

Access Health Healthy Maine Partnership Staffing Structure

Senator Brakey, Representative Gattine, and members of the Joint Standing Committee on Health and Human Services.

This document provides additional detail on the staffing structure of Access Health, the local Healthy Maine Partnership serving Sagadahoc County, as well as the Cumberland County towns of Brunswick and Harpswell. This structure is typical of most HMPs.

The Healthy Maine Partnership contracts are divided into three funding streams that can be seen in the contract on the first page of the budget (Form 1 Revenue Summary – approximate page 57). The work to be addressed with those funds – and the location in the contract where that information can be found – is listed in the chart below under ***“Funding Purpose”***.

Funding Stream	Funding Purpose	Funding Source
9950	Public health infrastructure deliverables outlined in Appendix C of the contract (approximate page 48)	Fund for a Healthy Maine
9970	Program specific deliverables. These performance measures are listed on approximate page 6 of the contract.	Fund for a Healthy Maine
OSA (Office of Substance Abuse and Mental Health Services)	Prevention of underage drinking. Expectations outlined in Appendix C of the contract (approximate page 54).	Federal Substance Abuse Treatment and Block Grant

Each funding stream is treated as a separate funding source in our accounting system, assigned its own charge code with expenses tracked and quarterly financial and program reports submitted. All expenses are assigned a charge code and must be approved by both the HMP Director and fiscal agent Accounts Payable staff. Expenses are tracked internally by program, and reviewed via monthly cost center reports received for each funding stream. Actual costs are reported quarterly to the state. Any unused funds are returned at the end of each fiscal year.

9950, District Infrastructure

- Personnel: includes HMP Director and Administrative support to coordinate logistics and communication of the District Coordinating Council, supporting the District Liaison and coordinating the local public health infrastructure.

- Other expenses: include travel and supplies to support the DCC meetings, held in Damariscotta and Rockland, and sub recipient awards to 3 other HMPs in our district.

9970, Program specific deliverables (Tobacco & Obesity).

- Personnel include:
 - Tobacco Prevention Specialist: 37 hours/week, 100% HMP funded, duties only include those in HMP workplan.
 - Physical Activity and Nutrition Specialist: 31 hours/week, 78% HMP funded. In addition to HMP duties, this staff person is assigned 7 hours/week for administrative work for another grant, tracked separately.
 - School Health Specialist: 13 hours/week in HMP and 7 hours/week in SAMHS substance abuse prevention (OSA) to work on all school related HMP and underage drinking prevention strategies. This specialist also has 10 hours/week devoted to a SAMHS grant (Expanded OSA), funded through the Fund for a Healthy Maine to deliver marijuana and prescription drug prevention strategies.
 - Administration: The HMP director is assigned 9 hours/week to oversee staff, subcontracts and reporting (22.5% of her time). 4 hours/week is used to cover the project assistant for office administration and program support.
- Other expenses include travel, materials and supplies to support program, and a small training budget. Past material expenses have included community education materials to connect community members to free and low cost physical activity opportunities, supplies that help make physical activity opportunities more accessible, and printing costs to provide policy support materials.

OSA, Underage Drinking Prevention

- Staff assigned:
 - School Health Specialist, 7 hours/week (See above)
 - HMP Director, 3 hours/week for program oversight and to implement community based Substance Abuse Prevention strategies.
 - Project Assistant, 4 hours/week for program support
- Other expenses include materials, consultant, travel and miscellaneous. Materials include materials that explain the local underage drinking text a tip (eTip) number in schools and community, merchant education and reference materials, and parental monitoring education. Consultant costs are for the certified trainer required to deliver state approved Responsible Beverage Server/Seller Trainings. Miscellaneous costs cover the “nontraditional” promotional campaigns such as social media.

Quarterly reviews of program and spending progress is provided to program officers by each HMP, allowing for regular feedback and adjustments as needed to ensure grant deliverables continue to meet requirements and expected outcomes. Deviations from the approved budget require both programmatic and financial approval from MeDHHS.

Leverage

The HMP funding has created a local public health structure that allows us to successfully compete for federal and foundation grants to fund local community health issues that the HMP funding does not cover. For instance, due to our coalition oversight, demonstrated public health expertise and county and school health data provided by the Maine Integrated Youth Health Survey, Access Health was awarded two Substance Abuse and Mental Health Service Administration (SAMHSA) grants this year that supplement our work. Both are \$125,000/year grants that will provide substance abuse prevention and mental health awareness training in Sagadahoc County, Brunswick and Harpswell. In addition, UNE was awarded the Maine SNAP Education contract due to its ability to access the HMP infrastructure to provide nutrition education classes to SNAP eligible community members across the state of Maine. These programs each have dedicated staff for program delivery, but share a program administrator (HMP Director) and program assistant, allowing us to maximize the funding available for direct program delivery, and minimize the amount needed for administration. This efficient and effective model is an example of how HMPs are responsible stewards of Maine's tobacco settlement funds.