



Request for City Council Committee Action From the Department of Inspections

Date: June 1, 2005
To: Health and Human Services
Referral: Ways and Means Committee

Subject: Requesting permission to proceed with a Request for Proposal for a Program Analyst as required by NACCHO grant activities

Recommendation:

That your Committee authorize the proper city officials to release a Request for Proposal for a program analyst to perform duties as required by the continuation grant application *Linking Advanced Practice Centers* submitted to the National Association of County and City Health Officials by Hennepin County in April, 2005, of which the City of Minneapolis is a sub-grantee.

Prepared or Submitted by: Curt Fernandez, Environmental Management and Safety

Approved by:

Henry Reimer, Director Inspections

Rocco Forte', Assistant City Coordinator

John Moir, City Coordinator

Presenter in committee: Curt Fernandez, Lori Olson

Financial Impact (Check those that apply)

- No financial impact (If checked, go directly to Background/Supporting Information)
- Action requires an appropriation increase to the Capital Budget
- Action requires an appropriation increase to the Operating Budget
- Action provides increased revenue for appropriation increase
- Action requires use of contingency or reserves
- Other financial impact (Explain): Request is covered by grant funds.
- Request provided to the Budget Office when provided to the Committee Coordinator

Background/Supporting Information

In April of this year, staff of Hennepin County Environmental Health/Food Safety submitted a grant application to the National Association of County and City Health Officials for continuation of a grant funded through the US Centers for Disease Control titled *Linking Advanced Practice Centers*. The application continues services provided by Ramsey and Hennepin Counties and the cities of Minneapolis and St. Paul during the past year in planning responses to potential threats to food, water and safety during a disaster or public health emergency. As a sub-grantee, the City of Minneapolis Environmental Health/Food Safety section has a key role in the project.

The revised grant request requires a Program Analyst to complete deliverables for the Minneapolis portion of the project. The budget provides for compensation of over \$50,000 per year which requires that an RFP be issued for the position. We are requesting that the appropriate officials be authorized to do this. The RFP will not be released until the city's Permanent Review Committee has examined the document and given approval.