Introduced by	Council Bill No R 263-13	
	A RESOLUTION	
of Missouri on behalf Truman School of Pu	ment with The Curators of the University of the Institute of Public Policy, Harry S. ublic Affairs for production of a Workforce or the Department of Public Health and	
BE IT RESOLVED BY THE COUI FOLLOWS:	NCIL OF THE CITY OF COLUMBIA, MISSOURI, AS	
The Curators of the University of Harry S. Truman School of Public A for the Department of Public Healt	ager is hereby authorized to execute an agreement with Missouri on behalf of the Institute of Public Policy Affairs for production of a Workforce Development Plarth and Human Services. The form and content of the set forth in "Attachment A" attached hereto and made a	
ADOPTED this day	of, 2013.	
ATTEST:		
City Clerk	Mayor and Presiding Officer	
APPROVED AS TO FORM:		
City Counselor		

AGREEMENT BETWEEN THE CITY OF COLUMBIA AND THE CURATORS OF THE UNIVERSITY OF MISSOURI,
ON BEHALF OF THE INSTITUTE OF PUBLIC POLICY, HARRY S. TRUMAN SCHOOL OF PUBLIC AFFAIRS

THIS AGREEMENT is entered into this twenty-fifth day of November, 2013 (the "effective Date"), between the City of Columbia, Missouri, a municipal corporation (hereinafter "City") and The Curators of the University of Missouri, a public corporation of the State of Missouri, on behalf of the Truman School of Public Affairs (hereinafter "School").

WITNESSETH:

WHEREAS, the City of Columbia desires to engage the School to render certain services more particularly described in Exhibit A; and

WHEREAS, the School made certain representations and statements to the City with respect to the provision of such services and the City has accepted said proposal in Exhibit A.

NOW, THEREFORE, for the considerations herein expressed, it is agreed by and between the City and the School as follows:

- 1. Services. City agrees to engage the services of the School and the School agrees to perform the services hereinafter set forth in Exhibit A, which is attached hereto and incorporated herein by reference. City may add to the School services or delete therefrom activities of a similar nature to those set forth in Exhibit A, provided that the total cost of such work does not exceed the total cost allowance as specified in Section 5. School shall undertake such changed activities upon the direction of the City. All such changes shall be in written form and prepared and approved by the City Manager and shall be accepted and countersigned by the School.
- 2. School shall provide services. The School represents that School will secure at School's own expense, all personnel required to perform the services called for under this contract by School. None of the work or services covered by this contract shall be subcontracted or assigned without the written approval of the City.
- 3. Term. The services of the School shall commence as soon as practicable after the execution of this contract, unless otherwise directed in writing, and shall be undertaken and completed in such sequence as to assure their expeditious completion in the light of the purposes of the contract, but in any event, all of the services required hereunder shall be completed as set forth in the project time line which is outlined in Exhibit A.
- 4. A Workforce Development Plan will be submitted and presented to the City per the project time line outlined in Exhibit A.
- 5. School will be paid \$11,340.00 for the services set forth in Exhibit A. Payments to School shall be made by the City in one installment based upon the receipt and acceptance of the Workforce Development Plan developed per the steps in Exhibit A. The cap for the indirect rate is zero (0). City will not pay any indirect rate charged to this process.

- 6. Termination for Convenience.
 - a. By City. City shall have the right at any time by written notice to School to terminate and cancel this contract, without cause, for the convenience of City. In such event, School shall immediately stop work and City shall not be liable to School except for payment for actual work performed prior to such notice in an amount proportionate to the completed contract price and for the actual costs of preparations made by School for the performance of the cancelled portions of the contact, including a reasonable allowance of profit applicable to the actual work performed and such preparations. Anticipatory profits and consequential damages shall not be recoverable by School.
 - b. By School. School shall have the right at any time by written notice to City to terminate and cancel this contract, without cause, for the convenience of School. In such event, School shall immediately stop work and City shall not be liable to School except for payment for actual work performed prior to such notice.
- 7. Notices. Any notice, demand, request, or communication required or authorized by the Agreement shall be delivered either by hand, facsimile, overnight courier or mailed by certified mail, returned receipt requested, with postage prepaid, to:

If to City:	If to SchoolTechnical:	Administrative:
Columbia/Boone County	Institute of Public Policy	Office of Sponsored
Department of Public	Attn: Brian Dabson	Programs Admin.
Health and Human Services	137 Middlebush Hall	Attn: Karen M. Geren
Attn: Scott Clardy	University of Missouri	310 Jesse Hall
P.O. Box 6015	Columbia, MO 65211	University of Missouri
Columbia, MO 65205-6015		Columbia, MO 65211

The designation and titles of the person to be notified or the address of such person may be changed at any time by written notice. Any such notice, demand, request, or communication shall be deemed delivered on receipt if delivered by hand or facsimile and on deposit by the sending party if delivered by courier or U.S. mail.

