



# **TOWN OF JACKSON TOWN COUNCIL AGENDA DOCUMENTATION**

**PREPARATION DATE:** October 10, 2018

**MEETING DATE:** October 15, 2018

**SUBMITTING DEPARTMENT:** Administration

**DEPARTMENT DIRECTOR:** Larry Pardee

**PRESENTER:** Roxanne Robinson, Assistant Town Manager

**SUBJECT:** Employee Appointments to Human Services Core Committee

## **STATEMENT/PURPOSE**

To consider the appointment of two Town staff representatives to a Human Services Planning “Core Committee” to guide the County’s development and release of a Request for Proposals (RFP) related to human services planning efforts, and to make recommendations on the subsequent and associated award of bid.

## **BACKGROUND/ALTERNATIVES**

In a January 2017 Board retreat, the Board of County Commissioners (BCC) selected Health and Human Services as an area of focus for their work in 2017-2018. This issue was also discussed at the 2018 Town Council retreat. As a part of that focus, subsequent County discussions centered on the development of a Resource Allocation Model for use by the BCC in making funding decisions related to human services budget requests. There was recognition that such a Resource Allocation Model would require foundational information from a community Human Services Plan and corresponding System-Wide Evaluation Plan. A potential path forward was considered by the BCC and Town Council at the December 2017 Joint Information Meeting. However, due to concerns raised with the recommendation presented at that time, staff was directed to reengage with the human service sector to discuss alternate strategies.

Town and County staff and members of the Human Services Council worked together from January through September 2018 to discuss such alternate strategies. Through many meetings over the course of those nine months, several options and potential paths forward were considered and vetted. Attached to this staff report is the final, consensus product of the dedicated work of that group. It reflects an outline of a planning process to guide the community in a shared vision for Human Services, resulting also in the development of system outcomes and a funding model to be used by Teton County and potentially the Town of Jackson. The Town Council has not committed to using the funding model that would be developed nor has the Council authorized funding for development of the plan. During the FY19 Budget meetings, the Council indicated they would consider funding the development of the plan and the model at a future date.

A part of that process calls for the development of a “Core Committee”. A total of six members will make up the Core Committee, consisting of 2 representatives from the non-profit human services sector, 2 from the Town of Jackson, and 2 from Teton County. The task of the Core Committee will be to write a Request for Proposals for a consultant to provide services outlined in Phases 1-3. Members of the Core Committee will evaluate proposals and make a recommendation to the Town and County for a consultant to perform the three phases of this project.

The BCC is being asked to appoint the Board of County Commissioners Administrator and the Director of the Health Department as their representatives because they have been involved in the development of the process to date. The Assistant Town Manager has also been involved in the development of the process.

Staff recommends the Town Council appoint the Town Manager and the Assistant Town Manager to represent the Town of Jackson in this process and serve on this Core Committee. There is no financial commitment on the part of the Town at this point other than staff involvement. However for the initiative to proceed, regardless of monetary involvement, it is important the Town participate in the process in this manner.

The Town Council has many options, several are listed below:

1. Appoint the Town Manager and the Assistant Town Manager to represent the Town of Jackson and serve in this process and serve on the Human Services Planning Core Committee.
2. Discuss the request and continue any action to the November 5, 2018 Town Council meeting.
3. Take no action at this time.
4. Other.

### STAKEHOLDER ANALYSIS

Representatives from the Human Services Council have worked with staff from the Town and County to develop the attached process outline. The Town, County, and non-profit human services sector will continue to collaborate on this initiative through the core committee's work and recommendation.

### ATTACHMENTS

Human Services Planning Process Outline

### FISCAL IMPACT

There is no fiscal impact to the development of the core committee. The committee's recommendation will ultimately have a fiscal impact tied to the award of bid, which will come before the Town Council and BCC under separate cover, at a later date.

### STAFF IMPACT

The two staff members appointed will be required to dedicate time to the development and release of an RFP and also to the review of the responses and development of a recommendation for consideration by the County Commissioners and Town Council. This impact is estimated at approximately 15-20 hours per employee but will vary dependent on the actual number of responses received.

### LEGAL REVIEW

A legal review of this item has not been requested. Legal would be involved in any review of a contract for services once the process reaches that point.

### RECOMMENDATION

Staff recommends appointing Town Manager Larry Pardee and Assistant Town Manager Roxanne Robinson to represent the Town of Jackson and serve on the Human Services Planning Core Committee.

### SUGGESTED MOTION

Staff recommends appointing Town Manager Larry Pardee and Assistant Town Manager Roxanne Robinson to represent the Town of Jackson and serve on the Human Services Planning Core Committee.

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### Synopsis for PowerPoint (120 words max):

#### Background:

To consider the appointment of two Town staff representatives to a Human Services Planning "Core Committee" to guide the County's development and release of a Request for Proposals (RFP) related to human services planning efforts, and to make recommendations on the subsequent and associated award of bid.

## Teton County Human Services

### Planning for a Healthy Future

An outline of a planning process to guide the community in a shared vision for Human Services, resulting also in the development of system outcomes and a funding model to be used by the Town of Jackson and Teton County.

This project is a collaborative partnership between the non-profit Human Services sector, the Town of Jackson and Teton County.

The “Core Committee” will consist of 2 representatives from the non-profit human services sector, appointed by the Human Service Council. At a minimum one representative will be a current Human Service Council member. Two employees from the Town of Jackson and two employees from Teton County will be appointed by the Town of Jackson and the Board of County Commissioners. A total of six members will make up the Core Committee.

The task of the Core Committee will be to write a Request for Proposals for a consultant to provide services outlined in Phases 1-3. Members of the Core Committee will evaluate proposals and make a recommendation to the Town and County for a consultant to perform the three phases of this project.

The Core Committee will strive for consensus in recommendations to the Town Council and the Board of County Commissioners. However, if this is not possible, the majority position will be presented along with justification for any minority position(s).

#### PHASE I – Human Services System Plan

Definition: A comprehensive, community human services plan for the Town of Jackson and Teton County to develop a shared vision, mission, values and guiding principles to inform system wide goals

Outcome – A Human Service Plan

#### PHASE II – System Evaluation to Support Shared Outcomes

Definition: A system wide evaluation plan to measure outcomes and define success through a shared measurement system and platform.

Outcome – A System Wide Evaluation Plan

#### PHASE III – Resource Allocation Model for the System

Definition: A resource allocation model to be used by elected officials for making evidence-based funding decisions in a variety of funding climates.

Outcome – A Resource Allocation Model