

ORDINANCE 2019-04-18-0330

**AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH HARVARD UNIVERSITY SCHOOL OF PUBLIC HEALTH FOR THE CHOICES COMMUNITY OF PRACTICE BETA-TESTING PROJECT RELATED TO THE PREVENTION OF CHILDHOOD OBESITY AND AUTHORIZING THE ACCEPTANCE OF COMPENSATION OF UP TO \$12,000.00 FOR A TERM BEGINNING APRIL 1, 2019 THROUGH JULY 31, 2019.**

\* \* \* \* \*

**WHEREAS**, the Harvard University School of Public Health and the San Antonio Metropolitan Health District (Metro Health) will collaborate to support states, cities and counties in preventing childhood obesity by building local capacity among decision-makers to choose and implement cost-effective strategies; and

**WHEREAS**, this collaboration opportunity will focus on beta-testing the platforms, resources and tools to support a community of practice aimed at identifying and understanding best-value for money approaches to reducing childhood obesity; and

**WHEREAS**, Metro Health is requesting City Council authorization to execute an agreement with the Harvard University School of Public Health for participation in the Community of Practice Beta-Testing and accept compensation in the amount of \$12,000.00; **NOW THEREFORE:**

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

**SECTION 1.** The City Manager or designee or the Director of the San Antonio Metropolitan Health District or designee is authorized to execute an agreement with Harvard University School of Public Health for the CHOICES Community of Practice Beta-Testing project related to the prevention of childhood obesity and is further authorized to accept compensation of up to \$12,000.00 for a term beginning April 1, 2019 through July 31, 2019. The agreement in substantially final form is attached hereto and incorporated herein for all purposes as **Attachment I**.

**SECTION 2.** Upon approval, a new fund and internal order will be created for the use in the accounting for the fiscal transaction in the acceptance of these funds and a sum not to exceed \$12,000.00 will be appropriated in said fund. A proposed budget which is attached hereto and incorporated herein for all purposes as **Attachment II** is approved. A formal final budget which will include Internal Order numbers and General Ledger numbers will be submitted by Metro Health upon receipt of the funds.

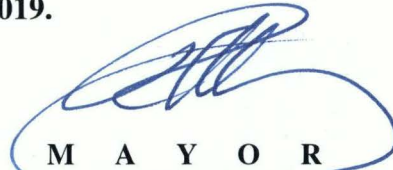
**SECTION 3.** The financial allocations in this Ordinance are subject to approval by the Director of Finance, City of San Antonio. The Director of Finance may, subject to concurrence by the City Manager or the City Manager's designee, correct allocations to specific SAP Fund Numbers, SAP

MH  
04/18/19  
Item No. 18

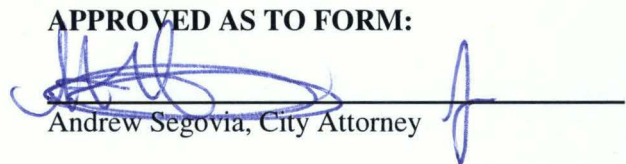
Project Definitions, SAP WBS Elements, SAP Internal Orders, SAP Fund Centers, SAP Cost Centers, SAP Functional Areas, SAP Funds Reservation Document Numbers, and SAP GL Accounts as necessary to carry out the purpose of this Ordinance.

**SECTION 4.** This Ordinance is effective immediately upon the receipt of eight affirmative votes; otherwise, it is effective ten days after passage.

