

# GRANTEE AGREEMENT

GRA-STATE-10-0070-01

Between The  
**Arizona Early Childhood Development and Health Board**  
And  
**Gila County Division of Health and Community Services**

WHEREAS, A.R.S. Title 8, Chapter 13 charges the Arizona Early Childhood Development and Health Board (hereinafter referred to as GRANTOR) with the responsibility of administering funds.

THEREFORE, it is agreed that the GRANTOR shall provide funding to Gila County Division of Health and Community Services (hereinafter referred to as the GRANTEE) for services under the terms of this Grant Agreement.

## **I. PURPOSE OF AGREEMENT**

The purpose of this Agreement is to specify the responsibilities and procedures for the GRANTEE role in administering Arizona Early Childhood Development and Health Board grant funds.

## **II. TERM OF AGREEMENT, TERMINATION AND AMENDMENTS**

This Agreement shall become effective on March 1, 2010 and shall terminate on June 30, 2010.

## **III. DESCRIPTION OF SERVICES**

1. The GRANTEE shall provide the following summarized services for the GRANTOR as approved and summarized below:
  - a. Provide health consultation services by Child Care Health Consultants to regulated child care providers (centers and homes) enrolled in Quality First, the quality improvement and rating system created by the Early Childhood Development and Health Board (ECDHB)
  - b. Provide health consultation services to regulated child care providers that are not participants of Quality First.
  - c. Provide day to day supervision, salary and benefits, practice liability protection and any other employee-related services comparable to other employees in the same employee classification.
  - d. Support the Child Care Health Consultant to participate in technical assistance/mentoring visits from the First Things First designated statewide support and quality assurance agency. Receive, review and resolve quality performance issues.
  - e. Assure the CCHC remains current with professional licensure/ certifications which qualify the CCHC to perform services related to this contract.

- f. Provide and maintain an adequate workspace for the CCHC and provide telephone and internet access.
  - g. Provide books and materials as appropriate.
  - h. Provide a multimedia projector and laptop computer.
  - i. Support local travel and instate travel to serve designated child care centers and homes within the region and to attend Quality First-required meetings and training sessions. Provide an agency vehicle or mileage reimbursement for miles traveled in the CCHC's insured personal vehicle.
  - j. Support CCHC to attend continuing education provided by First Things First's statewide administrative entity.
  - k. Evaluation: Curriculum Vitae or professional resume of hired CCHC.
  - l. Submit the Grant Management Forms provided by First Things First (Attachments B - E) and return prior to August 31, 2009.
2. The contractor's CCHC(s) will provide consultation, technical assistance, case coordination and case management to child care programs in the designated service area

Service methodology: For all child care centers and homes

- a) If applicable, participate with other team members such as the Quality First coach and contractors to implement the program improvement plan and assist child care providers to meet the health and safety objectives outlined in the approved plan.
- b) Either join the Quality First coach or schedule an initial meeting with the child care center director or child care home provider to be introduced; to provide an overview of the CCHC program; review health and safety issues identified in the assessment; provide guidance documents such as the Arizona Health and Safety Policy Manual for child Care Centers and other guidance documents that may be identified by Quality First; and plan for ongoing consultation.
- c) For those not enrolled in the Quality First program, schedule a meeting with the child care center director or child care home provider to introduce themselves; provide an overview of the CCHC program; provide guidance documents such as the Arizona Health and Safety Policy Manual for Child Care Centers and other guidance documents; and the plan for ongoing consultation.
- d) For those not enrolled in the Quality First program, complete an assessment of the child care center or home to identify priority areas to be addressed.
- e) Provide additional review of child care facility and/or staff needs that may include:
  - i. Indoor health and safety hazards to children and child care staff;
  - ii. Injury prevention and Safe, Active Play;
  - iii. Health and safety practices of child care staff ( i.e. hand washing, sanitation, dental health, physical fitness, nutrition; Serve as a resource to other agencies, organizations and educational institutions which provide consultation, monitoring or resources to child care programs.
  - iv. Measures and practices to prevent, recognize, and report communicable diseases, including staff and parent education;
  - v. Procedures for documenting and reporting children's immunizations;
  - vi. Health and safety polices, illness and injury logs;
  - vii. The status of child care provider' inclusion of children with special needs;
  - viii. Emergency preparedness plan;
  - ix. Communication among the child care provider, parent, and primary care provider;
  - x. Medication administration, recording, and storage;

- xi. Health insurance and health care access; and other identified child health and safety concerns.
  - xii. Guidance, support, referrals and access to care coordination for families and child care providers to access mental health consultation and educational services for the family, children, or child care providers.
  - xiii. Educate children, their families and child care providers about child development, mental and physical health, safety, nutrition and oral health issues.
- c. This initial consultation visit protocol may be repeated when the director of a facility has changed.
  - d. Provide additional consultation, problem solving by telephone,
  - e. Provide additional education and training in group settings off site in conjunction with Quality First Coaches or other ECDHB staff.

Evaluation: Monthly report of activities in a format provided by FTF.

3. The CCHC will document activities and services utilizing the computerized documentation system designated by Quality First. The CCHC will:
  - a. Attend training on the Omaha System of Documentation and the CareFacts computerized charting system.
  - b. Be prepared to have the CareFacts software installed on the laptop provided by the contractor at the CareFacts training.
  - c. Keep all charting of visits and activities current within 5 working days of performance.
  - d. Maintain a signed, printed record of information and activities as the legal chart.
  - e. Perform the CareFacts update procedure at least every 5 days.

Evaluation: Attendance at CareFacts training, onsite chart review.

4. The contractor's CCHC will participate in CCHC systems development and marketing activities within the local community.

Service methodology: The contractor's CCHC will:

- a. Participate in First Things First systems development meetings, regional council meetings, and other events as appropriate.
- b. Provide community presentations regarding the role of child care health consultation in improving the status of health and safety in child care programs.
- c. Collect/report data, surveys, evaluation reports or other elements requested by FTF or quality assurance personnel.

Evaluation: Monthly report on form provided by FTF, copies of meeting agendas/minutes.

5. The CCHC shall not provide direct clinical services under this contract (i.e. injections, blood tests, health examination).

#### 6. Child Care Health Consultant Qualifications/Training

The Child Care Health Consultant may be a:

- a. Registered Nurse (RN) with a current Arizona license

- b. Advanced Practice Nurse with a current Arizona license and certification as an Advanced Practice Nurse (APN)
- c. Physicians Assistant with a current Arizona license or
- d. A Physician licensed to practice in the State of Arizona

In the event that a region is unable to recruit and hire one of the above, other health professionals with a minimum of a Bachelors Degree such as a registered dietician, certified Occupational Therapist, Physical Therapist or Speech/Language Pathologist; Mental Health Consultant or MSW or a Licensed Practical Nurse may be considered pending approval of a formal exemption request as outlined in Attachment A.

CCHC's must complete the sixty (60) hour National Training Institute (NTI) for Child Care Health Consultants curriculum program PRIOR to the beginning work as a CCHC.

