

# Los Angeles County Public Health Councils Program

## Questions & Answers Responses

- 1. Are there specific number of deliverables/number of employees/employers that each grantee will be required to reach? Or what would be the expectations of the number of educational/informational events to conduct?**
  - a. Certified Worker Organizations (CWOs) will submit monthly reports and invoices to Liberty Hill that will include specific information about their activities during the reporting period, such as the number of workers engaged, the number of Public Health Councils (PHCs) the CWO is helping to form or supporting after formation, and overall outreach activities. Achieving deliverables will be based on overall impacts resulting from outreach and education including, but not limited to, the number of PHCs formed. Given the severity of the COVID-19 crisis, the importance of this initiative, potential challenges with implementation, and potential obstacles, we are looking for a good faith effort to provide as much support as possible while still providing a high-level quality of support.
- 2. How many Public Health Councils would each grantee be required to establish, and will there be a minimum number of employees who form these Public Health Councils?**
  - a. In the Department of Public Health report to the Board of Supervisors dated 11/5/20, the County estimated that each grantee would be able to support the efforts of approximately five to ten public health councils. However, given the nature of this pilot project, there is no minimum number of PHCs each grantee will be required to establish. Again, we are looking for a good faith effort to provide as much support as possible while still providing a high-level quality of support and achieving deliverables will be based on overall impacts resulting from outreach and education including, but not limited to, the number of PHCs formed.
  - b. A minimum number of two employees will be needed to form a Public Health Council.
- 3. How would grantees be paid for this contract? Would grantees receive payment based on deliverables completed/number of individuals/businesses reached? Or would grantees have to track hours invested in this project?**
  - a. Grantees will be paid monthly by Liberty Hill Foundation (LHF) upon submitting a monthly report for 1/12<sup>th</sup> of the total funding (\$12,500) indicating activities from the previous month. Grantees will report on activities during the reporting period, such as the number of workers engaged, the number of Public Health Councils (PHCs) currently supported, and the number that are in the process of being formed. Grantees are not required to submit timesheets but should keep records that document their deliverables.
- 4. Would all grantees be required to establish Public Health Councils? or could some grantees only propose providing educational/informational activities for existing Public Health Councils?**

- a. The role of the CWOs will be to conduct outreach and engagement and provide technical assistance to workers with the goal of establishing PHCs and supporting PHC activities. Because we will have only eight grantees and we need to reach four distinct sectors/industries, it will be necessary for each grantee to implement all aspects of the program.
- 5. In the case that Public Health Councils identify work/employer Health Officer Order (HOO) violations, what would be the process to file a violation? Would Public Health Councils receive trainings to file violations, or would grantees be responsible for tracking, documentation and filing violations?**
- a. DPH has procedures in place for making complaints about HOO violations. CWOs will follow these established procedures when working with PHCs to file complaints.
  - b. CWOs will be required to go through a training and certification program with a professional training organization to work as CWOs. They will receive training regarding the DPH complaint process as part of this program.
  - c. CWOs can support PHCs in submitting complaints of HOO violations in a variety of ways. A CWO could make a complaint of an alleged violation to DPH on behalf of a PHC or worker, if requested. A CWO could also support the PHC or worker in making the complaint themselves, if such support is requested.
  - d. If a PHC requests support from a CWO in submitting a complaint to DPH, the CWO will collect relevant information and documentation from the PHC and include such information when submitting the complaint to DPH.
- 6. Would the reporting of Health Officer Orders be anonymous?**
- a. Complaints of HOOs violations may be reported anonymously. In this case, it would be impossible for the complainant to receive any follow-up information pertaining to the outcome of the resulting DPH investigation.
- 7. Could all the strategies proposed for this opportunity be entirely conducted through virtual strategies? Or would there be an expectation to conduct outreach activities at businesses? Or in-person activities?**
- a. Given the nature of the PHC effort, some in-person outreach may be necessary to make contact with workers and employers. Once contact has been made, it may be possible for CWOs to conduct engagement virtually.
- 8. What if we do not serve or intend to serve the 4 priority areas listed, should we still consider applying?**
- a. While experience conducting outreach in one or more priority sectors is preferred but not required, this solicitation specifically seeks organizations with both the intention and the capacity to serve the workers of at least one of the priority sectors.