

AN ORDINANCE 2008-08-07-0651

**RATIFYING THE EXECUTION OF AN AGREEMENT BETWEEN THE SAN ANTONIO METROPOLITAN HEALTH DISTRICT (SAMHD) AND THE CENTERS FOR DISEASE CONTROL AND PREVENTION ESTABLISHING SAMHD AS A HOST LOCATION FOR THE PUBLIC HEALTH APPRENTICE PROGRAM.**

\* \* \* \* \*

**WHEREAS**, in 2006, the City of San Antonio through the San Antonio Metropolitan Health District (SAMHD) collaborated to host a program called "Public Health Prevention Specialist"; and

**WHEREAS**, this program, which had a term of two years, was totally funded by the Centers for Disease Control and Prevention (CDC); and

**WHEREAS**, now the CDC wants to enter into another agreement with the City for a similar program called the "Public Health Apprentice Program," or PHAP; and

**WHEREAS**, the PHAP is also totally funded by the CDC; and

**WHEREAS**, apprentices are civil service personnel hired by the CDC to serve under an excepted service appointment not-to-exceed two years, with an option of an additional one year extension; and

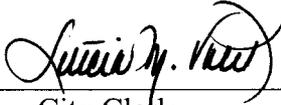
**WHEREAS**, apprentices are detailed to a state or local public health host agency and are covered under an established CDC/City Agreement to Detail Federal Civil Service Personnel;  
**NOW THEREFORE:**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:**

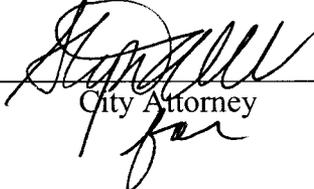
**SECTION 1.** The agreement between the San Antonio Metropolitan Health District (SAMHD) and the Centers for Disease Control and Prevention establishing the SAMHD as a host location for the Public Health Apprentice Program is hereby ratified. A copy of the agreement is attached hereto and incorporated herein for all purposes as **Attachment I**.

**SECTION 2.** This ordinance shall be effective on and after August 17, 2008.

PASSED AND APPROVED this 7<sup>th</sup> day of August, 2008.

ATTEST:   
City Clerk

  
MAYOR  
PHIL HARDBERGER

APPROVED AS TO FORM:   
City Attorney

<b>Agenda Item:</b>	23 ( in consent vote: 8, 11, 12, 14, 15, 16, 17A, 17B, 18, 20, 21, 23, 24, 26, 28, 29, 31, 32, 34A, 34B, 34C, 34D, 34E, 34F, 34G, 34H, 34I, 34J, 34K, 35, 36A, 36B, 36C, 36D, 36E, 36F, 36G, 36H, 36I, 36J )						
<b>Date:</b>	08/07/2008						
<b>Time:</b>	03:08:26 PM						
<b>Vote Type:</b>	Motion to Approve						
<b>Description:</b>	An Ordinance ratifying the execution of an agreement between the San Antonio Metropolitan Health District (SAMHD) and the Centers for Disease Control and Prevention establishing SAMHD as a host location for the Public Health Apprentice Program. [Frances A. Gonzalez, Assistant City Manager; Dr. Fernando A. Guerra, Director, Health]						
<b>Result:</b>	Passed						
<b>Voter</b>	<b>Group</b>	<b>Not Present</b>	<b>Yea</b>	<b>Nay</b>	<b>Abstain</b>	<b>Motion</b>	<b>Second</b>
Phil Hardberger	Mayor		x				
Mary Alice P. Cisneros	District 1		x				
Sheila D. McNeil	District 2		x				
Jennifer V. Ramos	District 3		x				x
Philip A. Cortez	District 4		x			x	
Lourdes Galvan	District 5		x				
Delicia Herrera	District 6		x				
Justin Rodriguez	District 7		x				
Diane G. Cibrian	District 8		x				
Louis E. Rowe	District 9		x				
John G. Clamp	District 10		x				

*Addendum to the Agreement to Detail Federal Civil Service Personnel Between CDC and Entities Within the Texas Public Health System*

**Administrative Agreement for the Public Health Apprentice Program  
in the San Antonio Metropolitan Health District**

The Centers for Disease Control and Prevention (CDC), including its contractual agents, the Texas Department of State Health Services (DSHS), the Texas Association of Local Health Officials (TALHO) are collaborating to establish a Public Health Apprentice Program (PHAP) in Texas as a new approach to strengthening the workforce for future public health operations and management specialists.