#### 7. Experience, Knowledge and Skills

- a. A minimum of one year experience in a public health setting

The Child Care Health consultant must have

- b. Experience in providing consultation to and interacting with child care settings including family child care
- c. Knowledge of the following:
  - I. Child development and family dynamics
  - II. Immunization Schedules
  - III. ADHS Child Care Licensure
  - IV. Accreditation Systems
  - V. Quality Indicators
  - VI. Adult Learning
  - VII. Community Resource
  - VIII. Injury Prevention
  - IX. Recognition and Reporting requirements for child abuse and neglect
- d. Developed Skills in the following:
  - I. Interpersonal Communication
  - II. Training of Adult Learners
  - III. Facilitation
  - IV. Consultation Strategies
  - V. Collaborative Problem Solving
  - VI. Cultural Responsiveness
  - VII. Team Process
  - VIII. Computer Data Entry

#### IV. MANNER OF FINANCING

The GRANTOR shall:

- a) Provide up to \$20,000 to GRANTEE for services provided under Paragraph III.
- b) Payment made by the GRANTOR to the GRANTEE shall be on a reimbursement basis only and is conditioned upon receipt of applicable, accurate and complete

reimbursement documents to be submitted by the GRANTEE. Final payment will be contingent upon receipt of all fiscal and programmatic reports required of the GRANTEE under this Agreement.

**V. FISCAL RESPONSIBILITY**

It is understood and agreed that the total amount of the funds used under this Agreement shall be used for the project(s) and scope of work outlined in this Agreement. Therefore, should the project not be completed, be partially completed, or be completed at a lower cost than the original budget called for, the amount reimbursed to the GRANTEE shall be for only the amount of dollars actually spent by the GRANTEE. For any funds received under this Agreement for which expenditure is disallowed by an audit exception by the GRANTOR, the State, or Federal government, the GRANTEE shall reimburse said funds directly to the GRANTOR immediately.

**VI. FINANCIAL AUDIT**

GRANTEE agrees to terms specified in A.R.S. §§ 35-214 and 35-215.

In addition, in compliance with the Federal Single Audit Act (31 U.S.C. par., 7501-7507), as amended by the Single Audit Act Amendments of 1996 (P.L. 104 to 156), GRANTEE must have an annual audit conducted in accordance with Office of Management and Budget (OMB) Circular #A-133 ("Audits of States, Local Governments, and Non-profit Organizations") if GRANTEE expends more than \$500,000 from federal awards. *If the GRANTEE has expended more than \$500,000 in federal dollars, a copy of the GRANTEE's audit report for the previous fiscal year must be submitted to the GRANTOR for review within thirty (30) days of signing this Agreement.*

**VII. DEBARMENT CERTIFICATION**

The GRANTEE agrees to comply with the Federal Debarment and Suspension regulations as outlined in the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions".

**VIII. FUNDS MANAGEMENT**

The GRANTEE must maintain funds received under this Agreement in separate ledger accounts and cannot mix these funds with other sources. GRANTEE must manage funds according to applicable federal regulations for administrative requirements, costs principles and audits.

The GRANTEE must maintain adequate business systems to comply with Federal requirements. The business systems that must be maintained are:

- Financial Management
- Procurement
- Personnel
- Property
- Travel

A system is adequate if it is 1) written; 2) consistently followed – it applies in all similar circumstances; and 3) consistently applied – it applies to all sources of funds. Rates for mileage, lodging and meals are limited to the rates established by the State of Arizona Travel Policy (<http://www.gao.az.gov/travel/>).

## **IX. REPORTING REQUIREMENTS**

Regular reports by the GRANTEE shall include:

### **a) Programmatic Reports**

The GRANTEE shall provide quarterly program activity reports to the GRANTOR within twenty (20) working days of the last day of the quarter in which services are provided. The report shall contain such information as deemed necessary by the GRANTOR.

#### **a. Quarterly reports are due:**

- i. July 20, 2010
- ii. October 20, 2010
- iii. January 20, 2011
- iv. April 20, 2011
- v. July 30, 2011 – Final Report
- vi. The final programmatic report as submitted shall be marked FINAL

### **b) Financial Reimbursement**

The GRANTEE shall provide, as frequently as monthly but not less than quarterly, requests for reimbursement. Reimbursement requests shall be submitted with the Reimbursement Cover Sheet template provided by the GRANTOR. The GRANTEE shall submit a final reimbursement request for expenses obligated prior to the end of the termination of this Agreement no more than thirty (30) days after the end of the Agreement. Requests for reimbursement received later than the thirty (30) days after the Agreement termination will not be paid. The final reimbursement request as submitted shall be marked FINAL.

All reports shall be submitted to the contact person designated in Paragraph XLII, NOTICES, of this Agreement.

## **X. ASSIGNMENT AND DELEGATION**

GRANTEE may not assign any rights hereunder without the express, prior written consent of both parties.

## **XI. AMENDMENTS**

Any change in this Agreement including but not limited to the Description of Services and budget described herein, whether by modification or supplementation, must be accomplished by a formal written Agreement amendment signed and approved by and between the duly authorized representative of the GRANTEE and the GRANTOR.

Any such amendment shall: 1) specify an effective date; 2) specify any increases or decreases in the amount of the GRANTEE's compensation if applicable; 3) be titled as an "Amendment"; and 4) be signed by the parties identified in the preceding sentence. The GRANTEE expressly and explicitly understands and agrees that no other method of communication, including any other document, correspondence, act, or oral communication by or from any person, shall be used or construed as an amendment or modification or supplementation to this Agreement.

**XII. SUBCONTRACTORS**

The GRANTEE may enter into written subcontract(s) for performance of certain of its functions under the contract in accordance with terms established in the State of Arizona procurement policy.

The GRANTEE agrees and understand that no subcontract that the GRANTEE enters into with respect to performance under this Agreement shall in any way relieve the GRANTEE of any responsibilities for performance if its duties. The GRANTEE shall give the GRANTOR immediate notice in writing by certified mail of any action or suit filed and prompt notice of any claim made against the GRANTEE by any subcontractor or vendor which in the opinion of the GRANTEE may result in litigation related in any way to the Agreement with the GRANTOR.

**XIII. OFFSHORE PERFORMANCE OF WORK PROHIBITED**

Due to security and identity protection concerns, all services under this Agreement shall be performed within the borders of the United States. All storage and processing of information shall be performed within the borders of the United States. This provision applies to work performed by subcontractors at all tiers.

**XIV. AGREEMENT RENEWAL**

This Agreement shall not bind nor purport to bind the GRANTOR for any contractual commitment in excess of the original Agreement period.

**XV. RIGHT TO ASSURANCE**

If the GRANTOR in good faith has reason to believe that the GRANTEE does not intend to, or is unable to perform or continue performing under this Agreement, the GRANTOR may demand in writing that the GRANTEE give a written assurance of intent to perform. Failure by the GRANTEE to provide written assurance within the number of days specified in the demand may, at the GRANTOR's option, be the basis for terminating this Agreement under the terms of this Agreement or other rights and remedies available by law.

