AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: MOU; Immunize Colorado

Action Requested: County Manager Signature

Parties to the Agreement:

Term Begins: **Term Ends:** **Grant Contract #:**

Summary:

MOU for Vista Volunteer to assist the HHS department in increasing Immunization rates for the community. This will be a regional position with Gunnison as the host community

Fiscal Impact:

Submitted by: Randy Morgan **Submitter's Email Address:** rmorgan@gunnisoncounty.org

Finance Review: (●) Required ( ) Not Required

Comments:
No concerns, travel reimbursement costs can be covered. ln

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 7/23/2020

County Attorney Review: (●) Required ( ) Not Required

Comments:
ok db 7/29/20

Reveiwed by: GUNCOUNTY1\dBaumgarten Discharge Date: 7/29/2020 Certificate of Insurance Required Yes ( ) No (●)

County Manager Review:

Comments:

Reveiwed by: GUNCOUNTY1\mbirnie Discharge Date: 7/31/2020

(●) Consent Agenda ( ) Regular Agenda ( ) Worksession Time Allotted: 0

Agenda Date: 8/4/2020

Revised April 2015

Colorado Immunity Corps
Host Site MOU

Memorandum of Understanding (MOU) Between Immunize Colorado

&

Gunnison County Health and Human Services

This Memorandum of Understanding (MOU) establishes a collaborative partnership between the above entities from **August 17, 2020 through August 16, 2021** (subject to change).

This document defines the responsibilities of **Immunize Colorado** as the Project Sponsor and **Gunnison County Health and Human Services** as the Project Host Site with respect to the assignment of one VISTA member to perform services as listed in the VISTA Assignment Description (see Appendix A).

The obligations of the parties hereto are subject to and governed by the terms and conditions of the Memorandum of Agreement between the Corporation for National & Community Service (CNCS) and the Immunize Colorado, CNCS Project Number 20VSWCO001, which is incorporated herein by reference, and federal laws and regulations and CNCS policies applicable to the project, or which may become applicable to it subsequent to the execution of this Memorandum of Understanding (MOU).

1. As the Project Sponsor, **Immunize Colorado** will:
    a. Serve as the Fiscal Agent and overall administrator for the grant and provide overall supervision of the grant, provide assistance to the Project Host Sites and VISTA members in support of grant implementation, and be the liaison between Project Host Sites, VISTA members and the Corporation for National and Community Service.
    b. Comply with the provisions of the Memorandum of Agreement between the Corporation for National & Community Service and Immunize Colorado.
    a. Oversee recruitment, screening, placement and onboarding processes of all members.
        i. Develop VISTA Assignment Descriptions (see Appendix A), position applications, and recruitment materials to allow for local recruitment efforts by the Project Host Site as well as state and national recruitment to be performed by Immunize Colorado.
        ii. Assist with the recruitment, interviewing, and selection of VISTA member candidates when requested by the Project Host Site.

iii. Arrange adequate placements of members per Project Host Site (see number listed above) for the duration of this Memorandum of Understanding. (subject to the availability of funding)

i. If necessary, transfer VISTA member(s) from one placement to another to comply with terms and provisions of the grant or upon the request of the VISTA member with the approval of CNCS. In this scenario, Project Host Sites will be given 14 days' notice.

b. Provide orientation and training for VISTA members and Project Host Site Supervisors throughout the program year.

c. Provide VISTA members with program-related tools and resources to support them in meeting their assignment description activities, including reporting forms, handbooks, toolkits and an email account to be used in all communications with Immunize Colorado program staff.

d. Coordinate program-wide data collection and reporting requirements for all members and Project Host Sites.

e. Serve as the Fiscal Agent and overall administrator for the grant and program financials, including, but not limited to:

i. Serving as a liaison between members and CNCS to ensure payment of members' living stipends, offering of health insurance and child care benefit, and education award (dependent on service completion)

ii. Mileage reimbursement for members who must travel more than 60 miles to attend Immunize Colorado trainings, in addition to funds for lodging and per diems

iii. Branded VISTA and Immunize Colorado clothing and/or gear for members to wear while serving