The parties listed above will work together to design and implement the PHAP within the Texas Public Health System. The Team will work to address required work streams such as Apprentice recruitment and selection, identification of host locations, matching of candidates with host sites, Apprentice supervision and mentoring, and Texas PHAP program evaluation.

This Administrative Agreement defines the relationship between CDC and the City of San Antonio on behalf of the San Antonio Metropolitan Health District as a hosting organization for Public Health Apprentices and describes the respective roles and responsibilities of these parties in implementing the PHAP.

**I. Authority**

The PHAP is authorized under section 317G of the Public Health Service Act (42 U.S.C. § 247b-8). Apprentices are civil service personnel hired by CDC to serve under an excepted service appointment not-to-exceed two years, with an option of an additional one year extension. For personnel purposes, incumbents are designated as *Public Health Apprentice, AD-685*, during the appointment period. Apprentices are detailed to a state or local public health host agency pursuant to section 214 of the Public Health Service Act (42 U.S.C. § 215), and are covered under an established CDC/San Antonio Metropolitan Health District Agreement to Detail of Federal Civil Service Personnel. This Administrative Agreement will complement the Agreement to Detail between CDC and the San Antonio Metropolitan Health District.

**II. Applicability of Rules, Regulations, and Policies**

The human resource management of the PHAP is subject to the administrative regulations and requirements described in the CDC Policy Guidance for Public Health Apprentice Program, and the CDC/San Antonio Metropolitan Health District Agreement to Detail of Federal Civil Service Personnel. For administrative issues related to Apprentices and Apprentice assignments not covered in this agreement, the rules and policies of the San Antonio Metropolitan Health District shall apply except in cases where this agreement provides otherwise or where there is a conflict between Federal and state or local regulations and policies. In such instances, CDC or other Federal regulations and policies will govern.

### III. Roles and Responsibilities

#### A. Project Development

The CDC, working in collaboration with the Texas Public Health System, and the San Antonio Metropolitan Health District agree to jointly develop and implement individual PHAP assignments within the following parameters:

1. This Program will be carried out as a pilot project over 4 years, subject to the availability of funds and the mutual agreement of both parties. Apprentice assignments are targeted to begin by the end of July, 2008. Additional Apprentice assignments in the San Antonio Metropolitan Health District are subject to availability of funds and the mutual agreement of both parties. The terms of this Agreement will end by August 1, 2012.
2. The PHAP is a training and service program focused on front-line public health for individuals with at least a Bachelor's Degree in science or liberal arts. The program focuses on the delivery of public health services and an introduction to the operational management of public health programs through work assignments primarily within state and local health public health agencies. CDC and the San Antonio Metropolitan Health District may agree to consider including sub-assignments to programs operated directly by CDC (e.g., Quarantine Stations), other federal agencies, or other entities (e.g., DSHS Regional Offices) during an Apprentice's time in service.
3. Over a 2-3 year period, Apprentices will work in at least two progressive levels of work assignments outlined in standard position descriptions negotiated by CDC, in collaboration with the Texas Public Health System, and the San Antonio Metropolitan Health District. In addition, Apprentices will complete formal training, cross-training and temporary assignments designed to enhance the competencies developed through their work assignments.
4. To support on-the-job training, the PHAP provides formal instruction in key public health competency areas such as patient/client interaction; field investigations; public health education; data collection, analysis and reporting; and introduction to program management, epidemiology, surveillance, emergency response and program evaluation. Apprentices will be expected to participate in a variety of additional activities such as seminars, web-based training, temporary duty assignments, and conferences that are designed to provide them with basic public health program operations and management skills.
5. During the term of assignment, Apprentices will be assigned an experienced Local Supervisor to provide day-to-day direction and technical guidance to ensure that they are receiving expected experience and training. Responsibilities of the Local Supervisor will also include planning the Apprentices work, identifying his/her performance and conduct deficiencies, and identifying appropriate or required training. Local Supervisors should be individuals who have direct, front line managerial responsibilities over the program areas to which the Apprentices are assigned. To assure local oversight and over-all coordination of each Apprenticeship over the progressive assignments, a Local Manager should be identified to work closely with the designated CDC PHAP official for Texas. The Local Manager will assure that each Apprenticeship continues to meet local program needs and remains consistent with the established Apprenticeship Position Description, Performance Plan and Career Development Plan.