**XVI. CANCELLATION FOR CONFLICT OF INTEREST**

The GRANTOR or the GRANTEE may, by written notice cancel this Agreement without penalty or further obligation pursuant to A.R.S. § 38-511 if any person significantly involved in initiating, negotiating, securing, drafting or creating the Agreement on behalf of the State or its subdivisions (unit of local government) is an employee or agent of any

other party in any capacity or a consultant to any other party to the Agreement with respect to the subject matter of the Agreement. Such cancellation shall be effective immediately upon receipt of written notice from the GRANTOR or the GRANTEE, unless the notice specifies a later time.

**XVII. THIRD PARTY ANTITRUST VIOLATIONS**

GRANTEE assigns to the State of Arizona, GRANTOR any claim for overcharges resulting from antitrust violations to the extent that such violations concern materials or services supplied by third parties to GRANTEE toward fulfillment of this Agreement.

**XVIII. AVAILABILITY OF FUNDS**

Every payment obligation of the GRANTOR under this Agreement is conditioned upon the availability of funds appropriated or allocated for the payment of such obligations. If the funds are not allocated and available for the continuance of this Agreement, the GRANTOR may terminate this Agreement at the end of the period for which funds are available. No liability shall accrue to the GRANTOR in the event this provision is exercised, and the GRANTOR shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph, including purchases and/or contracts entered into by the GRANTEE in the execution of this Agreement.

**XIX. FORCE MAJEURE**

If either party hereto is delayed or prevented from the performance of any act required in this Agreement due to acts of God, strikes, lockouts, labor disputes, civil disorder, or other causes without fault and beyond the control of the party obligated, performance of or payment for such act will be excused for the period of the delay.

**XX. ARBITRATION**

This agreement is subject to arbitration to the extent required by A.R.S. § 12-1518.

**XXI. GOVERNING LAW AND CONTRACT INTERPRETATION**

- a) This Agreement shall be governed and interpreted in accordance with the laws of the State of Arizona.
- b) This Agreement is intended by the parties as a final and complete expression of their agreement. No course of prior dealings between the parties and no usage of the trade shall supplement or explain any terms in this document.
- c) Either party's failure to insist on strict performance of any term or condition of the Agreement shall not be deemed a waiver of that term or condition even if the party accepting or acquiescing in the nonconforming performance knows of the nature of the performance and fails to object.

**XXII. ENTIRE AGREEMENT**

This Agreement and its Attachments/Exhibits constitute the entire Agreement between the parties hereto pertaining to the subject matter hereof and may not be changed or

added to except by a writing signed by all parties hereto in conformity with Section IX Reporting Requirements of this Agreement; provided, however, that the GRANTOR shall have the right to immediately amend this Agreement so that it complies with any new legislation, laws, ordinances, or rules affecting this Agreement. All prior and contemporaneous agreements, representations, and understandings of the parties, oral, written, pertaining to the subject matter hereof, are hereby superseded or merged herein.

**XXIII. RESTRICTIONS ON LOBBYING**

The GRANTEE shall not use funds made available to it under this Agreement to pay for, influence, or seek to influence any officer or employee of a State or Federal government.

**XXIV. LICENSING**

The GRANTEE, unless otherwise exempted by law, shall obtain and maintain all licenses, permits and authority necessary to perform those acts it is obligated to perform under this Agreement.

**XXV. NON-DISCRIMINATION**

The GRANTEE shall comply with all state and federal equal opportunity and non-discrimination requirements and conditions of employment, including the American with Disability Act, in accordance with A.R.S. Title 41, Chapter 9, Article 4 and Executive Order 99-4, which mandates that all persons, regardless of race, color, religion, sex, age, national origin, disability or political affiliation, shall have equal access to employment opportunities and all applicable provisions and regulations relating to Executive Order No. 13279 – Equal Protection of the Laws for Faith-based and Community Organizations.

**XXVI. SECTARIAN REQUESTS**

Funds disbursed pursuant to this Agreement may not be expended for any sectarian purpose or activity, including sectarian worship or instruction in violation of the United States or Arizona Constitutions.

**XXVII. SEVERABILITY**

The provisions of this Agreement are severable. Any term or condition deemed illegal or invalid shall not affect any other term or condition of the Agreement.

**XXVIII. ADVERTISING AND PROMOTION OF AGREEMENT**

The GRANTEE shall not advertise or publish information for commercial benefit concerning this Agreement without the written approval of the GRANTOR.

**XXIX. OWNERSHIP OF INFORMATION, PRINTED AND PUBLISHED MATERIAL**

The GRANTOR reserves the right to review and approve any publications funded or partially funded through this Agreement. All publications funded or partially funded through this Agreement shall recognize the GRANTOR, and GRANTOR shall have full

and complete rights to reproduce, duplicate, disclose, perform, and otherwise use all materials prepared under this Agreement.

The GRANTEE agrees that any report, printed matter, or publication issued by the GRANTEE describing programs or projects funded under this agreement in whole or in part with First Things First funds shall contain the following statement:

"This project was supported by the First Things First. Points of view or opinions contained within this document are those of the author and do not necessarily represent the official position or policies of First Things First."

The GRANTEE also agrees that one copy of any such publication, report, printed matter, or publication shall be submitted to the GRANTOR to be placed on file and distributed as appropriate to other potential Grantees or interested parties. The GRANTOR may waive the requirement for submission of any specific publication upon submission of a request providing justification from the GRANTEE.

GRANTOR and GRANTEE recognize that research resulting from this Agreement has the potential to become public information. However, prior to the termination of this Agreement, the GRANTEE agrees that no research-based data resulting from this Agreement shall be published or otherwise distributed in any form without express written permission from the GRANTOR. It is also agreed that any report or printed matter completed as a part of this agreement is a work for hire and shall not be copyrighted by the GRANTEE.

**XXX. CLOSED-CAPTIONING OF PUBLIC SERVICE ANNOUNCEMENTS**

Any television public service announcement that is produced or funded under this agreement in whole or in part by the GRANTEE shall include closed captioning of the verbal content of such announcement.

**XXXI. INDEMNIFICATION**

Indemnification Language for Public Agencies ONLY. Each party (as 'indemnitor') agrees to indemnify, defend, and hold harmless the other party (as 'indemnitee") from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as 'claims') arising out of bodily injury of any person (including death) or property damage but only to the extent that such claims which result in vicarious/derivative liability to the indemnitee, are caused by the act, omission, negligence, misconduct, or other fault of the indemnitor, its' officers, officials, agents, employees, or volunteers."

Indemnification Language for Non Public Agency. The parties to this Contract agree that Arizona Early Childhood Development and Health Board, its departments, Board and Councils shall be indemnified and held harmless by the Grantee for the vicarious liability of First Things First as a result of entering into this contract. However, the parties further agree that First Things First, its departments, Board and Councils shall be responsible for its own negligence. Each party to this contract is responsible for its own negligence.

