

MINUTES OF THE SPECIAL MEETING/MICRO RETREAT OF THE HONORABLE MAYOR AND CITY COUNCIL OF THE CITY OF CHANDLER, ARIZONA, held in the Council Conference Room, 88 E. Chicago Street, on Monday, December 7, 2015.

THE MEETING WAS CALLED TO ORDER BY MAYOR JAY TIBSHRAENY AT 5:30 P.M.

The following members answered roll call:

Jay Tibshraeny	Mayor
Kevin Hartke	Vice-Mayor
Nora Ellen	Councilmember
Rick Heumann	Councilmember
René Lopez	Councilmember
Terry Roe	Councilmember
Jack Sellers	Councilmember

Also in attendance: Marsha Reed, Acting City Manager; Nachie Marquez, Assistant City Manager; Marla Paddock, City Clerk; Matt Burdick, CAPA Director; Greg Westrum, Budget Manager; Dawn Lang, Management Services Director; Kay Bigelow, City Attorney; David Bigos, Mayor & Council Asst., Representative (District 20) Bob Robson.

Phoenix Veterans Administration Pilot Program:

Fire Chief Jeff Clark introduced Manny Moneda and Dr. Hamed Abbaszadegan from the Veterans' Administration (VA).

Chief Clark explained that in February (2015), Rep. Robson brought the VA and Chandler Fire, Health and Medical together to discuss a joint effort to promote telemedicine. Chief Clark said Battalion Chief Gale, Assistant Chief Tom Duggins and their staff have been building this program. Now proposed is a 6 month pilot program that will assist veterans in receiving the health care they need. At the end of the pilot, a report will be made to Council along with recommended next steps.

He explained that when responding to a medical call, they have an option to treat and refer if the patient does not need hospitalization. He said while this is a new program, they respond to patients that are veterans every day. This is about coordinating the care to a higher level. The plan is to identify the veterans and so every patient is asked if they are a veteran. Plan is to let the patient know what benefits are available to them through the VA. If they do not have VA benefits or are not aware they are eligible for benefits, they are connected through the registration process through the VA. Coordination between the VA and the patient as well as the care is critical. If they are on scene and the patient does not need the emergency room, what resources are available to them. Can connect the patient to the VA via an IPAD or I phone and through telemedicine, connect them with one of the two dedicated nurse practitioners through the VA.

Councilmember Ellen asked if the dedicated nurse practitioners are for Chandler. Chief Clark replied, at this time they are dedicated to Chandler, but the nurses have other roles within the VA.

In response to a question on availability, Chief Clark said the nurse practitioners were available Monday-Friday, during certain times.

Chief Clark said at the moment, the VA does not know when Chandler responds to patients. The Community Paramedic Unit gives the ability to follow-up with the patients. He explained the idea

behind the Community Paramedic unit is to approach the patients who have a high frequency of calling 9-1-1. We are trying to manage the 9-1-1 calls before they occur. Obtain data and information provides a tool to identify patients and can see, statistically, those who call 9-1-1. By proactively sending out the Community Paramedic Unit on a scheduled manner to those individuals to reduce or eliminate the 9-1-1 calls. Chief Clark said there are about 10,000 vets in Chandler and about 2,000 are enrolled with VA benefits.

Chief Clark explained the Community Paramedicine Unit began in January 2015 and complete scheduled visits with patients who frequently call 9-1-1. They follow-up with the patients they have treated and referred to ensure the quality of care was delivered. The four employees came from existing resources. This was also explained in a subcommittee meeting in December. The City obligations to this pilot are the human resource component, physical resources, reviewing potential patients, and conducting in-home visits. Some internal fire staff work on the administrative piece.

They will review potential patients and conduct in home visits, things they already do today and they have capacity to do more. Besides delivering better care, the idea behind this program is to prevent the 9-1-1 system from growing and being a reactionary to being more preventative. In response to a question from Councilmember Ellen, Chief Clark said there are all spectrums to response needs including behavioral and mental issues.