**The overall roles and responsibilities of CDC and the San Antonio Metropolitan Health District are enumerated below. Specific details on the execution of these roles and responsibilities are provided in the remaining sections of this Addendum.**

In collaboration with the Texas Public Health System, CDC will:

1. Establish competencies and performance functions;
2. Lead the establishment of standard position descriptions for the three levels of Apprenticeship assignments;
3. Establish standard performance criteria for each of the three work assignment levels of the Apprenticeship;
4. Lead the design and development of an overall training plan;
5. Coordinate and support the recruitment, selection, and appointment of Apprentices;
6. Identify an official CDC supervisor for each Apprentice;
7. Identify a local supervisor for each Apprentice;
8. Plan for, provide, and financially support the initial orientation to public health and semi-annual follow-up trainings of Apprentices and their supervisors;
9. Carry out overall evaluation of the PHAP in Texas;
10. Carry out performance management of Apprentices in coordination with designated local supervisors and local program managers;
11. Provide financial support for compensation/stipends, benefits, and any travel or change of duty station costs related to the PHAP, inclusive of formal training and development requirements.

The San Antonio Metropolitan Health District will:

1. Provide Apprenticeship positions and experiences that meet the expectations of this Program;
2. Identify local supervisors and managers who will ensure provision of appropriate and relevant work assignments, day-to-day oversight of Apprentices and over-all coordination of each Apprenticeship as described below in Section D;
3. Assure access to and/or provide training to Apprentices in accordance with the overall training plan and not addressed directly by or not relevant to CDC-provided training programs;
4. Provide Apprentice access to appropriate and relevant office space, equipment, and supplies necessary for the successful completion of assigned work;
5. Provide financial support, as appropriate and relevant, to support Apprentice's local or state-level travel requirements for agreed-upon trainings, seminars, conferences, program reviews, and public health investigations and responses.
6. Provide direct input into performance assessment and evaluation of individual Apprentices;
7. Participate in statewide processes to monitor, evaluate and improve the Texas PHAP including progress assessments, identification of problems and solutions, implementation of required adjustments;

### **B. Recruitment and Selection of Apprentice Candidates**

In collaboration with the Texas Public Health System, Texas colleges and universities and others, CDC or its contractual agents will solicit applications from eligible candidates for the PHAP in Texas. CDC or its contractual agents will closely evaluate all applicants to ensure that they meet the minimum requirements for hiring under the *CDC Policy for the Public Health Apprentice Program* (e.g., U.S. citizenship and at least a Bachelor's degree from an accredited four year institution), and CDC requirements for general employment suitability. CDC will work with the entities comprising the Texas Public Health System to jointly develop selection and appointment procedures, including the criteria for identifying the most competitive candidates. Upon completion of the candidate selection process, CDC will officially notify candidates of their selection and oversee completion of all pertinent documents to ensure timely review and finalization of appointment and compensation documents.

### **C. Identification of Work Assignments and Matching Candidates to Host Agencies**

CDC will work with the entities comprising the Texas Public Health System to develop and issue guidance to regional/city/county and district health agencies throughout Texas for purposes of describing the purpose and parameters of the Apprentice work assignments, and to solicit applications for hosting assignments. Application forms and an instructions package will be developed and distributed with the guidance. The package will instruct interested agencies to submit proposals inclusive of at least the following information: agency location, demographic characteristics, proposed assignment description (i.e., specific duties and responsibilities related to the standard position descriptions) and scope(s) of work, and plans for Apprentice supervision, workplace arrangements, travel support, training, and performance management.