**XXXII. CONFIDENTIALITY OF RECORDS**

The GRANTEE shall establish and maintain procedures and controls that are acceptable to the GRANTOR for the purpose of assuring that no information contained in its records or obtained from the State of Arizona or from a subcontractor under this Agreement shall be used by or disclosed by it, its agents, officers, or employees, except as required, to efficiently perform duties under the Agreement. GRANTEE also agrees that any information pertaining to individual persons shall not be divulged other than to employees or officers of the GRANTEE as needed for performance of duties under this Agreement, unless otherwise agreed to in writing.

**XXXIII. CONFIDENTIALITY OF GRANTEE 'S INFORMATION**

GRANTEE acknowledges that confidentiality provided in A.R.S. § §41-1505.06 (D) and 41-1505.07(J) may be waived with the GRANTEE's consent, and GRANTEE consents to a total and complete waiver of confidentiality. In waiving confidentiality, GRANTEE understand and consents to disclosure of any information submitted to the GRANTOR that concerns the identify, background, financial status, marketing plans, or trade secrets or any other proprietary information related to the GRANTEE or any person or organization involved in the project(s), including the application and supporting materials, unless such information or materials are clearly marked as "confidential".

**XXXIV. TERMINATION 30 day written notice to either party**

- a) The GRANTOR reserves the right to terminate the Agreement in whole or in part due to the failure of the GRANTEE to comply with any term or condition of the Agreement, to acquire and maintain all required insurance policies, bonds, licenses and permits or to make satisfactory progress in performing the Agreement. The GRANTOR staff shall provide written notice of the termination and the reasons for it to the GRANTEE.
- b) The GRANTOR may, upon termination of this Agreement, procure, on terms and in the manner that it deems appropriate, materials or services to replace those under this Agreement.
- c) Either party may terminate this Agreement by providing (30) thirty days written notice to the other party.

**XXXV. CONTINUATION OF PERFORMANCE THROUGH TERMINATION**

The GRANTEE shall continue to perform, in accordance with the requirements of the Agreement, up to the date of termination, as directed in the termination notice.

**XXXVI. PARAGRAPH HEADINGS**

The paragraph headings in this Agreement are for convenience of reference only and do not define, limit, enlarge, or otherwise affect the scope, construction, or interpretation of this Agreement or any of its provisions.

**XXXVII. COUNTERPARTS**

This Agreement may be executed in any number of counterparts, copies, or duplicate originals. Each such counterpart, copy, or duplicate original shall be deemed an original, and collectively they shall constitute one agreement.

**XXXVIII. AUTHORITY TO EXECUTE THIS AGREEMENT**

Each individual executing this Agreement on behalf of the GRANTEE represents and warrants that he or she is duly authorized to execute this Agreement.

**XXXIX. COMPLIANCE WITH FEDERAL IMMIGRATION LAWS AND REGULATIONS**

The GRANTEE shall comply with Executive Order 2005-30, which mandates as follows: 1) The GRANTEE shall, and by signing this agreement does, represent that it is in compliance with all federal immigration laws and regulations; 2) The GRANTEE shall take affirmative action to ensure that all subcontractors of the Contractor execute similar representation; 3) the breach of any such warranty shall be deemed a material breach of this Contract, subject to monetary penalties or other penalties up to and including termination of the Contract; and 4) the State retains the legal right to inspect the papers of any employee who works on the Contract to ensure that the employer is in compliance with its representation.

**XL. Prohibition on Government Contracts**

Pursuant to A.R.S. 35-393.06, the GRANTEE certifies that it does not have business operations in either Sudan or Iran.

**XLI. Legal Arizona Worker**

GRANTEE hereby warrants that it will at all times during the term of this Contract comply with all federal immigration laws applicable to GRANTEE employment of its employees, and with the requirements of A.R.S. § 23-214 (A) (together the "State and Federal Immigration Laws"). GRANTEE shall further ensure that each subcontractor who performs any work for GRANTEE under this contract likewise complies with the State and Federal Immigration Laws.

**XLII. Prohibition on Government Contracts**

Pursuant to A.R.S. 35-393.06, the GRANTEE certifies that it does not have business operations in either Sudan or Iran.

**XLIII. NOTICES**

Any and all notices, requests, demands or communications by either party to this Agreement, pursuant to or in connection with this Agreement shall be in writing and shall be delivered in person or shall be sent by the United States Postal Service, certified mail, return receipt requested, to the respective parties at the following addresses:

The GRANTEE shall address all program notices relative to this Agreement to:  
Arizona Early Childhood Development and Health Board  
Attention: Finance  
4000 North Central, Suite 800  
Phoenix, Arizona 85012

The GRANTEE shall submit reimbursement requests relative to this Agreement to:  
Arizona Early Childhood Development and Health Board  
Attention: Finance  
4000 North Central, Suite 800  
Phoenix, Arizona 85012

GRANTOR shall address all notices relative to this Agreement to:  
Lorraine Dalrymple, RN  
Health Services Program Manager  
Gila County Division of Health and Community Services  
5515 South Apache Avenue, Suite 100  
Globe, AZ 85501

**XLIV. IN WITNESS WHEREOF**

The parties hereto agree to execute this Agreement.

**FOR AND BEHALF OF  
Gila County Board of Supervisors**

  
\_\_\_\_\_  
-Shirley Dawson- Michael A. Pastor  
Chairman, Board of Supervisors

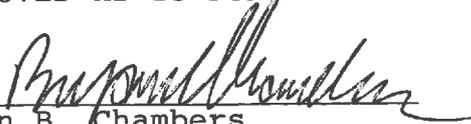
6/8/10  
Date

**FOR AND BEHALF OF THE  
Arizona Early Childhood Development  
And Health Board**

  
\_\_\_\_\_  
Rhian Evans Allvin  
Director

6/17/10  
Date

APPROVED AS TO FORM

  
\_\_\_\_\_  
Bryan B. Chambers  
Chief Deputy County Attorney

May 26, 2010  
Date

## Attachment A

The exemption request shall be submitted to First Things First, indicating the name of the person for whom exemption is requested. Included in the exemption request should be:

1. An explanation of the reason for the request.
2. A resume or other indication of qualifications for those staff for whom an exemption is being requested, including educational degrees achieved and any current coursework leading to a degree.
3. A detailed listing of recruitment efforts to recruit staff who meet the required educational qualifications if applicable.

Designated members of the First Things First Policy and Research Team will review the submitted documentation and make the decision to approve or reject the Exemption request.

First Things First reserves the right to request additional information as needed to make a sound decision.

If recruitment efforts are found lacking in rigor, First Things First will require the grantee to design an action plan outlining more significant recruitment in the area of need prior to awarding an exemption.

A notice of approval or rejection will be sent to the grantee within ten (10) business days of receipt of the request.

Progress of personnel hired through an exemption must be documented by grantees on the monthly report.

