

HEALTHY HOMES EAST BANK MEMORANDUM OF UNDERSTANDING

Beginning July 1, 2015 and lasting until June 30, 2017 the undersigned organizations (“Partners”), along with other organizations that may later sign this Memorandum of Understanding (“MOU”), will work together under the name of Healthy Homes East Bank (“HHEB”) in a collaborative effort to improve the lives and health of persons living in the Des Moines Iowa neighborhoods of Martin Luther King Jr. Park, Capitol East and Capitol View (collectively known as the “East Bank” or “EB”). The purpose of this MOU is to signify the commitment of the Partners to HHEB.

The Goal

The primary goal of HHEB is to improve the health of children living in the East Bank through the physical improvement of the homes in which they live and through modification of behaviors and choices that negatively impact their health. A secondary goal of HHEB is to measure and express the financial benefit to the community realized by improvement in the children’s health.

The Program

HHEB will specifically look to identify EB households with children experiencing respiratory distress associated with pediatric asthma; test those households for conditions that may be improved through family education and through home repair and follow up with appropriate supportive services and mitigation of household conditions (“the Intervention”) that aggravate the patient’s condition. After the Intervention, HHEB will follow up with the household and through other Partners having contact with the household to quantify any and all improvements in the patient’s condition with the goal of determining and documenting the impact of the Intervention.

Management of the Program

HHEB will be managed by two committees composed of representatives from the Partners. The first is the Strategic Committee. Any signatory to this MOU may send a representative to the Strategic Committee. The Strategic Committee is tasked with directing and evaluating the overall work of the Intervention. The Committee is responsible for facilitating communication among Partners, discussing ways to improve the delivery of the Intervention and troubleshooting problems or concerns as they arise during the term of this MOU.

The second committee is the Management Committee. The Management Committee is composed of one representative from each of the following organizations:

Broadlawns Medical Center
Mercy Medical Center
Unity Point Health- Des Moines
Visiting Nurses Services
Mid-Iowa Health Foundation
Polk County Health Department
Polk County Housing Trust Fund

This Committee is responsible for the financial management of HHEB. It is responsible for approving and monitoring the HHEB budget, approving the reports submitted to HHEB funders and directing the HHEB fiscal agent. It is also responsible for insuring the Partners are notified of and are in compliance with their responsibilities under the Intervention.

Fiscal Agent

The Polk County Housing Trust Fund shall be the fiscal agent for HHEB. The fiscal agent shall be the depository for all funds for HHEB. The fiscal agent may commingle the funds of HHEB but shall maintain separate books of account, reconciled monthly, of all funds, payments and liabilities of HHEB. It will also act as the employer for the Project Manager of HHEB.

Project Manager

The fiscal agent has hired a Project Manager ("PM") to be responsible for the daily affairs of HHEB and to manage communication among Partners, in the wider community and assist with the execution of The Intervention. The salary and benefits for the PM shall be paid exclusively from the assets of HHEB.

Obligation of the Partners

HHEB Partners agree to:

- Identify themselves as a HHEB Partner when participating in any part of the Intervention
- Promote HHEB in Partner's communication vehicles such as Newsletters and social media
- Participate, whenever possible in HHEB sponsored events and HHEB sponsored education initiatives
- Send a representative to Strategic Committee meetings

- Work cooperatively with other Partners, the Management Committee, PM and fiscal agent to maximize the impact of the Intervention
- Continually assess and communicate ways in which the Intervention and HHEB can be improved
- Track outcomes of specific work performed by the Partner as requested by the PM
- Identify and introduce potential partners to participate in HHEB

This MOU is effective on the date executed by the Partner and remains effective through the duration of the Intervention or 6/30/17, whichever is later. Partners may withdraw its participation from HHEB upon written notice to the Management Committee with a copy of said notice sent to the Project Manager. This MOU can be signed in counterparts, and the collection of all counterparts shall constitute the complete document.

DATED _____

_____, Partner Organization

by, _____