1. Meeting Materials

   Documents:

   04-01-2020 AGENDA DOCS.PDF

BEFORE THE BOARD OF COUNTY COMMISSIONERS
CASCADE COUNTY, MONTANA

RESOLUTION 20-14

IN THE MATTER OF A BUDGET
APPROPRIATION WITHIN CASCADE COUNTY
SOLID WASTE FUND

WHEREAS, Cascade County provides Solid Waste services for the public through Republic Services, Inc.; and

WHEREAS, the utilization of these services varies greatly from year to year making it difficult to accurately predict the amount to budget for both the revenues and expenses; and

WHEREAS, an unanticipated increase in the cost of recycling of materials collected at our solid waste sites has occurred resulting in a projected need of an increase $20,000 in spending authority which will be offset from existing solid waste cash reserves; and

WHEREAS, a budget amendment is necessary to increase the revenue and expenditures budgets by $20,000 each, effective April 1, 2020; and

WHEREAS, pursuant to Section 7-6-4006, M.C.A. 2017, the Board of County Commissioners has the power to appropriate funds within the budget; and

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of County Commissioners of Cascade County the appropriation is to be made as detailed in Attachment A;

DATED this 1st day of April, 2020.

BOARD OF COUNTY COMMISSIONERS
CASCADE COUNTY, MONTANA

_____
James L. Larson, Chairman

_____
Jane Weber, Commissioner

_____
Joe Briggs, Commissioner

Attest

_____
Rina Fontana Moore, Cascade County Clerk and Recorder

* APPROVED AS TO FORM:
Josh Racki, County Attorney

_____
Deputy County Attorney

* THE COUNTY ATTORNEY HAS PROVIDED ADVICE AND APPROVAL OF THE FOREGOING DOCUMENT LANGUAGE ON BEHALF OF THE BOARD OF CASCADE COUNTY COMMISSIONERS, AND NOT ON BEHALF OF OTHER PARTIES OR ENTITIES. REVIEW AND APPROVAL OF THIS DOCUMENT BY THE COUNTY ATTORNEY WAS CONDUCTED SOLELY FROM A LEGAL PERSPECTIVE AND FOR THE EXCLUSIVE BENEFIT OF CASCADE COUNTY. OTHER PARTIES SHOULD NOT RELY ON THIS APPROVAL AND SHOULD SEEK REVIEW AND APPROVAL BY THEIR OWN RESPECTIVE COUNSEL.

REQUEST FOR BUDGET APPROPRIATION

Date: 3/30/2020

To: Cascade County Board of Commissioners

Attachment A

Program Name: Solid Waste Disposal

CFDA #

Contract #

Responsible Department: Clerk & Recorder

Prepared by: Rina Moore

Please approve the following budget changes:

	Fund	Dept	Function	Account	Budgeted Amount	Increase (Decrease)	Amended Budget
Expenses							
Acct #	5410	518	C0800	300.350	$ 15,000	$ 20,000	$ 35,000
Acct #					-	-	-
Acct #					-	-	-
Acct #					-	-	-
Acct #					-	-	-
Acct #					-	-	-
Acct #					-	-	-
Acct #					-	-	-
Acct #					-	-	-
Acct #					-	-	-
Acct #					-	-	-
Acct #					-	-	-
Acct #					-	-	-
Acct #					-	-	-
					$ 15,000	20,000	35,000
Revenues							
Acct #					$ -	$ -	$ -
Acct #					$ -	$ -	$ -
					$ -	$ -	$ -

Explanation of budget changes:

Pacific Steel Charges for recycling of appliances and those costs have gone up.
At this time no increase to homeowners is planned, therefore the additional budget will be appropriated from the fund balance.
The off-set to the increase in expenditures will come from existing reserves.

Changes authorized by:

