



**BOARD OF SUPERVISORS  
COUNTY OF ALPINE, STATE OF CALIFORNIA  
AGENDA  
REGULAR MEETING  
TUESDAY, AUGUST 6, 2019 09:00 AM**

**OPEN SESSION – 09:00 AM**

Donald Jardine	District 1	Board Chambers
Ron Hames	District 2 – Vice Chair	County Administration Building
Katherine Rakow	District 3	99 Water Street
Terry Woodrow	District 4	Markleeville, CA – 96120
David Griffith	District 5 - Chair	

Nichole Williamson  
County Administrative Officer  
530-694-2287

David Prentice  
County Counsel  
530-694-2287

Teola L. Tremayne  
County Clerk and  
Ex-officio Clerk to the Board  
530-694-2281

The Board of Supervisors welcomes you to its meetings, which are regularly scheduled for the first and third Tuesday of each month. Your participation and interest are encouraged and appreciated. All members of the public are encouraged to participate in the discussion on any items on the agenda at the time the items come up for board consideration. Speakers are requested to identify themselves before speaking.

Any person may also make comments during the scheduled Oral Communication – Public Comment period on items of interest, within the subject matter jurisdiction of the board, that are not listed on the posted agenda. No action will be taken on any oral communication item. All oral communications must be directed to the board as a whole, not to individual board members and not to the audience.

Any written materials relating to an agenda item to be discussed in open session that are distributed within 72 hours prior to the meeting will be made available for public inspection at the time the materials are distributed to members of the Board of Supervisors.

All proceedings are conducted in English. The Board is committed to making its proceedings accessible to all citizens. Individuals with special needs may call 530-694-2281. All inquiries must be made at least 48 hours prior to the meeting.

So far as is practical, unless otherwise altered by the Chair of the Board, the order of business for the Board meeting is as follows. Please note that designated times are for that particular item only.

- 1. CALL TO ORDER REGULAR MEETING**
- 2. OPEN SESSION - PLEDGE OF ALLEGIANCE**
- 3. ORAL COMMUNICATION - GENERAL PUBLIC COMMENT**

This portion of the meeting is an opportunity for members of the public to address the Board of Supervisors on subjects relating to county business. No action can be taken on matters not listed on the agenda. Each member of the public who wishes to address the Board shall be allotted three minutes and no more than three individuals shall address the same subject. Time permitting, at the discretion of the Chair, time allotted may be increased or decreased depending on the number of speakers and available time.

- 4. DEPARTMENT ANNOUNCEMENTS**
- 5. BOARD MEMBER'S ANNOUNCEMENTS OR REPORTS**
- 6. CONSENT AGENDA**

These matters are expected to be routine and non-controversial and are usually approved by a single majority vote without discussion. Items can be removed from the consent agenda to be discussed and considered separately. Prior to approval of the consent agenda the chair will announce that comments or questions will be taken from members of the public, staff or the Board on consent agenda items when the comment does not necessitate the item being removed for separate action.

- 6.1. Request approval of regular meeting minutes of 07/16/2019. – County Clerk
- 6.2. Request approval of contract with California Department of Public Health (CDPH) for 2019-2020 the Maternal Child Adolescent Health (MCAH) program in the amount of \$80,001. – CAO/HHS Director
- 6.3. Request approval to amend agreement CC2014-70 between E Squared C and Alpine County for County-wide professional information technologies management support services extending the contract through ? and updating the scope of services as well as authorizing Finance to increase appropriations – 4/5th approval required. – CAO/HHS Director
- 6.4. Request Approval of Amendment 1 to the California Department of Public Health's Local Oral Health Plan contract #CC2018-01 with Alpine County in the full amount of \$701,505. – CAO/HHS Director
- 6.5. Request approval to dispense with bidding procedures for Leased Multi-function office equipment and approval of a 60 month operating lease agreement for replacement of six (6) Multi-function machines with Ricoh USA, Inc., under U.S. Communities contract pricing. – Director of Finance
- 6.6. Request approval to dispense with public bidding procedures for the Administration CalWORKS Stage 1 Child Care services, approve the contract with Mahannah Continuing Development, Inc, dba Choices for Children, and authorize the Board Chair to sign. – CAO/HHS Director
- 6.7. Request approval of plans and specifications, and authorization to begin the bidding process for contract snow removal services in Bear Valley – Community Development Director

- 6.8. Request adoption of a resolution to approve the revised Bear Valley Water District Bylaws.  
- County Clerk