Councilmember Lopez asked if there was an increase in utilization for the 4 member team. Chief Clark said they have done preliminary work with insurance companies to get this kind of an idea off the ground. He said while some of panned out, most have not. He said they have limited some of this units potential for running calls in this type of call. This is the first formal agreement. When this unit is not handling their pre-scheduled visits, is filling in the 9-1-1 response calls. The goal is to have this unit for 100% prevention.

Chief Clark said there are currently two, 2-man teams that respond to low acuity calls. This pilot unit currently is a back up to them when they do not have prescheduled appointments. He said like the Fire Prevention Office, this unit is the EMS Prevention Office.

Councilmember Lopez asked if the VA was supplying any tablets, hardware and maintenance. Chief Clark replied that the VA houses the system; the City is just signing into their system and we can do from any mobile device with internet access.

In response to a question from Mayor Tibshraeny, Chief Clark explained the Unit provides the prevention component to the patients that can be identified through their use of Chandler services. They also follow-up as part of the treat and refer element. When not doing that, they provide back up to the 9-1-1 low acuity calls. Chief Clark said this pilot will measure the metrics and based on value demonstrated, then cost recovery can be addressed.

Chief Clark continued saying the VA will be responsible for providing patient information, tele-health resources, nurse practitioners. He said the VA is providing more than the city could with their telemedicine program. He added the mutual obligations will be documentation, data sharing and training.

Chief Clark clarified that the dedicated unit has four members, but it is a two person crew split throughout the week. They cover 11 hours a day Monday- Friday with overlap on Wednesday to maximize training opportunity.

He said the final program metrics will be briefed to the Council in June. He said Dr. Abbaszadegan will offer resources and a couple of doctoral students to help with the analysis with the U of A.

In response to a question from Councilmember Ellen, Chief Clark said Chandler is in the Phoenix's Veterans Administration region. He said he hopes that if this is successful, it can be replicated throughout the country as the VA has these resources nationwide. There is no other health care system that goes region to region.

She asked what is the capacity if more cities come on. Mr. Moneda stated they are using two existing nurses because of the pilot. No additional people with the pilot. We aren't going to get any more patients outside of Chandler right now as they are committed through the MOU. The pilot gives the opportunity to determine what is out there.

Dr. A. the expansion of tele-health will happen anyway. This is a natural progression. Starting with one city and reassess in 6 months.

The Mayor thanked Chief Clark, Mr. Moneda, Dr. Abbaszadegan and Rep. Bob Robson for their work on this program.

Updated/New Chandler Financial Policies

Ms. Lang, Management Services Director said while the policies are reviewed annually, this was a more comprehensive review. She said the only new policy being added is the Grant Management Policy.

Ms. Lang explained one of the 2105 Council Strategic Policy Goal/ Action Plan, one of the goals was to continue adherence to and improve upon fiscal policies. She stated the goal is to review them before the budget process starts, and presenting them before Council for adoption by Resolution. They will be shown separately on the city's website to make them readily available. Ms. Lang said there has been guidance from the Government Finance Officers Association on policy development as well as best practices.

Ms. Lang reviewed the Operating Management Policy and explained this policy was to ensure ongoing financial sustainability and operating practices through guidance and clarification of budget structure, development, control system, and amendment process, as well as revenue and expenditure principles. The detail includes: scope and length of budget period, level of control, balanced budget definition, basis of budgeting, cost allocation, long-term financial forecasts and performance measurement, includes link of budget to strategic financial plans, examination of spending patterns, prioritization of services, funding liabilities, and clarifies essential budget processes. Includes explanation of Modified Expenditure Control Budgeting (MECB), Revenue and Expenditure Principles.

The Capital Management Policy provides guidance on capital planning, budgeting, and management to ensure well maintained infrastructure. Components of the Policy include: Timing and Scope, City Charter direction on Capital Improvement Program (CIP) approval and that City projects out further than required; and defines amount and useful life to be capital. It includes Project Identification and Review and the CIP Coordination Team purpose. Additionally, it defines a balanced CIP, including review of bond capacity and related secondary tax, as well as

utility rate impacts, and includes direction to prioritize existing asset maintenance/replacement and maintaining replacement funds.