3/30/20

Department Head Signature or Elected Official Signature — Date

Mary Embleton 3/30/2020

Mary Embleton, Budget Officer — Date

Rina Fontana Moore

Print Name

Budget Performance Report

Fiscal Year to Date 03/27/20

Include Rollup Account and Rollup to Object

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund **5410 - Solid Waste Disposal**										
REVENUE										
Department **000 - Revenue**										
34										
34.3044	Solid Waste Permits Sold	3,500.00	.00	3,500.00	430.00	.00	3,070.00	430.00	88	4,024.75
	34 - Totals	$3,500.00	$0.00	$3,500.00	$430.00	$0.00	$3,070.00	$430.00	88%	$4,024.75
36										
36.2000	Miscellaneous Revenues	5,500.00	.00	5,500.00	667.50	.00	8,602.47	(3,102.47)	156	10,785.13
36.3020	RSID Assessments	1,100,000.00	.00	1,100,000.00	.00	.00	624,356.75	475,643.25	57	1,118,277.00
36.3040	P & I Special Assessments	.00	.00	.00	.00	.00	5,247.43	(5,247.43)	+++	9,457.24
	36 - Totals	$1,105,500.00	$0.00	$1,105,500.00	$667.50	$0.00	$638,206.65	$467,293.35	58%	$1,138,519.37
37										
37.1010	Interest Earnings	6,800.00	.00	6,800.00	.00	.00	4,738.24	2,061.76	70	8,600.63
	37 - Totals	$6,800.00	$0.00	$6,800.00	$0.00	$0.00	$4,738.24	$2,061.76	70%	$8,600.63
	Department **000 - Revenue** Totals	$1,115,800.00	$0.00	$1,115,800.00	$1,097.50	$0.00	$646,014.89	$469,785.11	58%	$1,151,144.75
Department **518 - Recycling**										
36										
36.7010	Recycling	7,000.00	.00	7,000.00	1,400.90	.00	6,402.65	597.35	91	7,697.11
	36 - Totals	$7,000.00	$0.00	$7,000.00	$1,400.90	$0.00	$6,402.65	$597.35	91%	$7,697.11
	Department **518 - Recycling** Totals	$7,000.00	$0.00	$7,000.00	$1,400.90	$0.00	$6,402.65	$597.35	91%	$7,697.11
	REVENUE TOTALS	$1,122,800.00	$0.00	$1,122,800.00	$2,498.40	$0.00	$652,417.54	$470,382.46	58%	$1,158,841.86
EXPENSE										
Department **267 - Solid Waste Disposal**										
Function **C0800 - Solid Waste Services**										
200										
200.220	Operating Supplies	250.00	.00	250.00	.00	.00	.00	250.00	0	.00
200.230	Repair & Maint. Supplies	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
	200 - Totals	$750.00	$0.00	$750.00	$0.00	$0.00	$0.00	$750.00	0%	$0.00
300										
300.311	Postage	7,480.00	.00	7,480.00	16.24	.00	5,320.07	2,159.93	71	10,691.89
300.320	Printing & Typing	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	0	5,540.30
300.341	Electric	3,500.00	.00	3,500.00	253.52	.00	1,905.93	1,594.07	54	3,091.07
300.344	Heating Fuel	3,500.00	.00	3,500.00	51.32	.00	1,212.73	2,287.27	35	2,014.50
300.345	Sanitation	312,000.00	.00	312,000.00	22,838.97	.00	199,512.45	112,487.55	64	275,618.22
300.350	Professional Services	20,400.00	.00	20,400.00	1,500.00	.00	12,000.00	8,400.00	59	18,000.00
300.360	Repair & Maint. Services	26,600.00	.00	26,600.00	1,800.00	.00	14,400.00	12,200.00	54	21,600.00
300.390	Other Purchased Services	720,000.00	.00	720,000.00	54,714.17	.00	511,738.01	208,261.99	71	737,429.42
	300 - Totals	$1,099,480.00	$0.00	$1,099,480.00	$81,174.22	$0.00	$746,089.19	$353,390.81	68%	$1,073,985.40
500										
500.510	Insurance	14,909.00	.00	14,909.00	.00	.00	14,908.14	.86	100	15,458.52
500.530	Rental	14,705.00	.00	14,705.00	1,053.84	.00	10,777.18	3,927.82	73	14,168.64

Budget Performance Report

Fiscal Year to Date 03/27/20

Include Rollup Account and Rollup to Object

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund	**5410 - Solid Waste Disposal**									
EXPENSE										
Department	**267 - Solid Waste Disposal**									
Function	**C0800 - Solid Waste Services**									
	500 - Totals	$29,614.00	$0.00	$29,614.00	$1,053.84	$0.00	$25,685.32	$3,928.68	87%	$29,627.16
800										
800.810	Losses	.00	.00	.00	.00	.00	.00	.00	+++	333.00
	800 - Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$333.00
Function	**C0800 - Solid Waste Services** Totals	$1,129,844.00	$0.00	$1,129,844.00	$82,228.06	$0.00	$771,774.51	$358,069.49	68%	$1,103,945.56
Function	**K0400 - Depreciation**									
800										
800.830	Depreciation/Retained Ear	.00	.00	.00	.00	.00	.00	.00	+++	4,080.00
	800 - Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$4,080.00
Function	**K0400 - Depreciation** Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	+++	$4,080.00
Department	**267 - Solid Waste Disposal** Totals	$1,129,844.00	$0.00	$1,129,844.00	$82,228.06	$0.00	$771,774.51	$358,069.49	68%	$1,108,025.56
Department	**518 - Recycling**									
Function	**C0800 - Solid Waste Services**									
300										
300.350	Professional Services	15,000.00	.00	15,000.00	.00	.00	12,614.80	2,385.20	84	16,363.76
	300 - Totals	$15,000.00	$0.00	$15,000.00	$0.00	$0.00	$12,614.80	$2,385.20	84%	$16,363.76
Function	**C0800 - Solid Waste Services** Totals	$15,000.00	$0.00	$15,000.00	$0.00	$0.00	$12,614.80	$2,385.20	84%	$16,363.76
Department	**518 - Recycling** Totals	$15,000.00	$0.00	$15,000.00	$0.00	$0.00	$12,614.80	$2,385.20	84%	$16,363.76
	EXPENSE TOTALS	$1,144,844.00	$0.00	$1,144,844.00	$82,228.06	$0.00	$784,389.31	$360,454.69	69%	$1,124,389.32
Fund	**5410 - Solid Waste Disposal** Totals									
	REVENUE TOTALS	1,122,800.00	.00	1,122,800.00	2,498.40	.00	652,417.54	470,382.46	58%	1,158,841.86
	EXPENSE TOTALS	1,144,844.00	.00	1,144,844.00	82,228.06	.00	784,389.31	360,454.69	69%	1,124,389.32
Fund	**5410 - Solid Waste Disposal** Totals	($22,044.00)	$0.00	($22,044.00)	($79,729.66)	$0.00	($131,971.77)	$109,927.77		$34,452.54
	Grand Totals									
	REVENUE TOTALS	1,122,800.00	.00	1,122,800.00	2,498.40	.00	652,417.54	470,382.46	58%	1,158,841.86
	EXPENSE TOTALS	1,144,844.00	.00	1,144,844.00	82,228.06	.00	784,389.31	360,454.69	69%	1,124,389.32
	Grand Totals	($22,044.00)	$0.00	($22,044.00)	($79,729.66)	$0.00	($131,971.77)	$109,927.77		$34,452.54