**7. PUBLIC HEARINGS**

- 7.1. **(10:00 AM)** Public Hearing - Appeal of the Planning commission decision denying the application for a hardship variance to construct overhead utilities to serve 50 Pinon (Case File 2019-02). - County Clerk

**8. REGULAR AGENDA - UNFINISHED BUSINESS**

**None**

**9. REGULAR AGENDA - NEW BUSINESS**

- 9.1. **(9:30 AM)** Presentation by Central Sierra Child Support Agency Executive Director Julie Prado and request adoption of a resolution proclaiming August 2019 as "Child Support Awareness Month" in Alpine County. - Supervisor District 4
- 9.2. **(9:35 AM)** Presentations by Public Health Officer Dr. Richard Johnson, M.D. , MPH and Behavioral Health Services Director Gail St. James on Medical and Health Emergency Response: Mutual Aid and Recovery and Psychological First Aid, in the immediate aftermath of a disaster. - CAO/HHS Director
- 9.3. **(10:15 AM)** Presentation by Town of Mammoth Lakes Council Member John Wentworth on The Eastern Sierra Sustainable Recreation Partnership (ESSRP). - CAO/HHS Director
- 9.4. Request update of three bridge projects in Alpine County: Highway 89 Bridge over Markleeville Creek; Dixon Mine Road Bridge over Wolf Creek, and; Hot Springs Road Bridge over Hot Springs Creek - Community Development Director

**10. ADMINISTRATIVE ANNOUNCEMENTS**

**11. ADJOURN TO ANY OF THE FOLLOWING AGENCIES FOR WHICH THE BOARD OF SUPERVISORS SITS AS OFFICERS: BOARD OF EQUALIZATION, LOCAL TRANSPORTATION COMMISSION, WATER AGENCY**

**The Board will adjourn to the Local Transportation Commission at 11:00 AM and reconvene as the Board of Supervisors, if necessary.**

**12. CLOSED SESSION**

- 12.1. Closed Session: Conference With Labor Negotiator - (GC§ § 54954.5 And 54957.6)  
Agency Negotiator: Margaret Long. Employee: District Attorney - CAO/HHS Director

**13. ADJOURNMENT**

The Board will adjourn to the next regular meeting of Tuesday, August 20, 2019 at 9:00 AM at Alpine County Government Center, 99 Water Street, Markleeville, California.

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Teola L. Tremayne, County Clerk and ex officio  
Clerk to the Board of Supervisors



# AGENDA TRANSMITTAL



**TO:** Board of Supervisors

**FROM:** Teola Tremayne, County Clerk

**DATE OF MEETING:** August 6, 2019

**PREPARED BY:** Teola Tremayne, County Clerk

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**TITLE:** Request approval of regular meeting minutes of 07/16/2019.

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**SUMMARY:**

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**RECOMMENDED ACTION:** approve minutes

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**ISSUE STATEMENT AND DISCUSSION:**

**FISCAL IMPACT:**

- 1) Budgeted Current Fiscal Year
- 2) Total Anticipated Cost Current Year
- 3) Total Anticipated Cost Annual Year

(Not  
Applicable)  
\$0.00  
\$0.00  
\$0.00

**SOURCE**

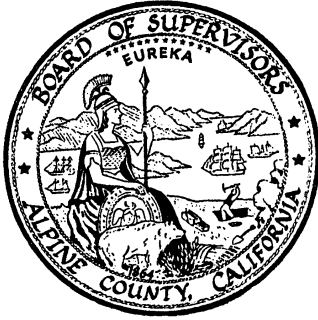
Unanticipated \$0.00  
 Revenue From \$0.00  
 Contingency \$0.00  
 Other:

**FUNDING SOURCE:**

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**INSTRUCTIONS TO CLERK:**

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Board of Supervisors  
ALPINE COUNTY  
Board Chambers  
County Administration Building  
Markleeville, CA 96120  
Telephone (530) 694-2281

**Unapproved:  
Subject to Correction**

**MINUTES  
JULY 16, 2019**

**1. CALL TO ORDER REGULAR MEETING**

Chair David Griffith called the Regular Meeting to order at 9:00 AM with Supervisors Donald Jardine, Ron Hames, Katherine Rakow, and David Griffith present. Supervisor Terry Woodrow was absent.