Ms. Lang said the Reserves Policy changes were discussed with Council at the October 19, 2015 meeting.

Ms. Lang explained the Debt Management Policy provides guidelines for issuance of bonds and other forms of indebtedness to finance future capital programs and guidelines for monitoring outstanding debt. It defines appropriate uses of debt financing and sets debt mgmt. goals, assists with maintaining or improving credit ratings, assuming prudent levels of financial risk and preserving flexibility.

The policy documents the fines the debt issuance process including the method of sale, use of financial service providers, and obtaining credit ratings. It establishes limitations on City indebtedness. It includes direction on when voter and nonvoter authorized debt can be used and conditions to consider. Describes the Debt Management Process, including direction on debt service structuring, maturity, investment of bond proceeds, refunding bonds, continuing disclosure & post issuance compliance, arbitrage rebate, issuance & post-issuance compliance procedures, continuing disclosure undertaking (CDU), and declaration of official intent.

Ms. Lang then reviewed the Long Range Financial Planning Policy that establishes a consistent practice for financial planning that results in stable tax rates and services to the community over a multi-year period. □ Timing and Scope – Includes direction to update long-range financial forecasts prior to preparation of CIP and Annual Budget, as well as funds/elements to be forecasted for 10 years into the future. A new section is “Principles” and gives direction on how to forecast (i.e. baseline service assumption, ongoing/one-time, trends), issue/solution identification and discussion, and goal of maintaining structurally balanced plans.

Ms. Lang said the Grant Management Policy was new. A citywide committee was formed to assist in forming the policy. She said there are many types of grants with different requirements. The next phase will be to create procedures to address the different types of grants.

She explained the policy helps ensure grant oversight to support creativity and innovation in identifying and addressing existing and desired City program or partnership needs that cannot be resolved with existing resources, but may be suitable areas for seeking grant funds. Sets standards for consistent acquisition and administration of grants. Provides guidance on Grant Identification, Evaluation and Application – includes evaluation of consistency with City strategic goals and Department goals, funding evaluation and other factors to consider. Identifies Grant Approval, Administration and Operational Oversight.

The Mayor asked if grants under \$30,000 and over \$30,000 go through the Grant Committee. Ms. Lang said most of it is done at the department level, but they will be tracking all of the grants throughout the City.

Ms. Lang stated the Investment Policy is one of the frequently requested policies and will now be available online. She reviewed the revisions to the Investment Policy which defines the parameters within which public funds are to be managed. There is direction in City Code and applies to all public funds, excluding bond proceeds since governed by indentures. It defines Standards of Care – Includes standard of prudence, ethics and conflicts of interest, and delegation of authority and responsibilities (including use of external investment manager).

Identifies Permitted Investment Instruments – Includes alignment with A.R.S., credit requirements from Nationally Recognized Statistical Ratings Organization (NRSRO), and allocation limits (30% each commercial paper, negotiable CDs and medium corporate notes). Investment Parameters – Includes diversification and max maturity of 5 years from date of purchase (A.R.S. limit). Portfolio Management, Purchase and Sales of Securities. The Policy includes a new section that sets standards for monitoring and use of brokers/dealers by City and external investment advisors. Addresses Safekeeping and Custody and Performance Evaluation and Reporting.

Ms. Lang reviewed the ACCOUNTING, AUDITING, AND FINANCIAL REPORTING POLICY that will set guidelines on how the City will account for its financial resources and be accountable for making financial information available to the public. It contains GFOA recommended components including: Accounting and Internal Control, Independent Audit, and Financial Reporting.

Next steps:

Ms. Lang stated the updated financial policies will be presented to Council at its January 14th meeting. It will be posted on the website and be used as a baseline standard for stewardship over financial resources.

Adjournment: The meeting was adjourned at approximately 6:55 p.m.

ATTEST: _____
City Clerk

Mayor

Approved: January 28, 2016

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Special meeting/Micro Retreat of the City Council of Chandler, Arizona, held on the 7th day of December 2015. I further certify that the meeting was duly called and held and that a quorum was present.

DATED this _____ day of January, 2016.

City Clerk