Trial Balance Listing

Through 03/27/20
Detail Balance Sheet Listing
Exclude Rollup Account

Account	Account Description	Balance Forward	YTD Debits	YTD Credits	Ending Balance	Prior Year YTD Balance
Fund	**5410 - Solid Waste Disposal**					
101.000	Cash	548,974.65	670,296.24	889,906.50	329,364.39	338,817.04
118.000	2000 Sp Assess & Prior	6,959.50	.00	.00	6,959.50	6,959.50
118.010	'01 Delq. Spec. Asses Rec	1,016.50	.00	.00	1,016.50	1,016.50
118.020	'02 Spec. Asses Rec	1,121.00	.00	.00	1,121.00	1,121.00
118.030	'03 Spec. Asses Rec	1,092.50	.00	.00	1,092.50	1,092.50
118.040	'04 Spec. Asses Rec	1,206.50	.00	.00	1,206.50	1,206.50
118.050	'05 Spec. Asses Rec	1,178.00	.00	.00	1,178.00	1,178.00
118.060	'06 Spec. Asses Rec	2,432.00	.00	.00	2,432.00	2,432.00
118.070	'07 Spec. Asses Rec	3,101.75	.00	.00	3,101.75	3,101.75
118.080	'08 Spec. Asses Rec	4,624.50	.00	.00	4,624.50	4,624.50
118.090	'09 Spec. Asses Rec	7,102.50	.00	.00	7,102.50	7,102.50
118.100	'10 Spec. Asses Rec	6,967.50	.00	90.00	6,877.50	6,967.50
118.110	'11 Spec. Asses Rec	10,717.50	.00	90.00	10,627.50	10,717.50
118.120	'12 Spec. Asses Rec	12,806.00	.00	300.00	12,506.00	13,001.00
118.130	'13 Spec Asses Rec	18,416.00	.00	420.00	17,996.00	18,836.00
118.140	'14 Spec. Assec Rec	21,450.00	.00	600.00	20,850.00	21,810.00
118.150	'15 Spec. Assec Rec	24,720.00	.00	840.00	23,880.00	25,620.00
118.160	'16 Spec. Asses Rec	27,840.00	.00	1,200.00	26,640.00	29,160.00
118.170	'17 Spec. Asses Rec	32,610.00	.00	2,070.00	30,540.00	36,230.00
118.180	18' Spec Asses Rec	81,190.00	.00	38,370.00	42,820.00	466,190.00
118.190	'19 Spec Asses Rec	77,340.00	983,860.00	598,050.00	463,150.00	.00
122.100	All for Uncollected A/R	(15,818.59)	.00	.00	(15,818.59)	(15,485.59)
123.000	A/R Revenue Accrual	726.00	.00	726.00	.00	.00
131.000	Due From Other Funds	.00	205.00	205.00	.00	.00
181.000	Land	47,379.00	.00	.00	47,379.00	47,379.00
182.000	Buildings	81,599.00	.00	.00	81,599.00	81,599.00
183.000	Allowance for Dep. Bldg.	(42,500.00)	.00	.00	(42,500.00)	(38,420.00)
184.000	Improv Other Than Bldgs.	58,396.90	.00	.00	58,396.90	58,396.90
184.100	Allow for Dep Improvement	(58,396.90)	.00	.00	(58,396.90)	(58,396.90)
186.000	Machinery & Equipment	24,723.20	.00	.00	24,723.20	24,723.20
187.000	Allowance for Depr.M & E	(24,722.40)	.00	.00	(24,722.40)	(24,722.40)
202.000	Accounts Payable	(105,297.74)	890,125.95	784,828.21	.00	(330.00)
223.300	Deferred Rev-Spec. Asses.	.00	642,030.00	1,000,793.25	(358,763.25)	(331,408.25)
260.200	Assigned Fund Balance	(772,476.07)	.00	.00	(772,476.07)	(733,943.53)
289.100	Investments in Fixed Assets	(86,478.80)	.00	.00	(86,478.80)	(90,558.80)
	Fund Revenues	.00	17,659.25	670,076.79	(652,417.54)	(672,090.24)
	Fund Expenses	.00	784,608.76	219.45	784,389.31	756,073.82
	Fund **5410 - Solid Waste Disposal** Totals	$0.00	$3,988,785.20	$3,988,785.20	$0.00	$0.00
	Grand Totals	$0.00	$3,988,785.20	$3,988,785.20	$0.00	$0.00

April 1, 2020 **Contract 20-34**

Agenda Action Report
Prepared for the
Cascade County Commission

ITEM:	**Contract 20-34** **Amendment Number One** **Task Order 20-07-6-11-008-0** **PHEP – COVID-19 Response**
INITIATED AND PRESENTED BY:	**Trisha Gardner, Health Officer** **City-County Health Department**
ACTION REQUESTED:	**Approval of Contract 20-34**

BACKGROUND:

The purpose of this Task Order is to upgrade and enhance local public health capacity to respond to events**, and COVID-19** impacting the public health, through planning, assessment and development of preparedness and response activities defined by the CDCs Public Health Preparedness Capabilities Planning Guide. Resources are intended to assist county and tribal health departments sustain and/or progress toward achieving the 15 public health preparedness capabilities and other activities that promote safer and more resilient communities.

TERM: March 16, 2020 - March 15, 2021

AMOUNT: $ 110,140.00 (COVID-19 Response)

RECOMMENDATION: Approval of Contract 20-34.

TWO MOTIONS PROVIDED FOR CONSIDERATION:

MOTION TO APPROVE:
Mr. Chairman, I move that the Commission **APPROVE** Contract 20-34, Amendment Number One, Task Order 20-07-6-11-008-0, PHEP – COVID-19 Response.

MOTION TO DISAPPROVE:
Mr. Chair, I move that the Commission **DISAPPROVE** Contract #20-34, Amendment Number One, Task Order 20-07-6-11-008-0, PHEP – COVID-19 Response.

CONTRACT

20-34

AMENDMENT NUMBER ONE
TO TASK ORDER NUMBER 20-07-6-11-008-0

A TASK ORDER having been made and entered into between the Montana Department of Public Health and Human Services (Department) and (Contractor), now appears to need amending. The DEPARTMENT and the CONTRACTOR now agree, for good consideration, to hereby amend Sections 2, 3, 5, 6 & 9 of the Task Order as follows (added language is in **bold face** and deleted language is ~~interlined~~):

SECTION 2: PURPOSE

The purpose of this Task Order is to upgrade and enhance local public health capacity to respond to events**, and COVID-19** impacting the public health, through planning, assessment and development of preparedness and response activities defined by the CDCs Public Health Preparedness Capabilities Planning Guide. Resources are intended to assist county and tribal health departments sustain and/or progress toward achieving the 15 public health preparedness capabilities and other activities that promote safer and more resilient communities. The fifteen public health capabilities are: Public Health Surveillance and Epidemiological Investigation, Community Preparedness, Public Health Laboratory Testing, Medical Countermeasure Dispensing, Medical Materiel Management and Distribution, Responder Safety and Health, Emergency Operations Coordination, Emergency Public Information and Warning, Information Sharing, Non-Pharmaceutical Intervention, Medical Surge, Volunteer Management, Community Recovery, Fatality Management, and Mass Care.