## Attachment B

### FIRST THINGS FIRST STANDARD DATA COLLECTION FORM

#### A. Agency Information:

Program Name (if applicable) Gila County Child Care Health Consultant Program

Agency Gila County Division of Health and Community Services Contact Person Lorraine Dalrymple

Address 5515 S. Apache Avenue, Suite 100 Position Health Services Program Manager

Address \_\_\_\_\_ Email ldalrymp@co.gila.az.us

City, State, Zip Globe, AZ 85501 Phone 928-402-8807 x \_\_\_\_\_ Fax 928-425-0794

County Gila Employer Identification Number: 86-6000444

Agency Classification: \_\_\_\_\_ State Agency  County Government \_\_\_\_\_ Local Government \_\_\_\_\_ Schools \_\_\_\_\_ Tribal  
\_\_\_\_\_ Faith Based \_\_\_\_\_ Other

Have you previously conducted business with First Things First using this EIN: (Y)  (N)   
If NO, please go to the following website, download the State of Arizona Substitute W-9 Form and submit with your Application.  
[http://www.gao.az.gov/Vendor/account\\_setup\\_home.asp](http://www.gao.az.gov/Vendor/account_setup_home.asp)

In which Congressional (Federal) District is your agency? Enter District # 1  
<http://www.azredistricting.org> (click on Final Maps)

In which Legislative (State) District is your agency? Enter District # 5  
<http://www.azredistricting.org> (click on Final Maps)

Approximately how much FEDERAL funding (from a Federal Source) will your organization expend in your current fiscal year?  
\$ 7,101,400.00

What is your organization's fiscal year-end date? 6-30-2010

Accounting Method: \_\_\_\_\_ Cash  Accrual

Does your organization undergo an annual independent audit in accordance with OMB Circular A-133? Y  N

Please provide contact information of the audit firm conducting your audit:

Agency Miller, Allen & Co., P.C.

Address 5333 North 7<sup>th</sup> Street Suite 100 Phoenix, Arizona 85014

Phone Number 602-264-3888

#### B. Proposed Program Information / Description:

Amount requested: \$20,000.00

Service area of proposed program: All of Gila County

Target population of proposed program: Gila County Daycare Centers registered with First things first

Number of participants to be served: Children in regulated Quality First daycare centers

Please provide a brief description of the **proposed program** in one or two paragraphs.

This program will provide health consultation services by Child Care Health Consultants (CCHC) to regulated child care providers enrolled in Quality First. The CCHC's will provide guidance regarding health and safety issues as described in the First Things First contract to participating providers.

**C. Contact Information (Please copy this page as many times as needed.)**

**Program Agency** – Indicates person with primary contact with First Things First and is directly responsible for ensuring that the program plan is implemented. All future program correspondence will be sent to **this person**.

**Fiscal Agency** - Indicates person responsible for financial matters pertaining to this grant.

**Collaborator** – Indicates all persons/agencies that have been identified as a collaborator, partner, or host site as a requirement of this grant.

**Program Agency**

**Fiscal Agency**

**Collaborator**

Agency Gila County Division of Health and Community Services

Contact Person Lorraine Dalrymple

Address 5515 S. Apache Avenue, Suite 100

Position Health Services Program Manager

Address \_\_\_\_\_

Email ldalrymple@co.gila.az.us

City, State, Zip Globe, AZ 85501

Phone 928-402-8807 x \_\_\_\_\_ Fax 928-425-0794

County Gila

**Program Agency**

**Fiscal Agency**

**Collaborator**

Agency Gila County Division of Health and Community Services

Contact Person Lorraine Dalrymple

Address 5515 S. Apache Avenue, Suite 100

Position Health Services Program Manager

Address \_\_\_\_\_

Email ldalrymple@co.gila.az.us

City, State, Zip Globe, AZ 85501

Phone 928-402-8807 x \_\_\_\_\_ Fax 928-425-0794

County Gila

**Program Agency**

**Fiscal Agency**

**Collaborator**

Agency \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ x \_\_\_\_\_ Fax \_\_\_\_\_

County \_\_\_\_\_

## Attachment C

### KEY PERSONNEL OVERVIEW

STAFF MEMBER	BACKGROUND AND EXPERTISE OF PERSONNEL
Name: Lorraine Dalrymple Title: Public Health Nurse FTE on this project: 2%	<ul style="list-style-type: none"> <li>• Registered Nurse</li> <li>• Staff RN-Pediatrics</li> <li>• RN Pediatric home care</li> <li>• Child Care Health Consultant Certification</li> </ul>
Name: Michelle Graney Title: Public Health Nurse FTE on this project: 10%	<ul style="list-style-type: none"> <li>• Registered Nurse</li> <li>• Child Care Health Consultant Certification</li> </ul>
Name: Name: Lucinda Campbell Title: Public Health Nurse FTE on this project: 10%	<ul style="list-style-type: none"> <li>• Registered Nurse</li> <li>• Child Care Health Consultant Certification</li> </ul>
Name:  Title:  FTE on this project:	
Name:  Title:  FTE on this project:	
Name:  Title:  FTE on this project:	

**\*In addition to this overview, please attach a resume (for current personnel) or a job description (for positions to be hired) for the key individuals involved in the project.**

**Attachment D**

**DISCLOSURE OF OTHER FUNDING SOURCES**

Please list all other funding that your organization currently receives from State or Public Agencies, Federal Agencies, Non-Profit Organizations, or any other source providing funding for the proposed Program\*. Statute ARS 8-1183 provides for a prohibition on supplanting of state funds by First Things First expenditures, meaning that no FTF monies expended are to be used to take the place of any existing state or federal funding for early childhood development and health programs.

Use a continuation sheet if necessary. The following form may be reproduced with word processing software or another form may be created that contains all the information requested.

Type of Funding (Federal, State, local, other)	Received From	Amount	✓ If used for match on this grant
<b>TOTAL:</b>			0

\*This table should include only those funds that will support the program detailed in this Application.

Authorized Signature Michael A. Pastor Date 6/8/10

Michael A. Pastor  
Job Title: ~~Shirley L. Dawson~~, Chairman of the Board of Supervisors

**Attachment E**

**FIRST THINGS FIRST FINANCIAL SYSTEMS SURVEY**

Name of Applicant: Gila County Childcare Health Consultant Program

**Please answer every question by filling in the circle next to the correct answer. Attach materials and document comments as required.**

As stewards of federal and state funds, First Things First awards funds to organizations (regardless of how small or large) that are both capable of achieving project goals/objectives and upholding their responsibility for properly managing funds as they achieve those objectives.

This survey will be used primarily for initial monitoring of the organization. This survey may also be used in evaluating the financial capability of the organization in the award process. Deficiencies should be addressed for corrective action and the organization should consider procuring technical assistance in correcting identified problems.