- 8. Compliance with Laws. School agrees to comply with all applicable federal, state and local laws, ordinances, rules and regulations.
- 9. Governing Law and Venue. This contract shall be governed, interpreted, and enforced in accordance with the laws of the State of Missouri and/or the laws of the United States, as applicable. The venue for all litigation arising out of, or relating to this contract document, shall be in Boone County, Missouri. The Parties hereto irrevocable agree to submit to the exclusive jurisdiction of such courts in the State of Missouri. The Parties agree to waive any defense of forum non conveniens.
- 10. Employment of Unauthorized Aliens Prohibited. School agrees to comply with Missouri State Statute section 285.530 in the School shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri. As a

condition for the award of this contract the School shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. School shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. School shall require each subcontractor to affirmatively state in its contact with School that the subcontract shall not knowingly employ, hire for employment or continue to employ an unauthorized alien to perform work within the state of Missouri. School shall also require each subcontractor to provide School with a sworn affidavit under the penalty of perjury attesting to the fact that the subcontractor's employees are lawfully present in the United States.

- 11. No Third-Party Beneficiary. No provision of the Agreement is intended to nor shall it in any way inure to the benefit of any person, so as to constitute any such person a third-party beneficiary under the Agreement.
- 12. Entire Agreement. This agreement contains the entire agreement of the parties. No modification, amendment, or waiver of any of the provisions of this agreement shall be effective unless in writing specifically referring hereto, and signed by both parties.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the day and year herein stated.

	THE CURATORS OF THE UNIVERSITY OF MISSOURI
(CORPORATE SEAL)	By: Karen Jy Geren 11/25/2013
ATTEST:	Karen M. Geren
Secretary	Submissions Specialist/Authorized Signer Office of Sponsored Programs University of Missouri, 310 Jesse Hall Columbia, MO 65211 grantsdc@missouri.edu MU Project 00044879
APPROVED:	•
	THE CITY OF COLUMBIA, MISSOURI
	Ву:
	Mike Matthes, City Manager
ATTEST:	
Sheela Amin, City Clerk	
APPROVED AS TO FORM:	
Nancy Thompson, City Counselor	
CERTIFICATION:	
I hereby certify that the above expenditure is which it is charged, Account No. 110-3010-53 balance to the credit of such appropriation so	31.49-90, and that there is an unencumbered
	John Blattel, Director of Finance





CITY OF COLUMBIA/BOONE COUNTY, MISSOURI

DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES DIVISION OF ADMINISTRATION

EXHIBIT A

SCOPE OF WORK Workforce Development Plan

The purpose of this document is to outline the scope of work for production of a Workforce Development Plan to be provided for the Columbia/Boone County Department of Public Health and Human Services, hereinafter referred to as "Department."

Background and Goals

The Department recognizes that effective public health practice requires a well prepared workforce. A multi-disciplinary workforce that is matched to the specific community being served facilitates the interdisciplinary approaches required to address the population's public health issues. Continuous training and development of Department staff is required to ensure continued competence in a field that is making constant advances in collective knowledge and improved practices.

The Department's Workforce Development Plan can ensure that staff development is addressed, coordinated, and appropriate for the Department's needs. Employee training and core staff competencies assure a competent workforce. The Department desires a competent workforce with the skills and experience needed to perform their duties and carry out the Department's mission.

Several units within the Department currently identify a set of core competencies, skills, and knowledge base their staff must meet. However, each unit uses an unrelated set of core competencies. By developing a Department-wide set of core competencies, the Department will be able to enhance workforce development planning, identify training needs, develop training plans, and provide aid in documenting measureable staff and department performance.

The goals of this process are to:

- Adopt core competencies for staff
- · Assess staff competencies against adopted core competencies
- · Develop curricula and training schedules
- Identification of barriers and strategies for addressing needed training
- Development of a finalized Workforce Development Plan

1005 W. Worley St. • P.O. Box 6015 • Columbia, Missouri 65205-6015 Phone: (573) 874-7355 • TTY: (573) 874-7356 • Fax: (573) 874-7756 www.GoColumbiaMo.com

Scope of Process for Production of the Workforce Development Plan

Adopt Core Competencies for Staff

The Department has identified three sets of core competencies which it intends to use to develop a department-wide set of competencies. The first set of identified competencies is outlined in the City of Columbia's strategic plan. The core values and strategic priorities set forth in the city's strategic plan must be addressed in each City department's strategic plan.

The second set of core competencies are performance standards developed by the Missouri Institute for Community Health (MICH) Voluntary Local Public Health Agency Accreditation Program.

The third set of competencies is the Core Competencies for Public Health Professionals developed by The Council on Linkages Between Academia and Public Health Practice. The Core Competencies offer a starting point for public health organizations to better understand and meet workforce development needs.

These three sets of competencies are to be analyzed for similarities and differences and combined to develop a set of core competencies for the Department. These competencies will be approved by the Department before moving to the next step.

Expected outcomes as a result of completion of this step include an identified set of core competencies which will provide a starting point for the development of a Department-wide Workforce Development Plan.