The Contractor's jurisdiction is considered the primary service area for this task order. The Task Order requires the Contractor to work with a coalition of agencies and organizations involved in emergency preparedness to continue and enhance work completed in prior grant years.

SECTION 3: SERVICES TO BE PROVIDED

A. The Contractor shall provide the following services:

1) through 16) Remain the same.

17) Complete all deliverables in Attachment A1: COVID-19 Response.

B. The Department agrees to provide the following services:

1) Provide allocation of funds based upon the deliverables specified in Public Health Emergency Preparedness Deliverable Guide, Budget Period 19-1901 (Attachment A) **and Attachment A1.**

2) Reimburse the Contractor for actual and necessary expenditures in accordance with the Public Health Emergency Preparedness Deliverable

Guide, Budget Period 19-1901 (Attachment A) **and Attachment A1**.

3) Provide guidelines, templates, formats, requirements and evaluation criteria for each deliverable Public Health Emergency Preparedness Deliverable Guide, Budget Period 19-1901 (Attachment A) **and Attachment A1**.

4) through 7) Remain the same

8) Provide in a timely manner and according to pre-established and mutually agreed upon timelines any review, input or approval of obligations outlined in this Task Order and/or the Public Health Emergency Preparedness Deliverable Guide, Budget Period 19-1901 (Attachment A) **and Attachment A1**.

9) through 11) Remain the same

SECTION 5: COMPENSATION

In consideration of the services provided through this Task Order, the Department will pay the Contractor a total of $118,387 for the period of July 1, 2019 – June 30, 2020, $118,387 for the period of July 1, 2020 – June 30, 2021, and $118,387 for the period of July 1, 2021 – June 30, 2022.

Payments will be made for satisfactory execution of required deliverables submitted in accordance with the schedule detailed below. Each deliverable will be reviewed by the Task Order liaison, or representative, for satisfactory work before payment is released. Payments will be made within 30 days after its receipt and approval by the Department. The Department will reimburse the Contractor for performance as required in the four quarters of the Public Health Emergency Preparedness Deliverable Guide, Budget Period 19-1901 (Attachment A). Upon successful completion and submission of quarterly reports and stand-alone deliverables, payment will be issued as follows:

Task Order period July 1, 2019 – June 30, 2020

1) through 4) Remain the same

Task Order period July 1, 2020 – June 30, 2021

5) through 8) Remain the same

Task Order period July 1, 2021 – June 30, 2022

9) through 12) Remain the same

The Department will pay the Contractor a total of $110,140 for COVID-19 Response funding the period of March 16, 2020 – March 15, 2021.

1) **Upon execution of this amendment a payment of $55,070 payment will be issued.**

2) **The second payment of $27,535 will be issued no later than 30 days after receipt of the deliverable due by September 15, 2020, as outlined in Attachment A1.**

3) **The final payment of $27,535 will be issued no later than 30 days after receipt of the deliverable due by March 1, 2021, as outlined in Attachment A1.**

The Department shall have the right at any time to request additional documentation concerning Contractor expenditures and activities. The Department may withhold payment at any time during the term of the task order if the Contractor is failing to perform its duties and responsibilities in accordance with the terms of this task order. Additionally, payment or partial payment may be withheld if a required deliverable is not submitted, submitted late, or considered unsatisfactory in either form or content. It will be the Department's discretion to determine if they will agree to another submittal deadline or to a replacement or substitute for a required deliverable.

SECTION 6: SOURCE OF FUNDS AND FUNDING CONDITIONS

A. The source of funds for this Task Order is Montana's Public Health Emergency Preparedness Cooperative Agreement with Centers for Disease Control and Prevention, CFDA # 93.069 **and CFDA # 93.354.** Any funds not completely expended must be returned to the Department upon completion of the then current term.

B. through K. Remains the same

SECTION 9: SCOPE OF TASK ORDER

This task order consists of 10 numbered pages, ~~and~~ **Amendment One~~,~~** Attachment A**, and Attachment A1**.

IN WITNESS THEREOF, the parties through their authorized agents have executed this task order on the dates set out below:

MONTANA DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES

By: _____ Date _____

Todd Harwell, Administrator
Department of Public Health & Human Services
Public Health & Safety Division
1400 Broadway B201
Helena MT 59620-2951
(406) 444-4141

BOARD OF COUNTY COMMISSIONERS
CASCADE COUNTY MONTANA

By: _____ Date _____

James L. Larson, Chairman

By: _____ Date: _____

Jane Weber, Commissioner

By: _____ Date: _____

Joe Briggs, Commissioner

ATTEST

On this ____ day of ____, 2019, I hereby attest the above-written signatures of Joe Briggs, and James Larson, and Jane Weber Cascade County Commissioners.

_____
Rina Fontana Moore, Clerk & Recorder

* APPROVED AS TO FORM:
Josh Racki, County Attorney

_____
DEPUTY COUNTY ATTORNEY

* THE COUNTY ATTORNEY HAS PROVIDED ADVICE AND APPROVAL OF THE FOREGOING DOCUMENT LANGUAGE ON BEHALF OF THE BOARD OF CASCADE COUNTY COMMISSIONERS, AND NOT ON BEHALF OF OTHER PARTIES OR ENTITIES. REVIEW AND APPROVAL OF THIS DOCUMENT BY THE COUNTY ATTORNEY WAS CONDUCTED SOLELY FROM A LEGAL PERSPECTIVE AND FOR THE EXCLUSIVE BENEFIT OF CASCADE COUNTY. OTHER PARTIES SHOULD NOT RELY ON THIS APPROVAL AND SHOULD SEEK REVIEW AND APPROVAL BY THEIR OWN RESPECTIVE COUNSEL.