The CDC will assemble a team of representatives from the Texas Public Health System to develop appropriate proposal rating criteria, as well as processes to review all proposals received, to select approved host locations, and to communicate decisions to all applicant agencies. The team will work collaboratively to match selected candidates with selected host sites.

Rating criteria will include (but may not be limited to) the following:

- The degree to which the proposed Apprentice assignments would provide incumbents with the front-line experience and training desired and that are mutually agreeable to CDC and state/local public health officials in Texas;
- The degree to which the proposed Apprentice assignments require a comprehensive and substantive performance of the identified service functions, in more than one health service delivery program (e.g. STD, HIV, TB);
- The degree to which the proposed Apprentice assignments afford increasing complexity from direct public health service delivery functions to intermediate public health program operations and management functions;
- The degree to which the proposal demonstrates capacity to provide close supervisory oversight through trained and experienced public health managers.

The team, in coordination with the selected host sites, will identify the duties and responsibilities that each assignment will entail, and will incorporate these within the standard position descriptions and the functional duty statements. CDC will generate the final individual position descriptions for the progressive position levels for each Apprentice assignment, documenting the

specific functions, duties, responsibilities, supervision, and local supervisors for the Apprentice assignment.

#### **D. Work Place Support**

Apprentices must be able to function as integral parts of program work units, with office space and routine administrative support. Thus, the San Antonio Metropolitan Health District will ensure that the following is provided for each Apprentice:

- personal desk with adequate work surface;
- private filing space;
- telephone;
- computer with CD-ROM drive, capable of supporting email, internet access (including remote access to CDC's intranet), and standard functions(e.g., word processing, statistical analysis, presentations, and graphics)
- reimbursement of local and state travel expenses

In addition, the San Antonio Metropolitan Health District will assure that each Apprentice has access to equipment (e.g., printers, copy machines, fax machines, and office supplies) necessary for the successful completion of assigned work.

#### **E. Supervision and Mentoring**

##### ***Local Supervisor***

For each Apprentice, the San Antonio Metropolitan Health District will identify a local supervisor who is a full-time, on-site staff member actively involved in programmatic activities related to the assignment. The local supervisor will provide day-to-day technical/program direction and oversight. He/she will be responsible for planning, assigning, and advising on the work; identifying personnel performance/conduct deficiencies; and providing evaluative input on quality of work performed. In addition to the assignment and monitoring of day-to-day work, other responsibilities of local supervision include:

- orient the Apprentice to program-specific areas, policies, and protocols;
- provide technical guidance for all work assignments;
- monitor the assignment to ensure meaningful work experiences and activities are provided;
- facilitate successful completion of assignment-specific functions;
- assist the Apprentice in identifying additional professional development opportunities;
- facilitate mentoring linkages with other staff;
- submit periodic PHAP assessment and feedback reports to CDC; and
- Participate in ongoing communication with the CDC Official Supervisor and other interested parties.

##### ***Local Manager***

The San Antonio Metropolitan Health District will also identify a Local Manager to provide local oversight and coordination of the assignments over the course of the apprenticeship. This individual (who may or may not be the same person as the Local Supervisor) is responsible for ensuring that:

- The Apprentices obtains comprehensive experience that will qualify him/her for a career position in public health at the end of the Apprenticeship; and

- The three progressive job assignments meet local program needs and are consistent with the established Apprentice Position Descriptions, Performance Plans, and Career Development Plan.