2. As the Project Host Site, **Gunnison County Health and Human Services** will:

a. Provide a Host Site Supervisor for day-to-day supervision of the activities of the member(s) as an in-kind contribution to the program.

b. Market VISTA member position opportunities through local networks and be actively engaged in the interviewing and selection process of final candidate(s) as able. Immunize Colorado will assist with candidate recruitment and selection as needed.

c. Communicate details of solo member travel related to position activities for the program year, professional development opportunities that will be offered through the Project Host and/or its network and summary of in-kind contribution costs to the Project Sponsor.

d. Provide the member(s) site-specific orientation and training at the beginning of their term of service.

e. Use the approved VISTA Assignment Description(s) (Appendix A) as the primary source of tasks and responsibilities to ensure program fidelity.

f. Ensure that VISTA members dedicate an average of 40 hours per week to their approved VISTA work plans and assignment description to address the community needs

identified in the approved Project Sponsor Application. Immunize Colorado will track VISTA member's personal and sick leave on a monthly basis. Project Host Sites should use their existing policies and procedures to account for a VISTA member's actual work schedule and hours served.

g. Schedule regular meetings (preferably weekly, but at minimum twice per month) between the Host Site Supervisor and the member(s) to discuss the project, activities, member goals and other topics as needed.
h. Provide adequate working space, materials, supplies, and access to a phone to permit the member to perform their assigned duties. Providing member(s) with a computer is strongly encouraged, but not required if the Host Site can describe the reason they are not able to provide a computer, in which case Immunize Colorado will work with the Host Site to secure one.
i. Ensure that the VISTA member is reimbursed for all local travel associated with the project. Mileage reimbursement should be done in accordance with the Project Host Site's existing policies and procedures. Ensure appropriate form(s) are completed.
j. Allow the member to participate in scheduled professional development and training opportunities, site visits, and conference calls. The member will be required to attend trainings identified by Immunize Colorado but should be offered local training opportunities as well.
k. Allow the member(s) to participate in disaster relief/emergency response efforts as directed by CNCS.
l. Allow the VISTA member to participate in Days of Service (e.g., MLK Day of Service, National Volunteer Week, Make A Difference Day) should activities be organized by Immunize Colorado or in the community where the VISTA member is serving.
m. Inform the Immunize Colorado Program Director of any changes in status of the member and other concerns related to the program, including personnel changes at the Host Site Organization that impact the member's position.
n. The Project Host Site agrees to provide project updates via quarterly Project Progress Reports (PPR) with member input in accordance with a schedule set by Immunize Colorado.

3. Joint Responsibilities

Both parties to the Memorandum of Understanding shall:

a. Make every reasonable effort to ensure that the health and safety of the VISTA members are protected during the performance of their assigned duties. Neither the Project Sponsor (Immunize Colorado) nor the Project Host Site shall assign or require VISTA members to perform duties which would jeopardize their safety or cause them to sustain injuries.

b. Ensure that persons selected as VISTA members are not related by blood or marriage to Project Host Site staff, Project Sponsor staff, officers or members of the Project Host Site's or the Project Sponsor Site's boards of directors, or responsible program staff at CNCS.
c. Neither the Project Sponsor nor the Project Host Site has the discretion or authority to dismiss or separate a member from service; CNCS is the sole authority that can terminate a member's term of service. The Project Site should document any performance or behavior issues and immediately report them to Immunize Colorado's Program Director. The Program Director and Executive Director of Immunize Colorado will report such incidences to CNCS and resolve them in accordance with rules governing the grant. This is necessary to provide members due process.

