King County Accountable Community of Health (KCACH), Executive Committee

DECISION MEMO: Backbone 2.0 Contract with King County

Memo prepared by: King County Backbone Staff on behalf of Co-Chairs
Date prepared: July 13, 2017
Date of proposed action: July 17, 2017 ACH Executive Committee

Background

At the KCACH Governing Board meeting on June 8th, 2017, the Board approved the signing of a Letter of Understanding between the KCACH and the Public Health – Seattle & King County (PHSKC) in which we invited PHSKC to propose a contract for our consideration for work dating back to April 2017 and through the end of this year, with an expenditure cap of $1 million for the April – September 2017 time-frame. This letter also acknowledged the County's offer to front-load funding for this work and defer payment until later this year when the ACH receives funding from the Health Care Authority. The purpose of this decision memo is to grant permission to the Co-Chairs to formalize this arrangement.

Time-Frame, Key Areas of Work and Budget

PHSKC has proposed a contract to the KCACH for work completed **April 1st – December 31st 2017**, with a possibility of extension. During this time period, King County (KC) backbone staff will support the KCACH Governing Board in recruiting and seating a new Executive Director and then work under the direction of this new director to complete the major deliverables due to the Washington State Health Care Authority (HCA) in 2017, including Certification Phase I and II, and the Project Plan Template. The total budget proposed for this contract is $898,000 for the April – September time-frame, in addition to an estimated $395,000 for work to be completed October – December 2017. The contract specifies that payment on this contract will be deferred until a reasonable time after the KCACH receives its funding from HCA, no later than December 15, 2017. *See summary of scope of work and budget on page 2-3.*

Recommendation: Execute Contract with PHSKC

The Governing Board approves entering into this contract with Public Health – Seattle & King County (PHSKC) for a total expenditure of up to $1,290,119 through December 2017.

The board further resolves that Co-Chairs Betsy Lieberman and Esther Lucero are authorized to sign this contract on behalf of the KCACH.

Scope of Work

Key areas of work will fall into the following categories: organizational development; data and analytics; and policy and project planning.

Organizational Development
KC will support the KCACH with ongoing development of the organizational structure; staff and consulting capacity; and cross sector convening. These services will complement Governance consulting provided by SIM funded backbone staff and Hulet Consulting and will include but not be limited to:

Q2	Formation of the Governing Board, Executive Committee Executive Director Recruitment Coordinating response to Certification Phase I Develop RFP for consultants with DSRIP expertise Convening Governing Board on April 18, May 15, June 8 and June 28 Support Executive Committee meetings
Q3	Formation of the Finance Committee ACH Staff recruitment support Procurement of consultants with DSRIP expertise Coordinating response to Certification Phase II Coordinating Project Plan Template, Section 1: ACH Plan Support to Governing Board meetings in July, August, September Support Executive Committee meetings
Q4	Support for Completing the Project Plan Template, Section 1: ACH Plan Support as needed for ACH Governing Board and Committee meetings

Data and Analytics
KC will support the KCACH with foundational data and analytics capacity including data systems development, data sharing agreements, data analysis and interpretation.

Q2	Development of the Regional Health Needs Inventory Convene and staff the Performance Measurement Workgroup
Q3	Ongoing development of the Regional Health Needs Inventory Convene and staff the Performance Measurement Workgroup Data development to support project planning
Q4	Ongoing development of the Regional Health Needs Inventory Convene and staff the Performance Measurement Workgroup Data development to support project implementation

Policy and Planning
KC will support KCACH with convening, policy analysis, research; and subject matter expertise to inform project planning, funds distribution, project implementation and sustainability planning.

Q2	Convene and staff community learning sessions by project area Support formation of the Demonstration Project Committee Develop / convene Design Teams for each project area
Q3	Provide staff support to the Demonstration Project Committee Convene and staff Design Teams for each project area Analysis to inform GB planning for DSRIP Funds Distribution Support drafting of Project Plan Template, Section II Project Plan Portfolio
Q4	Support the completion of Project Plan Template, Section II Project Implementation Planning Distribution Analysis for Project Pool funds flow

Deliverables

Product	Contribution	Final Due Date
Launch new Governing Board	Contribute	April 18, 2017
Respond to Certification I	Primary Author	May 12, 2017
Seat Executive Committee	Contribute	May 18, 2017
Place Executive Director	Lead	July 24, 2017
Procure DSRIP Consultants	Lead	July 24, 2017
Regional Health Needs Inventory	Lead	July 24, 2017
Respond to Certification II	Primary Author	August 15, 2017
Funds Distribution Analysis	Contribute	September 30, 2017
Project Plan Template Section 1	Contribute	November 16, 2017
Project Plan Template Section 2	Contribute	November 16, 2017

Budget Summary

Time Frame	Up to Amount
Quarter 2 (April, May, June)	$378,771
Quarter 3 (July, Aug., Sept.)	$516,274
Quarter 4 (Oct, Nov., Dec.)	$395,073
TOTAL	**$1,290,119**

KC ACH GOVERNANCE

DECISION MEMO: Approving Certification Phase I Budget Projection

Memo prepared by: Gena Morgan on behalf of the KC ACH Executive Committee
Date prepared: July 14, 2017
Date of proposed action: July 17, 2017 KC ACH Governing Board

Issue

As part of the Phase II Certification process with the Washington State Health Care Authority (HCA), the King County ACH Governing Board will need to approve a detailed budget plan for Project Design funds in the amount of $1 million awarded under Phase I Certification.

Background

The King County ACH was awarded $1 million as a result of successfully meeting the HCA's requirements for Phase I Certification. In consultation with Susan McLaughlin, incoming ACH Executive Director, and the KCACH Executive Committee, staff have prepared a detailed budget plan based on anticipated start-up costs of the King County ACH. These expenses (see below) include start-up costs for the King County ACH, including staff, consulting services, and infrastructure support (office space rental, technology and supplies).

KCACH Certification 1 Budget Forecast - (KC Backbone 2.0 Contract Deferred)

	Total	August	Sept	Oct	Nov	Dec
REVENUE						
Phase 1 Design Funds	$1,000,000					
Total Revenue	$1,000,000					
EXPENSES						
KCACH Staff	$327,917	$30,583	$47,917	$72,833	$88,292	$88,292
KC Backbone 2.0						
DSRIP Experts	$500,000	$125,000	$125,000	$125,000	$125,000	
Other Consulting	$23,000	$5,000	$4,500	$4,500	$4,500	$4,500
Infrastructure	$148,300	$10,650	$36,650	$34,000	$34,000	$33,000
Total Expenses	$999,217	$171,233	$214,067	$236,333	$251,792	$125,792
Cumulative Expenses	$999,217	$171,233	$385,300	$621,633	$873,425	$999,217
BALANCE	$783	$828,767	$614,700	$378,367	$126,575	$783

Recommendation: Adopt the Detailed Budget Plan

The Executive Committee recommends that the Board approve the detailed budget plan above to give the ACH's incoming Executive Director the resources needed to support the start-up of the King County ACH.