COVID-19 Response

(Attachment A1)

Public Health Crisis Response Cooperative Agreement

2020 – 2021 Required Activities Guidance

Montana Department of Public Health & Human Services
Public Health Emergency Preparedness

Table of Contents

Period 1	C-3
Period 2	C-7

Introduction

On March 6, 2020, the President signed into law the Coronavirus Preparedness and Response Supplemental Appropriations Act, 2020 (Coronavirus Supplemental). This act provides funding to prevent, prepare for, and respond to Coronavirus Disease 2019 (COVID-19). The CDC is activating the Cooperative Agreement for Emergency Response: Public Health Crisis Response, an unfunded grant program that streamlines the process for disbursing funds for emergency response. DPHHS PHEP applied for and was approved for this unfunded award several years ago and renewed it in 2018. The COVID-19 event we are experiencing now is exactly what the CDC envisioned when it initiated the program. This process is the reason that funding is so quickly available after Congress and the President approved it. You can visit www.cdc.gov/phpr/readiness/funding-crisis.htm for more information about this supplemental funding program.

This is one-time award will be disbursed in several phases. PHEP will distribute 50% of the allocated funds to local health jurisdictions (LHJ) at the start of the crisis response award cycle. LHJs will receive the balance of the money in three additional payments as remuneration for the completion of the requirements for this cooperative agreement. This agreement is defined in the COVID-19 Task Order with the jurisdiction and this guidance document.

The award can be used for costs incurred on or after January 20, 2020 for certain public health expenses related to surveillance, epidemiology, laboratory capacity, infection control, mitigation, communications, and other preparedness and response activities **associated with** COVID-19 operations.

Funds cannot be used to supplant existing state or federal funds awarded by other sources, nor used to match funding on other state or federal awards.

COVID-19 Award Requirements

The Coronavirus Supplemental deliverable requirements are separate from those of the PHEP 1901-02 Cooperative Agreement for the 2020-2021 budget period. Deliverable requirements are divided into two periods rather than quarters. See Figure 1 for the time periods and due dates for the COVID-19 specific progress report.

Crisis Response Progress	Report Due Schedule	
Period 1	March 23 – September 30	Due September 30
Period 2	October 1 – March 31	Due March 31

These requirements are separated by the domains as defined in the CDC's Public Health Emergency and Response Capabilities National Standards, October 2018. They are also ordered in number and designated with "CVD" rather than by a category initialism as used with the standard PHEP agreement. You will find the familiar deliverable categories are listed under each domain by the closest related Capability Standard.

Figure 2 is the list of the deliverable requirements for each period. These deliverables are specifically designed to capture the details of the activities your local health jurisdictions are performing during COVID-19 operations.

You will describe the completion of the requirements at the end of each period using a web-based progress report, namely Formstack. Those forms are available by the end of March 2020.

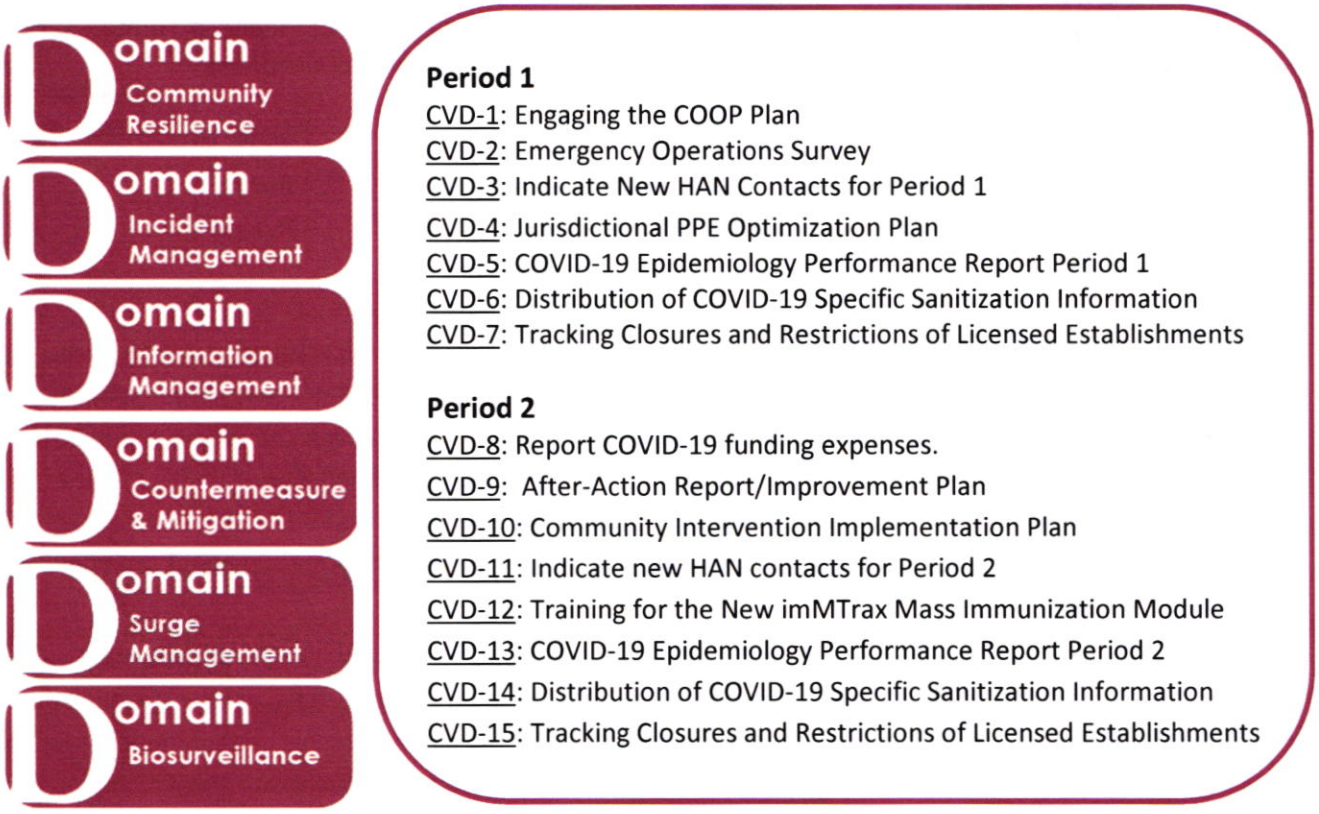
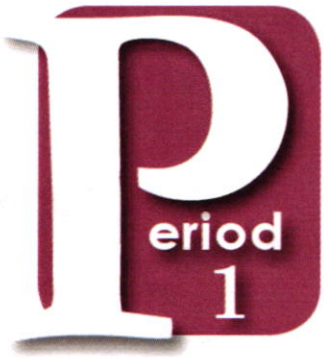