**2. OPEN SESSION - PLEDGE OF ALLEGIANCE**

**3. ORAL COMMUNICATION - GENERAL PUBLIC COMMENT**

Woodfords resident Rita Lovell announced Alpine Trails Association created a Community Outreach Committee to provide guided hikes; contact ata.andyl@gmail.com for more information.

Alpine Fire Safe Council representative Kris Hartnett reported that the Council provides a Senior Defensible Space program but could not provide defensible space under the Title III money.

Concerned Citizens of Hot Spring Corridor representative January Riddle announced that University of Nevada Cooperative Extension Living with Fire representative Jamie Roice would be discussing ember awareness at the 08/06/2019 Alpine Biomass Collaborative meeting; Riddle distributed ember awareness brochures.

Sheriff Rick Stephens apologized for an inappropriate Sheriff's Office Facebook posting over the past weekend. Stephens reported that he implemented policy so it would not happen again.

Supervisor Rakow accepted Stephens's apology. Rakow reported that it had a huge impact on her community.

Mahalee Lodge Project Environmental Consultant Carter Schleicher refuted Markleeville resident Kris Hartnett's statement at the last meeting regarding the Mahalee Lodge project. Schleicher reported that Markleeville USA managing partner Tom Abdoo did pass away. Schleicher reported that the bank did not foreclose on parcels of the project and that the final map was an entitlement to the property.

Hung a lel ti Washo Steven Cruz announced that a lot of people were upset that Sheriff Stephens posed for a picture in his cowboy hat in front of a teepee with non-natives dressed up as "Indians". Cruz reported that indigenous people were dishonored and degraded. Cruz requested an apology and requested that Stephens talk to the indigenous people and the Community. Cruz reported that the County and the Tribe have come a long way to take this huge step backward.

Supervisor Jardine announced a Cultural Awareness conference on 07/18/2019 at Carson Valley Inn.

Attachment: BOS Unapproved Minutes 07-16-2019 (BOS regular meeting minutes of 07/16/2019)

**4. DEPARTMENT ANNOUNCEMENTS**

Eastern Alpine EMS/Fire Administrator Terry Hughes gave an update on the busy week of the Death Ride event. Hughes reported that due to quick response of the Forest Service calling resources the fire near Indian Creek was almost out.

In response to Chair Griffith's question regarding the no shooting area, Hughes reported that there was no shooting east of Highway 89 and Highway 88.

Librarian/Archivist Rita Lovell announced Wine in the Garden fundraiser on 07/20/2019 and Music in the Park featuring Library Assistant II Chris Seal's band on 07/27/2019. Lovell announced that Markleeville resident Bev Crawford would be presenting a side-show at the Library on 07/31/2019 discussing her experience with border issues.

**5. BOARD MEMBER'S ANNOUNCEMENTS OR REPORTS**

Supervisor Donald Jardine gave an update regarding county business, meetings attended related to appointed commissions and committees and upcoming events. Supervisor Jardine encouraged residents to run the internet speed test and call Frontier representatives at 775-782-0967.

Supervisor Ron Hames gave an update regarding county business, meetings attended related to appointed commissions and committees and upcoming events.

Supervisor Katherine Rakow did not give a report.

Supervisor Terry Woodrow was absent.

Supervisor David Griffith gave an update regarding county business, meetings attended related to appointed commissions and committees and upcoming events. Chair Griffith encouraged residents to run the internet speed test calspeed.org.

**6. CONSENT AGENDA**

Matters that are routine and non-controversial and are usually approved by a single majority vote without discussion. Items can be removed from the consent agenda to be discussed and considered separately.

Chair Griffith pulled Items 6.6, 6.7, 6.8, 6.10. Supervisor Rakow requested to pull Item 6.9.

**MOTION Jardine / SECOND Hames approving the Consent Agenda as follows:**

**AYES: Donald M. Jardine, Ron Hames, Katherine Rakow, David Griffith**

**ABSENT: Terry Woodrow;**

**MOTION CARRIED.**

- 6.1. Regular meeting minutes of 07/02/2019. – County Clerk
- 6.2. County claims. – Director of Finance
- 6.3. Temporary 5% out of class pay increase to the Records Management Coordinator for additional duties assumed for understaffing in the County Clerk's department effective 05/21/2019 to 08/31/2019. – County Clerk
- 6.4. Adding a Bear Valley Public Safety Officer position to the position allocation list and direct the Finance department to appropriate funding. – Sheriff

Attachment: BOS Unapproved Minutes 07-16-2019 (BOS regular meeting minutes of 07/16/2019)

- 6.5. Amended Alpine County Salary Schedule as required by California Code of Regulations (CCR) section 570.5. – CAO/HHS Director
- 6.6. This item was pulled.
- 6.7. This item was pulled.
- 6.8. This item was pulled.
- 6.9. This item was pulled.
- 6.10. This item was pulled.