**PASSED AND APPROVED this 18th day of April, 2019.**

  
**M A Y O R**  
**Ron Nirenberg**

**ATTEST:.**  
  
\_\_\_\_\_  
Leticia M. Vacek, City Clerk

**APPROVED AS TO FORM:**  
  
\_\_\_\_\_  
Andrew Segovia, City Attorney

<b>Agenda Item:</b>	<b>18 ( in consent vote: 5, 6, 7, 8, 9, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20A, 20B )</b>						
<b>Date:</b>	04/18/2019						
<b>Time:</b>	10:07:36 AM						
<b>Vote Type:</b>	Motion to Approve						
<b>Description:</b>	Ordinance approving an agreement with Harvard University School of Public Health for the CHOICES Community of Practice Beta-Testing project related to the prevention of childhood obesity and accepting compensation of up to \$12,000.00 for a term beginning April 1, 2019 through July 31, 2019. [Colleen M. Bridger, MPH, PhD, Interim Assistant City Manager; Jennifer Herriott, MPH, Interim 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>
Ron Nirenberg	Mayor		x				
Roberto C. Treviño	District 1		x			x	
Art A. Hall	District 2		x				
Rebecca Viagran	District 3		x				
Rey Saldaña	District 4		x				
Shirley Gonzales	District 5		x				
Greg Brockhouse	District 6		x				
Ana E. Sandoval	District 7		x				
Manny Pelaez	District 8		x				
John Courage	District 9		x				x
Clayton H. Perry	District 10	x					

# **Attachment I**



## **Memorandum of Understanding Regarding CHOICES Community of Practice Beta-Testing**

This MOU describes an understanding between the **CHOICES Project at the Harvard T.H. Chan School of Public Health** with its principal offices located at 401 Park Drive, 4<sup>th</sup> Floor West, Boston, MA 02215 and the **San Antonio Metropolitan Health District (Metro Health)** at 111 Soledad, Suite 1000, San Antonio, TX 78205

The parties noted above will collaborate on a partnership to support states, cities and counties in preventing childhood obesity by building local capacity among decision-makers to choose and implement cost-effective strategies. This partnership opportunity will focus on beta-testing the platforms, resources and tools to support a community of practice aimed at identifying and understanding best-value for money approaches to reducing childhood obesity. We anticipate the opportunity to last from April 2019-July 2019.

Accordingly, the parties agree as follows:

- A. **The CHOICES Project at the Prevention Research Center on Nutrition and Physical Activity at the Harvard T.H. Chan School of Public Health will provide:**
  - o Training opportunities and technical assistance through virtual and in-person opportunities
  - o Tools and guidance on how to apply national childhood obesity prevention strategy cost-effectiveness estimates to the state/local level
  - o Tools and guidance to support the use of cost-effectiveness analysis research to enable more informed decision-making, strategic planning, and tactical implementation at the state and local level
  - o Incentive in the amount of \$12,000 for participation in beta-testing activities
  - o Travel costs associated with an in-person meeting in Massachusetts for one staff member
- B. **The Metro Health will:**
  - o Sign up for CHOICES e-newsletters- we anticipate 4 total during the beta-testing period
  - o Review proposed components of a community of practice and provide feedback on components, including anything (information, tools, resources) missing for health agencies to be able to move forward in this area
  - o Review materials/tools/resources emailed or posted on the CHOICES website (e.g. case examples/success stories) and provide feedback
  - o Test out tools and worksheets to apply national health impact, cost and reach to your state/local level:
    - o Vote for which intervention strategy you'd be most interested in testing out first
    - o Work through the tools to get a picture of what the strategy with the most votes might look like in your community
  - o Participate in three virtual convenings out of a series of webinars/web-broadcasts (lasting approximately 30-60 minutes). Potential topics include:
    - o State and local sugary drink excise tax panel
    - o What we know about what works and best value for money strategies during early childhood
    - o The CHOICES action kit- what is it and how can you use it
    - o CHOICES communications toolkit and resources
    - o Health improvement planning- how to get involved and how to incorporate cost-effectiveness
    - o Disparities terms, data and projections related to obesity, dietary intake and physical activity strategies
  - o Attend an in-person meeting in Massachusetts of 1.5 days tentatively scheduled for June 5<sup>th</sup> and 6<sup>th</sup>; draft agenda topics include:
    - o What are other state/cities working on- Participating state/local health agencies will be asked to share a poster (template provided by CHOICES) during this meeting on CHOICES-related work
    - o Emerging research from the CHOICES team on obesity prevalence and new strategies for cost-effectiveness modeling
    - o How to build and sustain a community of practice
    - o How to examine and communicate the impact of childhood obesity reduction strategies on disparities
  - o Respond to feedback surveys and/or phone interviews for each of the components/materials listed above to share feedback with the CHOICES team