**A. GENERAL INFORMATION**

1. Has your organization received a Federal or State Grant within the last two years?	<input checked="" type="radio"/> YES <input type="radio"/> NO
2. Has your organization completed an A-133 Single Audit within the past two years? If yes, please <b>attach</b> a complete copy of your A-133 Audit, including, but not limited to, your Management Letter, Findings and Questioned Costs.	<input checked="" type="radio"/> YES <input type="radio"/> NO
3. If your organization has not completed an A-133 Single Audit, have your financial statements been audited, reviewed or compiled by an independent Certified Public Accountant within the past two years? If yes, please <b>attach</b> a complete copy of the most recent audited, reviewed or compiled financial statements. NOTE THAT ONLY ONE COPY OF YOUR AUDIT NEEDS TO BE INCLUDED WITH THE APPLICATION MARKED "ORIGINAL". It is not necessary to include additional copies with each copy of the completed Application.	<input type="radio"/> YES <input type="radio"/> NO
4. Please <b>attach</b> a schedule showing the TOTAL federal funds (by granting agency) expended by your agency for the most recent fiscal year. Note: If your organization had an A-133 Single Audit, a copy of the "Schedule of Expenditures for Federal Awards" can be submitted. ONLY ONE COPY IS NEEDED, TO BE INCLUDED WITH THE APPLICATION MARKED "ORIGINAL"	
5. Has your organization been granted tax-exempt status by the Internal Revenue Service?	<input type="radio"/> YES <input checked="" type="radio"/> NO <input type="radio"/> N/A
6. If you answered YES to question #5, under what section of the IRS code? <input type="radio"/> 501 C (3) <input type="radio"/> 501 C (4) <input type="radio"/> 501 C (5) <input type="radio"/> 501 C (6) <input type="radio"/> Other Specify: _____	
7. Does your organization have established policies related to salary scales, fringe benefits, travel reimbursement and personnel policies?	<input checked="" type="radio"/> YES <input type="radio"/> NO

**B. FUNDS MANAGEMENT**

1. Which of the following describes your organization's accounting system?	<input type="radio"/> Manual <input checked="" type="radio"/> Automated
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2. How frequently do you post to the General Ledger?	<input type="radio"/> Combination <input type="radio"/> Daily <input checked="" type="radio"/> Weekly <input type="radio"/> Monthly <input type="radio"/> Other
3. Does the accounting system completely and accurately track the receipt and disbursements of funds by each grant or funding source?	<input checked="" type="radio"/> YES <input type="radio"/> NO
4. Does the accounting system provide for the recording of actual costs compared to budgeted costs for each budget line item?	<input checked="" type="radio"/> YES <input type="radio"/> NO
5. Are time and effort distribution reports maintained for employees working fully or partially on state or federal grant programs that account for 100% of each employee's time?	<input checked="" type="radio"/> YES <input type="radio"/> NO
6. Is your organization familiar with Federal Cost Principles (i.e. 2 CFR 220, 2 CFR 225, and 2 CFR 230)?	<input checked="" type="radio"/> YES <input type="radio"/> NO
7. How does your organization plan to charge common/indirect costs to this grant? <b>NOTE:</b> Those organizations using allocable direct charges <b>must attach</b> a copy of the methodology and calculations in determining those charges. Those organizations using a federally approved indirect cost rate <b>must attach</b> a copy of the approval documentation issued by the federal government.	<input checked="" type="radio"/> Direct Charges <input type="radio"/> Utilizing an Indirect Cost Allocation Plan or Rate

### C. INTERNAL CONTROLS

1. Are duties of the bookkeeper/accountant segregated from the duties of cash receipt or cash disbursement?	<input checked="" type="radio"/> YES <input type="radio"/> NO
2. Are checks signed by individuals whose duties exclude recording cash received, approving vouchers for payment and the preparation of payroll?	<input checked="" type="radio"/> YES <input type="radio"/> NO
3. Are all accounting entries and payments supported by source documentation?	<input checked="" type="radio"/> YES <input type="radio"/> NO
4. Are cash or in-kind matching funds supported by source documentation?	<input checked="" type="radio"/> YES <input type="radio"/> NO
5. Are employee time sheets supported by appropriately approved/signed documents?	<input checked="" type="radio"/> YES <input type="radio"/> NO
6. Does the organization maintain policies that include procedures for assuring compliance with applicable cost principles and terms of each grant award?	<input checked="" type="radio"/> YES <input type="radio"/> NO

### D. PROCUREMENT

1. Does the organization maintain written codes of conduct for employees involved in awarding or administering procurement contracts?	<input checked="" type="radio"/> YES <input type="radio"/> NO
2. Does the organization conduct purchases in a manner that encourages open and free competition among vendors?	<input checked="" type="radio"/> YES <input type="radio"/> NO
3. Does the organization complete some level of cost or price analysis for every major purchase?	<input checked="" type="radio"/> YES <input type="radio"/> NO
4. Does the organization maintain a system of contract administration to ensure Grantee conformance with the terms and conditions of each contract?	<input checked="" type="radio"/> YES <input type="radio"/> NO
5. Does the organization maintain written procurement policies and procedures?	<input checked="" type="radio"/> YES <input type="radio"/> NO

**E. CONTACT INFORMATION**

Please indicate the following information. In the event that First Things First has questions about this survey, this individual will be contacted.

Prepared By: Lorraine Dalrymple

Job Title: Health Services Program Manager

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

Phone/Fax/Email: 928-402-8807/928-425-0794/ldalrymp@co.gila.az.us

**F. CERTIFICATION**

I certify that this report is complete and accurate, and that the Grantee has accepted the responsibility of maintaining the financial systems.

  
\_\_\_\_\_  
Authorized Signature

Michael A. Pastor, Chairman of the Board of Supervisors

**F. COMMENT AND ATTACHMENTS**

Please use the space below to comment on any answers in Sections A – D. Please indicate the Section and Question # next to each comment.

Number of Attachments (please number each attachment): \_\_\_\_\_

COMMENTS:

## **Lucinda J. Campbell, RN, BSN**

1104 North Easy Street  
Payson, Arizona 85541  
1 (928) 474-2988

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### **SUMMARY**

Dynamic, energetic professional with diverse experience in health care in public health, rural hospital operations, long term care and home health operations, quality improvement, utilization review, facility expansion, program development, and infection control.

### **PROFESSIONAL EXPERIENCE**

#### **PUBLIC HEALTH NURSE II**

##### **Gila County Health Department, Payson, Arizona**

A full-service public health office serving community needs for immunizations, sexual transmitted disease testing, TB testing and management, bioterrorism preparation, women's and baby wellness. Monitoring prevalence of specific diseases in the community for trends and prevention. Provide information to community and individuals regarding specific diseases and management. (November 2006 – present)

#### **CASE MANAGER**

##### **Mesa General Hospital, Mesa, Arizona**

A metropolitan JCAHO Accredited hospital specializing in cardiac and vascular surgery as well as women's health, emergency and general medical/surgical services. Assist in coordinating discharge planning for selected needs populations. Assisting in coordination and implementation of discharge processes. Providing concurrent reviews for admission and continued stay for selected insurance entities. Monitoring and assisting staff with selection and data collections for Core Measures for CMS (Medicare) required patients. (June 2006- November 2006)

#### **DIRECTOR OF NURSING**

##### **Payson Care Center, Payson, Arizona**

A 163- bed JCAHO Accredited long term care facility serving the Rim Country in central Arizona. Services included Medicare, ALTCs, Private, Hospice and Respite care as well as outpatient treatment. Managed all operations for patient care and regulatory compliance as well as staffing, customer service and safety/infection control/quality management. Coordinated Hospice liaisons for

facility/hospice compliance. Average daily census of 105 with 3.00 PPD.  
(February 2002 – May 2006)