4. Non-Discrimination & Sexual Harassment
    a. No person with responsibilities in the operation of the project shall discriminate against any VISTA member, member of the staff of, or beneficiary of the project with respect to any aspect of the project on the basis of race, religion, color, national origin, sex, sexual orientation, age, disability, political affiliation, marital or parental status, or military service.
    b. Sexual harassment is a form of discrimination based on sex, which is prohibited as addressed directly above. As a recipient of federal financial assistance from CNCS, the Project Sponsor and Project Host Site are responsible for violations of the prohibition against sexual harassment and for taking corrective action and/or disciplinary action if violations occur. Such sexual harassment violations include:
        i. Acts of "quid pro quo," sexual harassment where a supervisor demands sexual favors for service benefits, regardless of whether the Project Sponsor or Project Host Site, their agents, or supervisory employees should have known of the acts.
        ii. Unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature which have the purpose or effect of creating an intimidating, hostile, or offensive service environment.
        iii. Acts of sexual harassment toward fellow VISTA members or non-employees, where the Project Sponsor or Project Host Site, their agents, or supervisory employees knew or should have known of the conduct, unless they took immediate and appropriate corrective action.

5. Legal Restrictions

VISTA members' service should emphasize the mobilization of local human, financial, and material resources, the transference of skills to community residents, and the expansion of the capacity of the low-income community to solve its own problems. VISTA members should NOT perform administrative duties except for those related to the goals and objectives identified in their work plan.

The Project Host Site agrees that no VISTA member assigned under this MOU shall participate in:

a. Partisan and non-partisan political activities, including voter registration.
b. Direct or indirect attempts to influence passage or defeat of legislation or proposals by initiative petition.
c. Labor or anti-labor organization or related activities.
d. Religious instruction, worship services, proselytization, or any other religious activity as an official part of their duties.
e. Activities providing a direct benefit to a for-profit business or entity.
f. Providing abortion services or referrals for receipt of such services.

The Project Host Site further agrees not to:

g. Carry out projects involving the member which may result in the identification of such projects with partisan or non-partisan political activities, including voter registration activities or providing voters transportation to the polls.
h. Assign members to activities that would result in the hiring or displacement of employed workers, filling-in for absent employees or supervisors, or impairing existing contracts for services.
i. Approve the involvement of member in planning, initiating, participating in, or otherwise siding or assisting in any demonstrations whatsoever.
j. Accept, or permit the acceptance of, compensation from the members or from beneficiaries for the service of the members.

6. Modifications

This Memorandum of Understanding may be amended at any time by an agreement in writing executed by authorized representatives of the Project Sponsor and Project Host Site.

7. Termination
   a. Immunize Colorado will use the above provisions to determine continued eligibility of Gunnison County Health and Human Services to be a Project Host Site. Failure to comply with any of the roles and responsibilities as outlined in this MOU will result in responsive and corrective action to include removal of the VISTA member placed at the Host Site. In this case, Immunize Colorado will provide 14 days' notice of termination of and/or member removal/transfer from the project.
   b. Any termination of the contract between the Immunize Colorado as the Project Sponsor and Corporation for National & Community Service will result in the termination of all provisions of this Memorandum of Understanding.

Signatures for MEMORANDUM OF UNDERSTANDING between **Immunize Colorado** and **Gunnison County Health and Human Services**.

Signature: K. Waters	**Signature:**
Katie Waters	**[Name]**
Program Director	**[Title]**
Immunize Colorado	**Gunnison County Health and Human Services**
Date: 7/16/2020	**Date:**

APPENDIX A –
VISTA Assignment Description

Colorado Immunity Corps
VISTA Assignment Description (VAD)

Updated: June 4, 2020

TITLE	AmeriCorps VISTA Immunization Outreach and Education Coordinator
SPONSORING ORGANIZATION	Immunize Colorado (formerly Colorado Children's Immunization Coalition)
PROJECT NAME	Colorado Immunity Corps (CO-mmunity Corps)
PROJECT NUMBER	20VSWCO001
PROJECT PERIOD(S)	06/01/2020 – 05/31/2021 07/06/2020 – 07/05/2021 08/03/2020 – 08/02/2021
SITE NAME	Multiple sites available across Colorado
FOCUS AREA(S)	Healthy Futures – Access to Care
NOTE	

