public Health Emergency Preparedness (PHEP) to extend the contract end date through and including August 31, 2012 and add additional funds. Same is hereby approved as per the attached documentation.

Keith Self, County Judge



Matt Shaheen, Commissioner, Pct. 1

Cheryl Williams, Commissioner, Pct. 2

Not Present

Joe Jaynes, Commissioner, Pct. 3

Duncan Webb, Commissioner, Pct. 4

ATTEST:

Stacey Kemp, Ex-Officio Clerk
Commissioners Court
Collin County, T E X A S

DEPARTMENT OF STATE HEALTH SERVICES



Amendment
To

The Department of State Health Services (DSHS) and COLLIN COUNTY HEALTH CARE SERVICES (Contractor) agree to amend the Program Attachment # 001B (Program Attachment) to Contract # 2011-038807 (Contract) in accordance with this Amendment No. 001C : Public Health Emergency Preparedness (PHEP) , effective 04/20/2012 .

The purpose of this Amendment is to extend the contract end date, add additional funds, reallocate funds to reflect actual expenditures, and to extend the equipment purchase deadline date.

Therefore, DSHS and Contractor agree as follows:
PROGRAM ATTACHMENT NO. ~~001B~~ 001C

Contract Term is revised as follows:
TERM: 08/01/2011 THRU: ~~07/31/2012~~ 08/31/2012

SECTION VII. BUDGET, is revised as per attached Categorical Budget.

SECTION VIII. SPECIAL PROVISIONS, is revised as follows:

Contractor is required to initiate the purchase of equipment approved under ~~the March 2012 amendment this Program Attachment~~ no later than ~~April 30,~~ August 31, 2012 as documented by issue of a purchase order or written order confirmation from the vendor on or before ~~April 30,~~ August 31, 2012. In addition, all equipment must be received no later than ~~60~~ sixty (60) calendar days following the end of the Program Attachment term.

All other terms and conditions not hereby amended are to remain in full force and effect. In the event of a conflict between the terms of this contract and the terms of this Amendment, this Amendment shall control.

Department of State Health Services
Bob Burnette
Signature of Authorized Official

Date: 4/12/12

Bob Burnette, C.P.M., CTPM
Director, Client Services Contracting Unit

1100 WEST 49TH STREET
AUSTIN, TEXAS 78756
(512) 458-7470

Bob.Burnette@dshs.state.tx.us

Contractor Keith Self
Signature of Authorized Official

Date: 4/5/12

Name: Keith Self

Title: President

Address: 2300 Bloomdale Road
Suite 4192
McKinney, TX 75071

Phone: (972) 548-4631

Email: _____



COLLIN COUNTY

Homeland Security
4300 Community Ave.
McKinney, Texas 75071
(972) 548-5537
(972) 424-1460 Ext. 5537 (Metro)
FAX (972) 548-4747

MEMORANDUM

DATE: May 08, 2012

TO: Commissioners Court

FROM: Kelley Stone
Director of Homeland Security

REF: FY 2012 Public Health Emergency Preparedness (PHEP) Grant Budget
Amendment #001C, Contract #2011-038807

This is to request Commissioners Court approval of an amendment to the FY 2012 PHEP Grant budget. The Texas Department of State Health Services (DSHS) will be realigning the grant Contract Period to coincide with the State's Fiscal Year. As a result, DSHS is accepting budget revisions to cover an additional one month of expenses (August) to bridge the gap between the current end of the Contract Period (July 31, 2012) and the revised start date of the FY13 Contract Period budget (September 1, 2012). The total amendment amount is +\$3,569.

This amendment also incorporates budget revisions that would have previously fallen under a 10% notification provision and one that would have required a separate amendment (moving \$75,000 previously added in Amdt. 001B to another project code). The net of these changes, plus additional funds for August expenses, results in the net increase of +\$3,569. Items listed categorically in the budget attachment may differ, which is the result of revisions to matching funds in budget categories. With more precise projections through the end of FY12, matching fund items were reduced a total of - \$3,251.

In total, this amendment increases direct budget costs by +\$6,820 and decreases matching costs by -\$3,251, resulting in a net budget change of +\$3,569.

Revisions to direct cost categories in this amendment include:

- Personnel (+ \$1,663): additional funds needed for salary at existing levels for all grant employees for one month (August)
- Fringe Benefits (- \$9,330): reduction in fringe benefits needed for current staff
- Travel (+ \$2,241): additional funds for two yearly conferences for two staff members, both of which had been previously cut at the beginning of the FY12 budget
- Supplies (+ \$4,107): additional grant program and office supplies

- Contractual (+ \$75,000): an existing line item for enrollment in the RollCall syndromic surveillance program. This item was incorrectly listed in the Other project code and must be moved before DSHS will allow expenditure
- Other (- \$66,861): reduction to accommodate RollCall movement to Contractual, additional staff and volunteer training, and additional recurring operating costs for lease space and cell phones

If you have any questions do not hesitate to contact me.

KS/JB

DEPARTMENT OF STATE HEALTH SERVICES



1100 WEST 49TH STREET
AUSTIN, TEXAS 78756-3199

CATEGORICAL BUDGET CHANGE REQUEST

DSHS PROGRAM: **Public Health Emergency Preparedness (PHEP)**

CONTRATOR: **COLLIN COUNTY HEALTH CARE SERVICES**

CONTRACT NO: **2011-038807**

CONTRACT TERM: **08/01/2011** THRU: **08/31/2012**

BUDGET PERIOD: **08/01/2011** THRU: **08/31/2012**

CHG: **001C**

DIRECT COST (OBJECT CLASS CATEGORIES)			
	Current Approved Budget (A)	Revised Budget (B)	Change Requested
Personnel	\$384,247.00	\$380,976.00	\$(3,271.00)
Fringe Benefits	\$148,737.00	\$139,809.00	\$(8,928.00)
Travel	\$5,480.00	\$7,721.00	\$2,241.00
Equipment	\$0.00	\$0.00	\$0.00
Supplies	\$4,299.00	\$8,406.00	\$4,107.00
Contractual	\$0.00	\$75,000.00	\$75,000.00
Other	\$159,722.00	\$94,142.00	\$(65,580.00)
Total Direct Charges	\$702,485.00	\$706,054.00	\$3,569.00
INDIRECT COST			
Base (\$)	\$0.00	\$0.00	\$0.00
Rate (%)	0.00%	0.00%	0.00%
Indirect Total	\$0.00	\$0.00	\$0.00
PROGRAM INCOME			
Program Income	\$0.00	\$0.00	\$0.00
Other Match	\$68,279.00	\$65,028.00	\$(3,251.00)
Income Total	\$68,279.00	\$65,028.00	\$3,251.00
LIMITS/RESTRICTIONS			
Advance Limit	\$0.00	\$0.00	\$0.00
Restricted Budget	\$0.00	\$0.00	\$0.00
SUMMARY			
Cost Total	\$702,485.00	\$706,054.00	\$3,569.00
Performing Agency Share	\$68,279.00	\$65,028.00	\$(3,251.00)
Receiving Agency Share	\$634,206.00	\$641,026.00	\$6,820.00
Total Reimbursements Limit	\$634,206.00	\$641,026.00	\$6,820.00
JUSTIFICATION			
This amendment is to extend the contract end date, add additional funds, reallocate funds to reflect actual expenditures, and to extend the equipment purchase deadline date.			

Financial status reports are due: 11/30/2011, 03/01/2012, 05/30/2012, 08/31/2012, 10/30/2012