Figure 2.



Requirements for Period 1

Due September 30

Continuity of Operations

Jake Brown, 444-1305, jacob.brown@mt.gov

CVD-1: Engaging the COOP Plan

Guidance:

The progression of the COVID-19 pandemic prompted many businesses to close, schools to turn to alternate methods of instruction, and events to cancel. Some did this by order from public health agencies or government officials, and some did it preemptively. Your office may have also enacted these social distancing practices, but public health is at the heart of the COVID-19 response. This was the opportunity to use your COOP plan in a real-life scenario to make sure your agency kept running.

To fulfill this requirement:

Answer the following questions on the progress report:

- Did your staff work remotely or in a location other than your office or Emergency Operations Center?
  - If so, where?
  - If so, are they still working remotely?
- Did your agency formally activate your COOP plan?
- If your COOP was activated, did it work to provide staff with needed equipment and resources to continue your operations?

Planning

Luke Fortune, 444-1281, lfortune@mt.gov

CVD-2: Emergency Operations Survey

Guidance:

Emergency planning, training, and exercising can give us only a limited view of how things will really happen when we face an actual event. We are interested in the following information from our local and tribal public health partners while the onset of the COVID-19 response is still fresh in your minds.

- Did you activate an internal ICS in your public health agency?
- Did your health department combine with emergency management and other partners for a single ICS? Or did your jurisdiction set up Unified Command?
- Was your health officer or board of health part of incident command?
- What was the length of operational periods?

- Did you develop incident action plans (IAP) for each operational period?
- What plans did your jurisdiction activate?

To fulfill this requirement:

- Answer the questions on the progress report.

Health Alert Network

Gerry Wheat, 444-6736, gwheat@mt.gov

CVD-3: Indicate New HAN Contacts for Period 1

Guidance:

Communications and information become vital during any emergency response. During both the H1N1 and the Ebola responses, many people requested to be added to HAN distribution lists at both the local and state levels. This deliverable asks you to track the number and types of new contacts that asked you to include them on your distribution lists.

To fulfill this requirement:

- Answer this question on the progress report: Did you add any NEW contacts to your HAN distribution list during the initial phases of your COVID-19 response?

  If yes, indicate the number of each:

  - New or additional staff
  - Healthcare providers
  - Food establishments
  - Sanitarians
  - School contacts
  - Childcare facilities
  - Hospital contacts
  - Long term care facilities
  - Laboratory contacts
  - Pharmacy contacts
  - Emergency management contacts
  - Volunteer organizations
  - Fire/Law/EMT services
  - Others (Describe)

Emergency Medical Countermeasures

Matt Matich, 444-6072, mmatich@mt.gov

CVD-4: Jurisdictional PPE Optimization Plan

Guidance:

The COVID-19 response intensified the shortage of personal protective equipment for all healthcare providers. Acquiring an adequate amount of PPE for your jurisdiction and ensuring all ESF8 partners in the community have enough to provide their services is challenging when the supply is short. The CDC provided early guidance for optimizing PPE, such as masks, gloves, and gowns.

Early requests to DPHHS were declined because local stocks were not yet in danger of depleting, nor did requestors provide their own strategies for how to make the most of their existing PPE. Even supplies for

restocking are limited, and resources must be conserved responsibly. A plan to optimize the use of limited supplies of PPE ensures a responsible and effective resource management.

To fulfill this requirement:

1. Assemble your jurisdiction's ESF8 representatives to discuss PPE optimization planning.
2. Using CDC guidance, work with your partners to develop a PPE optimization plan and agreement for the healthcare entities in your jurisdiction.
3. Submit a copy of the plan to the progress report.

Epidemiology

Jenn Miller, 444-3165, jennifer.miller@mt.gov

CVD-5: COVID-19 Epidemiology Performance Report Period 1

Guidance:

Write a short paragraph summary stating what epidemiology you have performed on a local level during Period 1. The report should include items such as contact tracing, quarantine of contacts, working with providers on assessment of suspect cases, and other related items.

To fulfill this requirement:

- Provide the requested report on the progress report for Period 1.

Food & Water Safety

Alicia Love, 444-5303, alicia.love@mt.gov

CVD-6: Distribution of COVID-19 Specific Sanitization Information

Guidance:

The CDC is continually updating and revising guidance and information for cleaning and sanitizing against COVID-19. The DPHHS Food and Consumer Section is compiling this information for distribution to licensed establishments for the safety of consumers. FCS will routinely provide updated information in both Periods.

To fulfill this requirement:

1. Routinely share provided materials regarding COVID-19 with licensed facilities.
1. Track any communication shared with licensed establishments. Logs should include:
    a. Date information was shared
    b. What information was shared
    c. Who it was sent to
    d. How it was distributed (email, Facebook, telephone, mail, etc.)
2. Upload logs and information shared to the Period 1 progress report.

