

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/Ord No.: 4926

Sponsor(s): Crystal Williams

Date: October 31, 2016

<p>SUBJECT</p>	<p>Action Requested Resolution X Ordinance</p> <p>Project/Title: <u>Prescription Drug Management Program.</u></p>														
<p>BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i></p>	<table border="1" style="width: 100%;"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td style="text-align: right;">\$92,078</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td style="text-align: right;">\$92,078</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td style="text-align: right;">\$92,078</td> </tr> <tr> <td colspan="2">Source of funding (name of fund) and account code number;</td> </tr> <tr> <td>FROM Anti-Drug Sales Tax Fund – Undesignated Fund Balance</td> <td>FROM ACCT \$ 92,078</td> </tr> <tr> <td>TO Anti-Drug Fund-Prescription Drug Management 008-1200-55010 – Regular Salaries 008-1200-55040 – FICA 008-1200-55050 – Pension 008-1200-55060 – Insurance Benefits</td> <td>TO ACCT \$ 73,320 5,609 12,120 1,029</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input type="checkbox"/> No budget impact (no fiscal note required) <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: Estimated Use: \$</p> <p>Prior Year Budget (if applicable): Prior Year Actual Amount Spent (if applicable):</p>	Amount authorized by this legislation this fiscal year:	\$92,078	Amount previously authorized this fiscal year:	\$	Total amount authorized after this legislative action:	\$92,078	Amount budgeted for this item * (including transfers):	\$92,078	Source of funding (name of fund) and account code number;		FROM Anti-Drug Sales Tax Fund – Undesignated Fund Balance	FROM ACCT \$ 92,078	TO Anti-Drug Fund-Prescription Drug Management 008-1200-55010 – Regular Salaries 008-1200-55040 – FICA 008-1200-55050 – Pension 008-1200-55060 – Insurance Benefits	TO ACCT \$ 73,320 5,609 12,120 1,029
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<p>PRIOR LEGISLATION</p>	<p>Prior ordinances and (date): Ord 4912 - 10/17/2016</p> <p>Prior resolutions and (date):</p>														
<p>CONTACT INFORMATION</p>	<p>RLA drafted by (name, title, & phone): Jaime Rogers, Chief of Health 816-881-1348</p>														
<p>REQUEST SUMMARY</p>	<p>This funds the personnel and program costs to support the PDMP ordinance#4912 that was approved on 10/17/2016.</p> <p>This figure is an estimate, since we have yet to hire the associate or receive the final contract from the vendor.</p>														
<p>CLEARANCE</p>	<p><input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>														

ATTACHMENTS	Ordinance 4912, PDMP Coordinator Job Description, & Program, Email of Program Cost Estimate from St. Louis.	
REVIEW	Department Director:	Date: 10-28-16
	Finance (Budget Approval): <i>If applicable</i>	Date: 10/29/16
	Division Manager:	Date:
	County Counselor's Office:	Date:

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the _____ Fund in _____.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # _____
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:
008-2810	Undesignated Fund Balance	\$92,078

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.

Supplemental Appropriation Request Jackson County, Missouri

Funds sufficient for this appropriation are available from the source indicated below.

Date: October 28, 2016

ORD # 4926

Department / Division	Character/Description	From	To
Anti-Drug Sales Tax Fund			
2810	Undesignated Fund Balance	\$ 92,078	
1200 - Prescription Drug Management	55010 - Regular Salaries		73,320
1200 - Prescription Drug Management	55040 - FICA		5,609
1200 - Prescription Drug Management	55050 - Pension		12,120
1200 - Prescription Drug Management	55060 - Insurance Benefits		1,029

[Signature]
10/28/16

Budgeting



OFFICE OF THE COUNTY EXECUTIVE

JACKSON COUNTY COURTHOUSE

415 EAST 12TH STREET
KANSAS CITY, MISSOURI 64106



Memorandum

To: Frank White, Jr. County Executive
Caleb Clifford, Chief of Staff
Troy Thomas, Chief of Finance

From: Jaime Rogers, Chief of Health

Re: Request for Reorganization:
Prescription Drug Monitoring Program Coordinator

Please consider the addition of one full-time Prescription Drug Monitoring Program Coordinator (1001-00071-001). The associate in this position will lead Jackson County's initiatives to design and implement a countywide coordinate Prescription Drug Monitoring Program.

The associate in this position will also coordinate regulatory and policy efforts with representatives from federal, state and local entities, including area Health Departments with regard to the Prescription Drug Monitoring program.

Thank you.

Frank White, Jr. County Executive _____
Caleb Clifford, Chief of Staff _____
Troy Thomas, Chief of Finance _____

10/19/16
Date
10/19/16
Date

Date



JACKSON COUNTY JOB DESCRIPTION

TITLE: Prescription Drug Monitoring Program Coordinator PAY LEVEL: G12 CODE: 1001-00071-001
 WORKING TITLE: Program Director FLSA: EX/ADMIN DATE: 10/11/2016
 DIVISION: County Executive DEPARTMENT: Administration
 BARGAINING UNIT POSITION: No CIRCUMSTANCE: New Position
 LOCATION: Kansas City Area ANALYST: Katherine Swing