**A. Summary Table of Tasks, Deliverables and Due Dates**

Task	Deliverable	Due Date
1	Sign MOU	April 10, 2019
2	Provide CHOICES team with name(s) and email address(es) of agency staff to receive e-newsletters	April 10, 2019
3	Vote on top strategy from CHOICES menu of effective strategies	April 15, 2019
4	Complete worksheets to tailor national strategy to state/local level	April 15- July 15, 2019
5	Participation in 3 virtual convenings	April 15-June 28, 2019
6	Review Community of Practice Components document and provide feedback and suggestions	April 30, 2019
7	Attend in-person convening in Massachusetts; share team poster	June 5 <sup>th</sup> and 6 <sup>th</sup> 2019
8	Respond to evaluation/feedback requests (via online surveys and/or brief phone interviews)	April 15 – July 31, 2019
9	Review 3-5 CHOICES materials (such as case examples, cost-effectiveness reports for intervention strategies)	April 15- July 31, 2019

**B. Invoicing and Reporting**

The total incentive amount may not exceed \$12,000. Metro Health will submit two invoices to the CHOICES project (to Katie Giles at [cgiles@hsph.harvard.edu](mailto:cgiles@hsph.harvard.edu)) related to the following milestones:

1. 50% of funds after signing of MOU (April 10, 2019)
2. 50% of funds after submitting meeting poster (May 20, 2019)

**C. Use of Funds**

Please note that no part of these funds may be used to carry on propaganda or otherwise attempt to influence legislation (within the meaning of Section 4945 (d)(1) of the Internal Revenue Code).

**D. Manuscripts and Publications**

The CHOICES team may develop manuscripts for submission to peer reviewed journals regarding use of cost-effectiveness analysis information in decision making and community of practice experience. Local project team members may choose to participate in co-authors on these publications.

**E. Modification and Termination**

This agreement can be modified with the agreement of both parties, and should be altered as conditions change. This agreement can be terminated at the will of either party and is applicable for the duration of the CHOICES community of practice beta-testing phase (April 2019-July 2019).

Signed by:



Steven Gortmaker, PhD  
Principal Investigator  
CHOICES Project  
Harvard T.H. Chan School of Public Health

Date

4/10/2019

Jennifer Herriott, MPH  
Interim Director  
San Antonio Metropolitan Health District

Date

# **Attachment II**

**ATTACHMENT II**  
**CHOICES Community of Practice Beta-Testing**  
**Fund 298360XX**  
**Functional Area 3600\***  
**Proposed Budget for Period: 4/01/2019 to 07/31/2019**

<u>ESTIMATED REVENUES</u>	<u>SAP GL</u> <u>No.</u>	<u>Budget</u>
CHOICES Community of Practice Beta-Testing	4502280	12,000
Total Estimated Revenues		<u><u>12,000</u></u>

**APPROPRIATIONS**

**CHOICES Community of Practice Beta-Testing**  
**Period: 4/1/2019 7/31/2019**  
 Cost Center 3618010001  
 Internal Order 836000000xxx

1	Regular Salaries & Wages	5101010	\$ 10,050
1	Temporary Salaries	5101015	
2	Social Security/FICA	5103005	\$ 764
2	Life Insurance	5103010	\$ 10
1	Transportation Allowance	5103056	
2	Temporary FICA	5103007	
2	Group Health Insurance	5170040	
2	TMRS	5105010	\$ 1,176
6	Education	5201025	
5	Fees to Professional Contractors*	5201040	
5	Temporary Services**	5202010	
6	Advertising	5203040	
6	Binding, Printing, and Reproduction	5203060	
3	Transportation Fees	5203090	
6	Mail and Parcel Post Service	5205010	
6	Office Equip Rental	5205020	
6	Utilities	5404530	
6	Rental of Facilities	5206010	
3	Travel - Official	5207010	
4	Office Supplies	5302010	
4	Clothing and linen supplies	5304005	
4	Other Commodities	5304080	
4	Food	5304010	
6	Phone Service	5403010	
6	Wireless Data	5403510	
6	IT Assesment Fee	5403543	
6	Cellular	5403040	
7	Indirect Cost	5406530	
8	Computer Equip	5501000	
			<u><u>\$ 12,000</u></u>

**Class No.**

Activity 361801  
 Cost Center 3618010001  
 Internal Order 836000000xxx

**Title**

**Approved  
 Positions**