CVD-7: Tracking Closures and Restrictions of Licensed Establishments

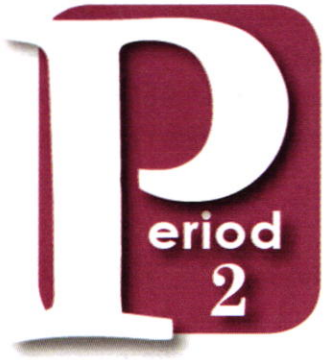
Guidance:

Many of the jurisdictions in the state have taken a variety of measures to protect the public from community spread of COVID-19. These measures have included closing or restricting many licensed establishments, either through the Governor's declaration, jurisdictional order or voluntary concern. To keep the State updated about local level impacts, registered sanitarians need to report the required information.

To fulfill this requirement:

1. Keep State of Montana informed on all licensed establishment closures and restrictions.
1. Email closures and restrictions to: hhsfcs@mt.gov
2. At the end of Period, report current licensed facility closures and restrictions.

Information: Periodic checks will be done throughout the quarter to ensure current information is sent.



Requirements for Period 2

Due March 31

Budget

Dan Synness, 444-6927, dsynness@mt.gov

CVD-8: Report COVID-19 funding expenses.

Guidance:

DPHHS PHEP uses budget information to track and report how jurisdictions use COVID-19 Crisis Response funds at the local level. This information is crucial and included in PHEP's progress report to CDC for this specific supplemental funding.

Staffing Summary: Provide the total *number of staff* supported by the COVID-19 supplemental funding, then provide the *total number of FTE* supported by the funding.

Actual Budget: Provide the actual budget in the following categories 1) staff, 2) contractual, 3) equipment, 4) emergency fund, 5) other – describe.

In-Kind and Direct Estimates: Provide an estimate of either in-kind or direct funding in your jurisdiction that is supporting the efforts of this grant. Categories include: 1) Payroll, 2) Utilities, 3) Rent, 4) Other. You cannot use other federally funded grants for this match, including PHEP funds.

Equipment Inventory List: Report the purchase (or contribution to a purchase) of a single item costing more than $5,000.

To fulfill this requirement:

1. Track the required information over the two periods of the supplemental funding.
2. Report the required information on the progress report for Period 2.

Exercise

Gary Zimmerman, 444-3045, gzimmerman@mt.gov

CVD-9: After-Action Report/Improvement Plan

Guidance:

The close of the COVID-19 response funding period may or may not coincide with the end of operations. PHEP does require an AAR/IP for these operations, however, to ensure that your observations of what went well and what needs changed are used. AAR/IPs are due 90 days from the conclusion of operations. It is possible that you will not have an AAR/IP at the end of Period 2. In these instances, PHEP will work with each jurisdiction for completion plans and dates depending on operations.

A COVID-19 specific AAR template will be available for your use. It will have some specific questions for you to consider in addition to the standard AAR format. Your situation for completing an AAR could depend on the nature of your operational response. If you part of a unified command or other incident management structure and you did not conduct your own operations, your AAR/IP may have to include their findings as well. PHEP will provide additional guidance.

To complete this requirement:

1. Conduct or participate in the briefings following the closing of your public health COVID-19 operations.
2. Develop your public health AAR/IP using the PHEP Emergency Preparedness and Response Capabilities.
    - Make sure it is HSEEP compliant.
    - We highly recommend using the COVID-19 specific template.
    - Remember to include the plans used and the processes within those plans

Planning

Luke Fortune, 444-1281, lfortune@mt.gov

CVD-10: Community Intervention Implementation Plan

Guidance:

Funding recipients must develop a brief community intervention implementation plan for highly infectious diseases. The intention of this document is to outline the collaborative efforts for implementing non-pharmaceutical intervention plans at the community level. It must that describe how the local or tribal jurisdiction will achieve three mitigation goals.

1) Slow transmission of disease.
2) Minimize morbidity and mortality.
3) Preserve healthcare, workforce, and infrastructure functions and minimize social and economic impacts.

Develop the plan with your community response partners. Use the experiences you have learned from the COVID-19 response. The document must be a jurisdictional level approved document involving commissioners or council members, health board and health officer, local hospitals and healthcare facilities, and emergency managers. Suggested strategies include, but are not limited to, the following.

- Adapting the appropriate NPI for community level implementation to minimize potential spread and reduce morbidity and mortality of highly infectious disease
- Ensure integration of community mitigation interventions with health system preparedness and response plans and interventions.
- Plan and adapt for disruption of public services caused by community spread and interventions used to prevent infection
- Defining phases and conditions based on situational awareness for implementation of community level interventions
- Defining roles and responsibilities for implementation
- Referring to the appropriate risk communication and public information plans and structures

To fulfill this requirement:

1. Create a planning group with the appropriate emergency response partners, elected officials, healthcare representatives, and appropriate stakeholders to develop the Community Intervention Implementation Plan.

2. Develop and write the plan for approval by your jurisdictional leadership.
3. Upload an electronic copy of the plan to the progress report.

NOTE: If your community already has a Community Intervention Implementation Plan, update or revise that plan with the appropriate partners and upload it to the progress report.

Health Alert Network

Gerry Wheat, 444-6736, gwheat@mt.gov

CVD-11: Indicate new HAN contacts for Period 2

Guidance:

Communications and information become vital during any emergency response. During both the H1N1 and the Ebola responses, many people requested to be added to HAN distribution lists at both the local and state levels. It is also possible that some decide to stop receiving the messages, so you might have a net reduction over the course of the response. This deliverable asks you to track the number and types of new contacts that asked you to include them.

To fulfill this requirement:

1. Answer these two questions on the progress report:
   a. Did you add any NEW contacts to your HAN distribution list during the initial phases of your COVID-19 response?
   b. Did you remove any of the new contacts you had added from Period 1?
2. Indicate on the progress report the number of NEW contacts for Period 2 for each below. Also give the number of contacts you removed during Period 2 that you originally added during Period 1.