#### *CDC Supervisor*

The CDC Supervisor will provide overall official supervision and ensure completion of performance requirements throughout the Apprenticeship. Official supervisors are responsible for providing overall guidance, direction, and supervision to Apprentices by:

- Serving as an administrative resource for local supervisors on overall performance management, on the PHAP in general, and on related HR administrative responsibilities;
- Working closely with the local supervisor and Apprentices on training, work performance, and evaluation;
- Coordinating all assignments and reassignments of Apprentices;
- Providing overall performance evaluation of Apprentices;
- Providing direction through consistent feedback to the Apprentice on overall performance in the program;
- Providing mentoring and guidance to Apprentices during the Apprenticeship;
- Providing guidance and advice to Apprentices on permanent employment in public health upon completion of their training; and
- Coordinating Apprentice performance administration with the key state and CDC officials.

#### *Mentor*

The Local Manager and the CDC Supervisor are jointly responsible for encouraging and assisting the Apprentices to develop understudy relationships with appropriate mentors and providing information to the Apprentices about individuals who are qualified and willing to serve as mentors for them. Mentors may be any individual who has significant experience in public health management and leadership at the local, state and/or federal level.

#### **F. Training**

CDC will design and deliver an initial 2-week orientation/training session for newly hired Apprentices. By endorsing this Agreement, the San Antonio Metropolitan Health District agrees to ensure that each Apprentice attends this session in full, and this his/her Local Supervisor attends relevant portions of the session as well. In addition, each Apprentice will attend semi-annual one-week sessions at CDC for core training, performance assessment, and program feedback. All costs and travel associated with these sessions will be directly covered by CDC:

In addition, Apprentices will be required to complete certain courses in specified competency areas. These requirements will be identified in a training plan developed for each Apprentice by the San Antonio Metropolitan Health District supervisor/manager in consultation with CDC, along with a recommended sequence and schedule for their completion. To the extent possible, additional training will consist of online courses, self-instruction, or local course offerings to minimize travel, time away from job, and expenses.

#### **G. Performance Assessment and Evaluation**

CDC, in collaboration with the Texas Public Health System, will establish standard performance evaluation criteria for all Apprentice positions in Texas, and will coordinate the establishment and application of required Apprentice performance plans with the San Antonio Metropolitan Health District. The Official CDC supervisor will prepare written appraisals semi-annually, with written input from the San Antonio Metropolitan Health District.

#### **H. Local Travel Allowances/Reimbursement**

The Apprentice is entitled to travel allowances or transportation per diem while traveling on official, out-of-state business away from his or her permanent duty station during the term of the Program at the same rates and under the same conditions as civil service employees of HHS. To the extent possible, the San Antonio Metropolitan Health District will support travel for ongoing professional development of Apprentices through such in-state activities as seminars, state and local conferences and workshops, national conferences, teleconference training, and web-based training. In addition, reimbursement of local travel expenses associated with off-site state/local program activities ("field work") will be the responsibility of the San Antonio Metropolitan Health District, consistent with state and local policies and regulations.

#### **I. Temporary Duty Assignment and Change of Duty Station**

The Apprentice, with prior approval from the local supervisor and the CDC supervisor, may be released from the local assignment for temporary duty, to support Federal or state public health readiness, response, or similar public health efforts. CDC will bear the travel and per diem costs associated with any temporary duty assignment in support of federal efforts.

It is expected that all rotational assignments will be within the same commuting area so that the Apprentice will not be required to relocate during the course of the Apprenticeship. However, if a change of duty station is required, CDC will be responsible for travel and transportation costs and for any change in compensation due to different locality pay scales.

#### **J. Attendance**

Apprentices should observe the standard tour of duty and holiday schedule as for other employees in the host jurisdiction of assignment. They may participate in flexible tour (e.g. telecommuting) or flexible work schedules as may be authorized by the host agency. Local supervisors will be responsible for verifying time and attendance.