#### **DIRECTOR OF NURSING/STAFF NURSE**

##### **Manzanita Manor, Payson, Arizona**

A 109-bed long term care facility in central Arizona. Services included Medicare, ALTCs, Private, Hospice and Respite care as well as outpatient treatment. Managed all operations for patient care and regulatory compliance. Including staffing, supply management and safety/infection control/quality management. Average daily census of 76 with 2.75 PPD. (February 2001 – February 2002)

#### **DIRECTOR OF NURSING**

##### **Wilbarger General Hospital, Vernon, Texas**

A 99 – bed medical-surgical care hospital in rural northern Texas. Serves a population of approximately 30,000 including Wilbarger County and surrounding areas. Services include Operating Room, Emergency Room, Obstetrics, Monitored Bed Unit and Medical Surgical floor as well as Swing Bed. Service population ranges from birth to very elderly. Average daily census 25-30. FTE's responsible – approx. 95 (July 1998 – February 2001)

#### **DIRECTOR OF NURSING**

##### **Burleson St. Joseph Health Center, Caldwell, Texas**

A 37 – bed medical acute care hospital in rural central Texas, which serves a population of 12,000 countywide. Part of a twelve-facility network (St. Joseph Health System), Burleson St. Joseph Health Center is the only emergency care facility (level IV pending) in a fifty-mile radius. Inpatient services include acute medical, post-surgical, swing bed and respite patients from adolescent to old age. Average daily census 8-10. FTE's responsible - approx. 35 (July 1997 – June 1998)

#### **PERFORMANCE IMPROVEMENT COORDINATOR (CORPORATE)**

##### **Professional Nursing Services, Inc. Scottsdale, Arizona**

Home Health Company with five branches throughout Arizona serving managed care, private and Medicare populations in personal care, skilled care, 24hour care. (January 1997 – April 1997)

#### **CLINICAL DIRECTOR**

##### **Professional Nursing Services, Inc. Phoenix, Arizona**

Home health branch of a rapidly growing home health company. Private duty/managed care/Medicare populations. (December 1995 – January 1997)

#### **VICE PRESIDENT OF PATIENT CARE SERVICES**

##### **Payson Regional Medical Center, Payson, AZ**

Rural Community Hospital with 60 beds, Intensive Care Unit, OB/GYN, 8 OR's, Trauma/Urgent Care Unit serving population of 15,000. Average Daily Census 20. FTE's 210. (1993 – September 1995)

#### **DIRECTOR OF NURSING**

##### **Lewis R. Pyle Memorial Hospital, Payson, AZ**

A 44-bed, JCAHO accredited, rural hospital serving a rapidly growing residential/recreational area of north central Arizona. (1990 – 1993)

#### **NURSING QUALITY IMPROVEMENT COORDINATOR, UTILIZATION REVIEW COORDINATOR, INFECTION CONTROL PRACTITIONER, DIRECTOR OF COMMUNITY SERVICES**

##### **Lewis R. Pyle Memorial Hospital, Payson, AZ**

(1989 – 1990)

#### **MEDICAL/SURGICAL STAFF NURSE**

##### **Carl T. Hayden Veterans Administration Medical Center, Phoenix, AZ** (1977-1989)

#### **Additional Skills**

Computer Skills (Microsoft Office including Excel and Word/Windows XP etc.)

#### **Education**

BS in Nursing

Arizona State University, Tempe, AZ 1977

#### **Professional Licensure**

RN - Arizona, exp. 3-31-10

## **Affiliations/Past and Current**

**Mensa**

**Past President, Kiwanis Club of Zane Grey Country, Payson Arizona  
(1994-1995 and 2004-2005)**

**Past President, Payson Jaycees, Payson Arizona (1995)**

**Member, Kiwanis Club of Zane Grey Country, Payson, Arizona (1988- present)**

**Rim Country Hospice Foundation, Secretary (current)**

1462 E. Oak Road  
Queen, Creek, AZ  
85240

**Phone:** (480) 298-5757  
**E-mail:** [mish010206@yahoo.com](mailto:mish010206@yahoo.com)

# Michelle Graney

## OBJECTIVE

Obtain a position as a Public Health Nurse

## EMPLOYMENT

August 2006 – Present

### *Travel Nurse*

PPR HealthCare  
Jacksonville Beach, FL

- Specializing in Intensive Care
- Managing Care of Critically ill patients as well as post operative patients with unstable coexisting medical conditions

January 2004-July 2006

### *Registered Nurse*

St. Luke's Medical Center  
Milwaukee, WI

- Neurosurgical Intensive Care Unit
- Charge Nurse for 16 bed unit
- Member of STAT/Stroke Rapid Response Team
- Member of NCC Committee
- Preceptor for Graduate Nurses
- Member of JCAHO Preparation Committee

January- December 2003

### *Nurse Intern*

St. Luke's Medical Center  
Milwaukee, WI

- Hands on training for registered nursing role
- Developed time management, prioritizing, and delegation skills

August 2000 – Jan. 2003

### *Patient Care Attendant*

St. Luke's Medical Center  
Milwaukee, WI

- Assisted nurses with patient care
- In-patient rehabilitation program assistant

## QUALIFICATIONS/ABILITIES

- ACLS/BLS
- NIH Certified
- CVVH Certified

## **EDUCATION**

### ***Associate Degree of Nursing***

**Milwaukee Area Technical College (MATC)**

- **Graduated with honors: G.P.A: 3.8**
- **Phi Theta Kappa**
- **Lamp of Knowledge Award**
- **All-USA Academic Team**
- **President of Student Nurses Association**
- **Secretary of Wisconsin Student Nurse Association**

***REFERENCES AVAILABLE UPON REQUEST***

# Chris Phillips

P.O. Box 891 San Carlos AZ, 85550 (928) 475-4734 clphillips@co.gila.az.us

## Experience

### *Accounting Clerk*

July 2007-Current Gila County Health Department, Globe, AZ

- Key Data and prepare batches for precessing which involved sorting, alphabetizing, and running tapes to verify hash account totals.
- Prepare Contractor Expenditure Reports for entire Health Department
- Research and expedite payment, and respond to inquiries by telephone or in writing.
- Sort documents; code, log, review for accuracy; match supporting invoices to General Ledger; and verify invoices for payment

### *Assistant to Library Manager*

November 2001-September 2002 San Carlos Public Library, San Carlos,AZ

- Trained Staff on DRA cataloging system for book check out.
- Assisted more than 55 patrons daily, in person and by phone.
- Answered Telephones, open and log mail, meet and greet visitors, and assist in other clerical functions.
- Utilized Microsoft Office Suite to prepare monthly reports.
- Authorized to carry all keys with access to safes and personnel records.