- New or additional staff
- Healthcare providers
- Food establishments
- Sanitarians
- School contacts
- Childcare facilities
- Hospital contacts
- Long term care facilities
- Laboratory contacts
- Pharmacy contacts
- Emergency management contacts
- Volunteer organizations
- Fire/Law/EMT services
- Others (Describe)

Domain
Countermeasure & Mitigation

Immunization

Michelle Funchess, 444-2969, mfunchess@mt.gov

CVD-12: Training for the New imMTrax Mass Immunization Module

Guidance:

The Immunization Section will be providing a new module for imMTrax. Local health jurisdictions must make staff available to participate in one web-based training on this module. Opportunities for the training are not available at the time of publishing this guidance but will be advertised and provided when the module is installed. The Immunization Section will provide more guidance.

To fulfill this requirement:

1. Participate in a web-based training for the imMTrax module.
2. Submit participant information on the progress report.

Domain
Biosurveillance

Epidemiology

Jenn Miller, 444-3165, jennifer.miller@mt.gov

CVD-13: COVID-19 Epidemiology Performance Report Period 2

Guidance:

Write a short paragraph summary stating what epidemiology you have performed on a local level during Period 2. The report should include items such as contact tracing, quarantine of contacts, working with providers on assessment of suspect cases, and other related items.

To fulfill this requirement:

- Provide the requested report on the progress report for Period 2.

Food & Water Safety

Alicia Love, 444-5303, alicia.love@mt.gov

CVD-14: Distribution of COVID-19 Specific Sanitization Information

Guidance:

The CDC is continually updating and revising guidance and information for cleaning and sanitizing against COVID-19. The DPHHS Food and Consumer Section is compiling this information for distribution to licensed establishments for the safety of consumers. FCS will routinely provide updated information in both Periods.

To fulfill this requirement:

1. Routinely share provided materials regarding COVID-19 with licensed facilities.
2. Track any communication shared with licensed establishments. Logs should include:
    a. Date information was shared
    b. What information was shared

c. Who it was sent to
d. How it was distributed (email, Facebook, telephone, mail, etc.)

3. Upload logs and information shared to the Period 2 progress report.

CVD-15: Tracking Closures and Restrictions of Licensed Establishments

Guidance:

Many of the jurisdictions in the state have taken a variety of measures to protect the public from community spread of COVID-19. These measures have included closing or restricting many licensed establishments, either through the Governor's declaration, jurisdictional order or voluntary concern. To keep the State updated about local level impacts, registered sanitarians need to report the required information.

To fulfill this requirement:

1. Keep State of Montana informed on all licensed establishment closures and restrictions.
2. Email closures and restrictions to: hhsfcs@mt.gov
3. At the end of Period, report current licensed facility closures and restrictions.

Information: Periodic checks will be done throughout the quarter to ensure current information is sent.

BEFORE THE BOARD OF COUNTY COMMISSIONERS
CASCADE COUNTY, MONTANA **RESOLUTION 20-15**

IN THE MATTER OF A RESOLUTION REQUESTING ELECTION ADMINISTRATOR RINA FONTANA MOORE CONDUCT THE JUNE 2, 2020 PRIMARY ELECTION AS A MAIL BALLOT ELECTION

WHEREAS, Executive Orders 2-2020 and 3-2020 declare that a state of emergency exists in Montana due to the global outbreak of COVID-19 Novel Coronavirus; and

WHEREAS, Montana Governor Steve Bullock on March 25, 2020 issued a Directive Implementing Executive Orders 2-2020 and 3-2020 and providing for measures to implement the 2020 June primary election safely; and

WHEREAS, the Governor's Directive permits Counties in Montana to conduct the June 2, 2020 primary election under the mail ballot provisions of Title 13, Chapter 19 and includes measures required for safe registration and voting; and

WHEREAS, Section 13-19-202, MCA authorizes a governing body to request that a particular election be conducted under the mail ballot provisions of Title 13, Chapter 19; and

WHEREAS, the Cascade County Commissioners on March 20, 2020 declared a Public Health Emergency in Resolution 2020-13 and

WHEREAS, a polling place election poses risks to the health and safety of voters, poll workers, and non-voters alike; and

WHEREAS, the Centers for Disease Control and Prevention recommends election officials "[e]ncourage mail-in methods of voting if allowed in the jurisdiction," and "[e]ncourage early voting, where voter crowds may be smaller throughout the day";

NOW, THEREFORE, BE IT RESOLVED that the Board of County Commissioners hereby request that Election Administrator Rina Fontana Moore conduct the June 2, 2020 Primary under the mail ballot provisions of Title 13, Chapter 19 and in accordance with the Governor's March 25, 2020 Directive Implementing Executive Orders 2-2020 and 3-2020 and providing for measures to implement the 2020 June primary election safely.

RESOLUTION 20-15

DATED this 1st day of April, 2020.

BOARD OF COUNTY COMMISSIONERS
CASCADE COUNTY, MONTANA

_____
James L. Larson, Chairman

_____
Jane Weber, Commissioner

_____
Joe Briggs, Commissioner

Attest

_____
Rina Fontana Moore,
Cascade County Clerk and Recorder

* APPROVED AS TO FORM:

Josh Racki, County Attorney

_____
DEPUTY COUNTY ATTORNEY

* THE COUNTY ATTORNEY HAS PROVIDED ADVICE AND APPROVAL OF THE FOREGOING DOCUMENT LANGUAGE ON BEHALF OF THE BOARD OF CASCADE COUNTY COMMISSIONERS, AND NOT ON BEHALF OF OTHER PARTIES OR ENTITIES. REVIEW AND APPROVAL OF THIS DOCUMENT BY THE COUNTY ATTORNEY WAS CONDUCTED SOLELY FROM A LEGAL PERSPECTIVE AND FOR THE EXCLUSIVE BENEFIT OF CASCADE COUNTY. OTHER PARTIES SHOULD NOT RELY ON THIS APPROVAL AND SHOULD SEEK REVIEW AND APPROVAL BY THEIR OWN RESPECTIVE COUNSEL.