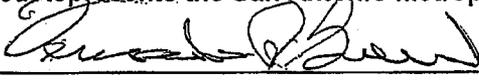
**IV. Approval**

**A. The Undersigned Represents CDC**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Stephanie Bailey, MD, MS.  
Chief of Public Health Practice  
Centers for Disease Control and Prevention

**B. The Undersigned Represents the San Antonio Metropolitan Health District**

Signature  Date:  \_\_\_\_\_

Fernando A. Guerra, MD, MPH  
Director of Health  
San Antonio Metropolitan Health District



**CITY OF SAN ANTONIO**  
**Request for Council Action**

Agenda Item # 23  
Council Meeting Date: 8/7/2008  
RFCA Tracking No: R-3626

---

**DEPARTMENT:** Health Department

**DEPARTMENT HEAD:** Fernando Guerra MD

**COUNCIL DISTRICT(S) IMPACTED:**  
City Wide

**SUBJECT:**  
CDC's Public Health Apprentice Program (PHAP) with SAMHD

**SUMMARY:**

This ordinance authorizes the ratification of an agreement between the San Antonio Metropolitan Health District and the Centers for Disease Control and Prevention. The Centers for Disease Control and Prevention (CDC), including its contractual agents, the Texas Department of State Health Services (DSHS), the Texas Association of Local Health Officials (TALHO) are collaborating to establish a Public Health Apprentice Program (PHAP) in Texas as a new approach to strengthening the workforce for future public health operations and management specialists.

The parties listed above will work together to design and implement the PHAP within the Texas Public Health System. The Team will work to address required work streams such as Apprenticeship recruitment and selection, identification of host locations, matching of candidates with host sites, Apprenticeship supervision and mentoring, and Texas PHAP program evaluation.

This Administrative Agreement defines the relationship between CDC and the City of San Antonio on behalf of the San Antonio Metropolitan Health District as a hosting organization for Public Health Apprentices and describes the respective roles and responsibilities of these parties in implementing the PHAP.

**BACKGROUND INFORMATION:**

In 2006, the City of San Antonio through the Metropolitan Health District collaborated to host a program called "Public Health Prevention Specialist." This program, which had a term of two years, was totally funded by CDC. Now CDC wants to establish another agreement with the San Antonio Metropolitan Health District for a similar program called the "Public Health Apprenticeship Program," or PHAP. The PHAP is also totally funded by CDC. The PHAP is authorized under section 317G of the Public Health Service Act (42 U.S.C. § 247b-8). Apprentices are civil service personnel hired by CDC to serve under an excepted service appointment not-to-exceed two years, with an option of an additional one year extension. For personnel purposes, incumbents are designated as *Public Health Apprentice, AD-685*, during the appointment period. Apprentices are detailed to a state or local public health host agency pursuant to section 214 of the Public Health

Service Act (42 U.S.C. § 215), and are covered under an established CDC/San Antonio Metropolitan Health District Agreement to Detail of Federal Civil Service Personnel.

**ISSUE:**

The agreement was signed by SAMHD in order to meet a stringent deadline given by CDC by which the apprentice would begin working on August 4, 2008. City Council would need to ratify this agreement for the planned collaboration between SAMHD and CDC to be actualized. The PHAP can provide qualified employees the opportunity to work in a large urban public health department, learn about the San Antonio Metropolitan Health District, and contribute to services that benefit the health of the community.

**ALTERNATIVES:**

CDC's PHAP in Texas is a new approach to strengthening the workforce for future public health operations and management specialists. PHAP centers on establishing a training program focused on front-line public health for individuals with at least a Bachelor's Degree in science or liberal arts. Without City Council's ratification, the City of San Antonio would lose an opportunity to benefit from a federally funded staff member dedicated to serving the public health of the community and pass up a promising training program for qualified candidates who would instead be located to serve in other cities in Texas.

**FISCAL IMPACT:**

The PHAP program has no General Fund impact. It is funded directly by CDC.

**RECOMMENDATION:**

Staff recommends City Council's ratification of the PHAP agreement.

**ATTACHMENT(S):**

File Description	File Name
<a href="#">Attachment 1</a>	CDC PHAP MOU - RFCA Upload.pdf
<a href="#">Voting Results</a>	
<a href="#">Ordinance/Supplemental Documents</a>	200808070651.pdf

**DEPARTMENT HEAD AUTHORIZATIONS:**

Charles Pruski Assistant Director Health Department

**APPROVED FOR COUNCIL CONSIDERATION:**

Frances A. Gonzalez Assistant City Manager