### *Visitor Services*

July 1998-October 1998 Heard Museum, Phoenix, AZ

- Assisted more than 200 customers daily, in person and by phone.
- Sold guided tours for the museums major exhibit.
- Managed front counter sales, generating sales in excess of \$1,000 daily.
- Answered telephones, meet and greet visitors, and assisted receptionist with other clerical duties.
- Have experience in manual cashiering system and postage machine.

### *Telemarketer*

August 1997-February 1998 Dial America Marketing, Tempe, AZ

- Adjusted sales scripts to better target the needs and interests of specific individuals.
- Delivered prepared sales talks, reading from scripts that described products and services, in order to persuade potential customers to purchase a product or service.
- Explained products or services and prices, and answered questions from customers.

## Education

*Eastern Arizona College, Thatcher AZ*

- A.A. Sociology
- A.A. Elementary Education

# Lorraine Dalrymple

HCO2 Box 774  
Globe, AZ 85501  
Home Phone: (928) 425-9598

**Objective:** Director of Nursing

## Qualifications:

- Enthusiastic, energetic worker, excellent in a team setting.
- People skills with strong ability in written and oral communication.
- Organized and detail-oriented; accustomed to handling diverse responsibilities.
- Self directed with proven leadership and decision-making skills.

## Licensure and Education

**REGISTERED NURSE** – State of New Jersey (1995), State of Arizona (2005)

**DIPLOMA, NURSING** – Muhlenburg Regional Medical Center – School of Nursing, Plainfield, NJ

**AD in Science/Nursing**, Union County College (1995)

- Member of Phi Theta Kappa Iota XI Chapter
- Graduated with honors, GPA 3.76

**Sawyer School of Business**, Elizabeth, NJ (1972) Secretarial Degree.

## Certifications and Continuing Education Credits

**BLS for Healthcare Providers**

**Preventing and Managing Pediatric Infectious Disease: Latest Nursing Care Strategies.** 15 contact hours.

## Employment

**Director of Nursing**, Gila County Division of Health and Community Services, Globe, AZ  
(2/03 – present)

Responsibilities include but not limited to:

- Performs nursing supervision
- Performs skilled professional public health nursing service to implement agency programs
- Practicing knowledge of communicable diseases and prevention thereof
- Professional and practicing knowledge of vaccine administration for both children and adults
- Conducts epidemiological investigations of vaccine preventable diseases and communicable diseases.
- Conducts various clinics throughout Gila County

**Public Health Nurse I**, Gila County Division of Health and Community Services, Globe, AZ  
(09/01-02/03)

Responsibilities include but not limited to:

- practicing knowledge of communicable diseases and prevention thereof
- Professional and practicing knowledge of vaccine administration for both children and adults
- Conducts epidemiological investigations of vaccine preventable diseases and communicable diseases.
- Conducts various clinics throughout Gila County

**Staff RN-Pediatrics, Plainfield Health Center, Plainfield, NJ (11/96-7/01)**

Responsibilities include but not limited to:

- Assessing and administering appropriate vaccines according to CDC recommendations.
- Assessing and preparing patients for pediatric well-care and urgent care visits
- Assisting doctors, and administering treatments and medications ordered.
- Tracking abnormal labs and initiating appropriate follow-up according to policies and doctors orders.
- Tracking of immunizations of patients to ensure compliance with the VFC program and TOTS criteria.
- Communicating with various government agencies, school nurses, and hospital staff.

**Head Nurse-Assisted Living (Weekends), Fellowship Village, Bedminster, NJ (3/96 -2/97)**

Responsibilities include but not limited to:

- Overseeing and supervising care of patients by LPN's and Nursing Assistants.
- Assessing patient status and recording any changes in patient conditions.
- Administration of medications and treatments for patients.

**Staff RN Respiratory Unit , Overlook Hospital, Summit, NJ (8/96-10/96)**

Responsibilities include but not limited to:

- Assessment of patients in Respiratory Unit.
- Administration of treatments and medications per doctors orders.
- GT Care, feedings and medication administration.
- Monitoring of O<sub>2</sub> saturations, trach care and suctioning.

**RN-Pediatric Home Care (part-time), Answercare Inc., Wachtung, NJ (11/95-12/95)**

Responsibilities include but not limited to:

- GT Care, feedings and administrating medications.
- Apnea and O<sub>2</sub> saturation monitoring.
- Trach care and suctioning PRN.

**Nursing Assistant (part-time), Overlook Hospital, Summit, NJ (5/94-7/95)**

Responsibilities include but not limited to:

- Assisting RN's with direct patient care.
- Helping patients perform ADL's
- Performing and recording vital signs and monitoring i&).

**Hostess (part-time), Charlie Brown's Steakhouse, Greenbrook, NJ (9/95-2/96)**

**Hostess (part-time), Tijuana Joe's Restaurante & Cantina, N. Plainfield, NJ (94-9/95)**

**Vice President/Secretary, Lor'Don's Interiors, Inc., N. Plainfield, NJ (1974-1992)**

Responsibilities include but not limited to:

- Building and maintaining solid relationships.
- Placing a premium on clear communications and high standards of performance.
- Overseeing the fabrication and delivery of finished products.

## Line Item Budget

### LINE ITEM BUDGET – USE IF LISTING MATCHING FUNDS

While you must use this format, you may reproduce it with Word Processing or Spreadsheet software. Limit your budget line items to the following categories: Personnel, Fringe Benefits, Professional Services, Travel, Pass-Through (i.e. Sub grants), Other Operating Expenses and Administrative/Indirect Costs.

**Budget period: July 1, 2009 – June 30, 2010**

Budget Category	Line Item	Requested Funds	** Matching Funds/ Source	Total Cost
<b>Personnel and Fringe Benefits</b>				
Personnel	None	None	None	\$0.00
Fringe Benefits				
<b>Contracted Services/Professional Services</b>				
Contract services	None	None	None	\$0.00
<b>Travel</b>				
Out of State:	None	None	None	\$0.00
In State:	Travel and per diem	\$3,000.00		\$3,000.00
<b>Pass Through</b>				
Sub grants	None	None	None	\$0.00
<b>Supplies and Other Operating</b>				
Supplies and Other Operating Expenses	Computer, equipment, printing, educational materials/incentives, teaching supplies	\$15,000.00	None	\$15,000.00
<b>Subtotal Direct Program Costs:</b>		<b>\$18,000.00</b>	<b>\$ None</b>	<b>\$18,000.00</b>
<b>Administrative/Indirect Costs</b>				
Indirect Costs	Indirect cost	\$2,000.00	\$0.00	\$2,000.00
<b>Total</b>		<b>\$20,000.00</b>	<b>\$0.00</b>	<b>\$20,000.00</b>

\*As shown, a line item budget justification for each component **MUST** be included in the proposal that describes the procedure for determining the cost of budget categories. Detail in the line item budget narrative strengthens proposals. See the following page for budget narrative format.

\*\* Matching Funds are not required, but if listed, are subject to monitoring by First Things First.

Authorized signature Michael A. Pastor Date 6/3/10

Job Title Michael A. Pastor, Chairman of the Board of Supervisors