PERCENTAGE OF TIME

ACCOUNTABILITIES

- | | |
|-----|---|
| 35% | 1. Coordinates regulatory and policy efforts with representatives from the federal, state and local entities with regard to the Prescription Drug Monitoring Program (PDMP). Assists in implementing assessments and program evaluations. |
| 35% | 2. Informs a wide variety of stakeholders about the PDMP and its use and implications. Provides leadership and advocates for the development and recruitment of programs to increase public awareness of prescription drug abuse, and related prevention and control measures in Jackson County. |
| 25% | 3. Liaisons with area Health Departments and community partners to advance strategic initiatives; serves as liaison to advisory boards, other state and local agencies and associations locally and regionally to coordinate, develop and implement policies, procedures and data to track, evaluate and reduce prescription drug abuse county wide |
| 05% | 4. Directs the identification, preparation and management of PDMP-related grants. |

SCOPE:

The associate in this position is responsible for coordinating, planning and managing the operation, reporting and analysis of functions of the Jackson County Prescription Drug Monitoring Program (PDMP); creates, implements and monitors PDMP programs, procedures and guidelines. This associate is responsible for planning and analysis support for assessment, evaluation, policy and performance management activities associated with PDMP; supports the organization’s mission of protecting the public health by leading Jackson County’s initiative to design and implement a county-wide prescription drug monitoring program. This associate will report to the Chief of Health Services.

KNOWLEDGE AND SKILLS: (*Required prior to employment)

1. Knowledge of department policies and procedures.
2. Knowledge of program monitoring or the evaluation of community-based projects.
- *3. Knowledge of and skill in utilizing various data gathering methods and databases.
- *4. Knowledge and skill in working with law enforcement, medical, treatment and prevention professionals.
- *5. Knowledge of grants and programs experience, in addition to grant making activities.
6. Knowledge of implementing substance abuse prevention or treatment programs.
- *7. Knowledge and skill in planning and coordinating the development and implementation of public health, health, drug and alcohol programs.

JACKSON COUNTY JOB DESCRIPTION -- ADA/PHYSICAL DEMANDS FORM

JOB TITLE: Prescription Drug Monitoring Program Coordinator

PAY GRADE: G12

CODE: 1001-00071-001 **DIVISION/DEPARTMENT:** County Executive

DATE: 10/10/2016

PHYSICAL DEMANDS - Check demands that apply and describe what is required to perform the essential job functions. (This is not an inclusive list; other tasks/duties may be assigned)

- X **VISION** - Must be adequate to use personal computer and typewriter, filing completion of reports, forms, and correspondence.
- X **HEARING** - Must be adequate for normal conversation with associates and the general public.
- X **SPEECH** - Must be able to speak and understand English clearly to provide detailed information by telephone and in person.
- X **STANDING** - 25 % of the time – Required when performing filing tasks and when operating various office machines.
- X **WALKING** - 20 % of the time – Required when delivering or retrieving information, files, etc., from within the office or from other departments.
- X **SITTING** - 55 % of the time – Required when completing administrative, personal computer, and telephone work assignments.
- X **LIFTING/CARRYING** - 20 lbs. - Required when lifting files, office supplies, and reports.
- X **PUSHING/PULLING** - 50 lbs. – Required when moving file boxes, office supplies, and reports; and when opening and closing file cabinet drawers and doors.
- X **CLIMBING/BALANCING** – Required when negotiating stairs, or retrieving files or supplies from overhead or from the floor.
- X **STOOPING/KNEELING/CROUCHING/CRAWLING** – Required when retrieving or filing from lower drawers or when retrieving items, office supplies, etc., from the floor.
- X **REACHING/HANDLING** - Required on most tasks.

Reviews for accuracy:

Incumbent
Date _____

Immediate Supervisor
Date _____

Appointing Authority
Date _____

Jaime Rogers

From: Winifred Jamieson
Sent: Wednesday, September 28, 2016 6:07 PM
To: Jaime Rogers; Jay D. Haden
Subject: Fwd: PDMP Vendor information
Attachments: Ordinance 26 352 - 2016 .pdf; PMPAWARE_ProductSheet.pdf; STL City Ordinance 70277.pdf

Please see info from St. Louis re vendor and draft ordinance.

Win

Get [Outlook for iOS](#)

----- Forwarded message -----

From: "Varner, Emily" <EVarner@stlouisco.com>
Date: Wed, Sep 28, 2016 at 5:48 PM -0500
Subject: RE: PDMP Vendor information
To: "Winifred Jamieson" <WJamieson@jacksongov.org>, "Sampage@Aol.Com" <sampage@aol.com>, "Patrick, Sarah" <SPatrick@stlouisco.com>

Hi Ms. Jamieson,

I have updated cost estimates for Jackson County, Independence, & Kansas City (below).

Jackson County	\$ 6,643.06
Kansas City	\$ 33,967.33
Independence	\$ 3,509.54

We selected Appriss as our PDMP vendor through an RFP process. Appriss is the vendor the majority of states are using, and they provide all of the necessary services and options for an effective PDMP. If you're interested in learning more about Appriss, here is their website <http://www.appriss.com/pmpaware.html>. I've also attached their product information sheet, and we'd be happy to further discuss the vendor with you if desired!

Also, I've attached our county ordinance as well as St. Louis City's. We haven't drafted an ordinance template, but these 2 should be of assistance! Please let me know if there's anything else you need or if we can assist in any way!

Thanks so much!
 Emily

Emily Varner, MPH
Prescription Drug Monitoring Program Coordinator
Assessment, Evaluation, and Policy
Division of Health Promotion and Public Health Research
Saint Louis County Department of Public Health
 314-315-1568
evarner@stlouisco.com