Assess Staff Competencies Against Core Competencies

The contractor will meet with members of the Department management and supervisor team to assess staff competencies against the developed set of department-wide core competencies. The meetings will determine strengths and gaps in current staff skills and identify skills needed.

Expected outcomes as a result of the completion of this step include establishing a baseline of current staff core competencies against the adopted department-wide set of competencies. Measuring competency will help the Department determine gaps that may exist between current staff and current or future needs. This process will provide a clear communication plan to all staff about the need for a comprehensive Workforce Development Plan.

Develop Curricula and Training Schedules

As a result of determining gaps between staff competencies and department core competencies, the contractor will identify training needs and opportunities. They will then use this to develop training schedules and descriptions of training topics.

Expected outcomes as a result of the completion of this step include a finalized workforce development and training program.

Identification of Barriers and Strategies for Addressing Needed Training

Identified barriers and strategies for addressing them will be discussed as part of the meetings between the contractor and Department managers and supervisors described above. Potential barriers could include, but are not limited to: technical support, infrastructure, fiscal constraints, staff time, and access to training courses.

Expected outcomes as a result of the completion of this step include PHHS specific barriers for staff in accessing core competency training needs and strategies for addressing barriers

Development of a Finalized Workforce Development Plan

The contractor will combine all of the information gleaned from the previous steps into a final Workforce Development Plan.

Expected outcomes as a result of the completion of this step include a finalized Workforce Development Plan which includes:

- Core competencies for staff
- Assessment of staff competencies against the adopted core competencies
- Training schedules and a description of the material or topics to be addressed in the training curricula
- Identification of barriers and strategies for addressing needed training.

Project Time Line

The Workforce Development Plan must be completed and Department approved by May 31, 2014. A suggested timeline for each of the steps above is as follows:

- Adopt core competencies for staff Complete by January 31, 2014
- Assess staff competencies against adopted core competencies Completed by March 1, 2014
- Develop curricula and training schedules Complete by April 1, 2014
- Identification of barriers and strategies for addressing them Complete by May 15, 2014
- Development of a Finalized Workforce Development Plan Complete by May 31, 2014

Cost Structure

Upon Department approval of the finalized Workforce Development Plan, the contractor will be paid a fixed price of \$11,340.00. The City of Columbia does not pay indirect costs.

Reporting Requirements

The Workforce Development Plan shall be constructed in a professional manner and be reflective of the information sought by the Department, as outlined in this *Scope of Work*. An electronic version of the finalized Workforce Development Plan shall also be furnished to the Department by the contractor in Microsoft Word format.

Consultation with Staff

The contractor will communicate and work with Department staff as needed throughout the course of the project. It is expected that regular sharing of information will occur between the contractor and Department.

Ownership of the Evaluation Findings

All information gathered, whether or not included in the final report, is the sole property of the City of Columbia and may not be used or distributed without the direct written consent of the Department Director.

Contact

For questions, further information and/or accommodation related to disability, please contact:

Scott Clardy, Assistant Director
Columbia/Boone County Department of Public Health and Human Services
1005 W. Worley Street
P.O. Box 6015
Columbia, Missouri 65205-6015
V 573-441-5560

E-mail: saclardy@gocolumbiamo.com



Source: Health

To: City Council

From: City Manager and Staff

Council Meeting Date: Dec 16, 2013

Re: University of Missouri Agreement

on behalf of The Institute of Public Policy, Harry S. Truman School of Public Affairs

EXECUTIVE SUMMARY:

A resolution authorizing the City Manager to sign an agreement between the City of Columbia and the Curators of the University of Missouri for the production of a Workforce Development Plan for the Department of Public Health and Human Services. The Harry S. Truman School of Public Affairs will be paid \$11,340.00.

DISCUSSION:

This agreement engages the services of the School of Public Affairs for the production of a Workforce Development Plan to be completed and approved by the Department by May 31, 2014.

FISCAL IMPACT:

Expenses were anticipated in the FY14 budget process.

VISION IMPACT:

http://www.gocolumbiamo.com/Council/Meetings/visionimpact.php

SUGGESTED COUNCIL ACTIONS:

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

FISCAL and VISION NOTES:									
City Fiscal Impact Enter all that apply		Program Impact		Mandates					
City's current net FY cost	\$11,340.00	New Program/ Agency?	Yes	Federal or State mandated?	No				
Amount of funds already appropriated	\$11,340.00	Duplicates/Epands an existing program?	No	Vision Implementation impact					
Amount of budget amendment needed	\$0.00	Fiscal Impact on any local political subdivision?	No	Enter all that apply: Refer to Web site					
Estimated 2 year net costs: Resources Rec		uired	Vision Impact?	No					
One Time	\$0.00	Requires add'l FTE Personnel?	No	Primary Vision, Strategy and/or Goal Item #					
Operating/ Ongoing	\$0.00	Requires add'l facilities?	No	Secondary Vision, Strategy and/or Goal Item #					
		Requires add'l capital equipment?	No	Fiscal year implementation Task #					