VISTA Assignment Objectives & Member Activities

PROJECT GOAL	The Immunization Outreach and Education Coordinator VISTA member will build the capacity of their host site by developing and implementing local immunization activities that promote education and access to immunizations and primary services for low-income students and families who are un- or under-insured, live in a medically underserved or rural area, and/or experience economic disadvantage; individuals experiencing homelessness and/or substance use disorders; incarcerated and formerly incarcerated individuals; and/or immigrant and refugee populations in Colorado. VISTA efforts will move people out of poverty by creating more touch points with the healthcare system, improving a community's access to primary and preventative care visits (which can help alleviate and prevent the expensive costs associated with infectious diseases and other costly health issues), and promoting communities that are healthy, productive and thriving. As a result of the VISTA member's service, 100 individuals will be served through immunization outreach and/or education events, 25 volunteers will be recruited to implement the events and six organizations will receive capacity building services to improve and/or expand their programming, services, and/or communications.
OBJECTIVE	Perform assessment of community needs and assets related to immunization access and education to inform interventions (Months 1-3 of assignment)
MEMBER ACTIVITIES	1) Analyze state and local immunization data from multiple sources, utilizing tools from the Colorado Department of Public Health and Environment, Immunize Colorado, Centers for Disease Control and Prevention and others with input and support from host site and program staff. a) Interpret and summarize data, including methods of analysis b) Determine gaps in coverage and opportunities for improvement

	c) Include data on health disparities when available
	2) Assess existing community programs, organizations, events and other assets to the promotion and delivery of immunizations at the local level a) Meet with program site staff and experts to review community assets b) Meet with relevant community stakeholders such as school health professionals and administrators, local clinicians, parent engagement forums
	3) With input and support from host site, propose community-specific strategies for improving vaccine education and primary care access points
OBJECTIVE	Implement and/or expand intervention(s) that increase demand for vaccinations at the community-level through education, outreach and/or communication initiatives. (Month 4-12 of service)
MEMBER ACTIVITIES	1) Identify and recruit necessary stakeholders and volunteers needed for successful implementation a) Recruit and coordinate subject matter experts to provide education and/or work alongside subject matter experts to develop communications, education sessions and outreach messages/materials b) Coordinate roles and responsibilities across stakeholders c) Manage stakeholder group communications and engagement
	2) Oversee intervention management and reporting a) Utilize and/or expand use of existing technologies to enhance the success of education interventions, and for accurate vaccination reporting efforts b) Coordinate event details, volunteer schedules, etc. c) Collect and report aggregate data, including, but not limited to, the number of organizations engaged, the number of individuals served and outcome data from education events.
	3) Summarize intervention successes/barriers and create succession plan
OBJECTIVE	Implement and/or expand intervention(s) that increase access to vaccinations and connections to primary care, such as community-based immunization clinics (Month 4-12 of service)
MEMBER ACTIVITIES	1) Identify, recruit and coordinate necessary stakeholders and volunteers needed for successful implementation a) Coordinate roles and responsibilities across stakeholders b) Manage stakeholder group communications and engagement
	2) Coordinate resources, logistics, and partner relationships to carry out intervention a. Plan, market and provide follow-up for events b. Utilize and/or expand use of existing technologies to enhance the success of education interventions, and for accurate vaccination reporting efforts
	3) Collect, analyze and report aggregate outcome data from intervention including, but not limited to, the number of people served, and the number of people immunized (if applicable)
	4) Follow-up and collaborate with stakeholders and community members to determine intervention successes and areas for future improvement. Create succession plan, if necessary.

ABOUT COLORADO IMMUNITY CORPS

The Colorado Immunity Corps (CO-mmunity Corps) is a statewide AmeriCorps VISTA program managed by Immunize Colorado. VISTA members in this program complete their year of service at a local public health agency or community-based organization to support local immunization activities and public health promotion in rural and high-need areas across Colorado. Positions are available at the following sites:

- Chaffee County Public Health in Salida
- Delta County Health Department in Delta
- Garfield County Public Health in Glenwood Springs
- Immunize Colorado in Aurora
- Jefferson County Public Health in Lakewood
- Weld County Department of Public Health and Environment in Greeley

The goal of CO-mmunity Corps is to 1) improve access to immunizations and linkages to primary care services through school- or community-based immunization clinics and 2) increase healthcare provider and community member educational opportunities that highlight the importance and safety of immunizations as well as how to access primary care services.

POSITION SUMMARY

The Immunization Outreach and Education Coordinator is a year-long, full-time national service position which will work closely with community partners to promote access to primary care and improve immunization rates through community-based immunization clinics and education and outreach events. With support from staff members at host sites and Immunize Colorado, the AmeriCorps VISTA Immunization Outreach and Education Coordinator will be responsible for the organization, promotion, implementation and evaluation of these interventions. This position will report to the site supervisor and Immunize Colorado Program Director. Applicants to this position should have strong communication and interpersonal skills and the ability to act independently as well as on a team. This position is a great opportunity to make a true impact on the health of communities in Colorado.

POSITION REQUIREMENTS

Eligible applicants will meet the following requirements:

- Lawful citizen, national or permanent resident alien of the US
- At least 18 years old at the time of application
- Willing to undergo and meet criteria of required criminal background check(s)
- HS diploma or GED; Bachelor's degree strongly preferred
- Have a valid driver's license and own vehicle (site dependent)
- Bilingual/proficient in Spanish preferred

DESCRIPTION OF DUTIES

The Immunization Outreach and Education Coordinator will:

- Develop working relationships and partnerships with key community partners such as healthcare providers, pharmacies, school health personnel, community-based organizations (such as homeless shelters, family resource centers, food banks, etc.) and local public health professionals;
- Recruit medical professionals, volunteers and subject matter experts to support immunization outreach and education events;
- Create and promote marketing materials to event-specific audiences;
- Coordinate clinic and education event logistics including supplies and data collection and evaluation tools;
- Collect, aggregate, analyze and report clinic and/or educational event data;
- Attend required trainings, including the in-person orientation, in-person mid-service training and monthly webinars;
- Conduct follow-up activities for clinic and educational events;
- Develop a community-specific framework for immunization stakeholder engagement;
- Support immunization data activities for local public health agencies

POSITION REQUIREMENTS

Eligible applicants will meet the following requirements:

- Lawful citizen, national or permanent resident alien of the US
- At least 18 years old at the time of application
- Willing to undergo and meet criteria of required criminal background check(s)
- HS diploma or GED; Bachelor's degree strongly preferred
- Have a valid driver's license and own vehicle (site dependent)
- Bilingual/proficient in Spanish preferred

DESIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work alongside local partners to advance immunization access and education as described in the position description;
- Commitment to health promotion and equity;
- College graduate with relevant coursework;
- Strong written and verbal communication;
- Highly motivated and able to work independently with moderate supervision;
- Adaptable, practical, energetic, and intrinsically motivated;
- Professional, respectful, and brings a positive attitude;
- Ability to thrive and be flexible in a dynamic environment;
- Ability to work collaboratively as a member of a team including being respectful of the needs, commitments and timelines of others;
- Strong organizational skills with ability to complete duties accurately and with attention to detail;
- Ability to process and handle confidential information with discretion;
- Skilled in data collection and analysis as well as using computer applications including spreadsheet, database and word processing software.

BENEFITS

- Living stipend dispersed on a bi-monthly basis
- Health insurance available
- Child care assistance available

- Relocation and settling in allowance
- Loan forbearance and deferment for qualified student loans
- Segal AmeriCorps Education Award upon successful completion of the program which can be used to pay educational expenses at post-secondary institutions or to repay qualified student loans
- Non-competitive eligibility status for one year following successful completion of service, which enables application to federal jobs without having to go through the standard public competitive selection process
- Professional development, networking and rich public health insurance

TRAINING

In addition to optional professional development opportunities, CO-mmunity Corps members will be ***required*** to attend/complete the following trainings:

- Two-day online orientation sponsored by Immunize Colorado
- Two-day mid-service training sponsored by Immunize Colorado in the Denver Metro area (subject to change)
- Monthly training webinars
- CO-mmunity Corps online curriculum
- Required AmeriCorps/VISTA trainings and webinars

APPLICATION PROCESS

Positions are available in counties across Colorado. Applications will only be accepted online at My AmeriCorps https://my.americorps.gov/mp/login.do.

For more information about the program, please visit https://www.immunizecolorado.org/healthcare-professionals/americorps-program or contact us at icoffice@childrenscolorado.org.