**ITEMS PULLED FOR SEPARATE ACTION:**

- 6.6. **Request approval for out of state travel to the 2019 National Conference on Tobacco or Health (NCTOH) in Minneapolis, Minnesota for Nora Esders Public Health Program Assistant for August 26 - 30, 2019.** – Deputy Director of HHS

Deputy HHS Director Jeff McKay reported that the position had been vacant for over a year; the training was an opportunity for the new Public Health Program Assistant to get acclimated quickly. McKay reported that the remaining funding in the budget was \$391,000 and was approved in the budget.

CAO/HHS Director Nichole Williamson reported that Esders began work at the beginning of June and the annual training was the week before. Williamson reported that if the money was not utilized it would be refunded to the state. Williamson reported that she believed in investment in employees and to provide as much training as possible.

**MOTION Jardine / SECOND Rakow approving out of state travel to the 2019 National Conference on Tobacco or Health (NCTOH) in Minneapolis, Minnesota for Nora Esders Public Health Program Assistant for August 26 - 30, 2019.**

**AYES: Jardine, Hames, Rakow, Griffith;**  
**ABSENT: Woodrow;**  
**MOTION CARRIED.**

- 6.7. **Request Approval of Amendment #1 to Contract No. CC2016-19 with Alpine Children's Center for the term of July 1, 2016 through June 30, 2020, adding the requirement of Liability coverage for Abuse and Sexual Molestation Endorsements for Minors under the Commercial General Liability section of the contract.** – Behavioral Health Director

BHS Director Gail St. James reported that the amendment included an addition to the liability coverage for abuse and sexual molestation endorsements for minors.

In response to Chair Griffith's question regarding prior incidents, County Counsel Margret Long reported that prior incidents were not covered.

**MOTION Jardine / SECOND Hames approving Contract No. CC2019-27 Amendment #1 to Contract No. CC2016-19 with Alpine Children's Center for the term of July 1, 2016 through June 30, 2020, adding the requirement of Liability coverage for Abuse and Sexual Molestation Endorsements for Minors under the Commercial General Liability section of the contract.**

**AYES: Jardine, Hames, Rakow, Griffith;**

Attachment: BOS Unapproved Minutes 07-16-2019 (BOS regular meeting minutes of 07/16/2019)

**ABSENT: Woodrow;  
MOTION CARRIED.**

- 6.8. Request Approval of Amendment #1 to Contract No. CC2017-44 with Suicide Prevention Network for the term of July 1, 2019 through June 30, 2020, adding the requirement of Liability coverage for Abuse and Sexual Molestation Endorsements for Minors under the Commercial General Liability section of the contract. – Behavioral Health Director**

BHS Director Gail St. James reported that the amendment included an addition to the liability coverage for abuse and sexual molestation endorsements for minors.

In response to Chair Griffith’s question related to policy coverage, County Counsel Margaret Long reported that the liability coverage coupled with regular insurance requirements were adequate.

**MOTION Rakow / SECOND Hames approving Contract No. CC2019-28 Amendment #1 to Contract No. CC2017-44 with Suicide Prevention Network for the term of July 1, 2019 through June 30, 2020, adding the requirement of Liability coverage for Abuse and Sexual Molestation Endorsements for Minors under the Commercial General Liability section of the contract.**

**AYES: Jardine, Hames, Rakow, Griffith;  
ABSENT: Woodrow;  
MOTION CARRIED.**

- 6.9. Continued request reappointment to the Alpine County Planning Commission of Jim Holdridge representing District 2 and Erin Kelly representing District 3 for the unexpired term ending June 30, 2023. – County Clerk**

County Clerk Teola Tremayne reported that there were three positions open on the Planning Commission; two applications were received representing District 2 and District 3.

**MOTION Hames / SECOND Jardine reappointing to the Alpine County Planning Commission Jim Holdridge representing District 2 and Erin Kelly representing District 3 for the unexpired term ending June 30, 2023.**

**AYES: Jardine, Hames, Rakow, Griffith;  
ABSENT: Woodrow;  
MOTION CARRIED.**

- 6.10. Request approval of letter to California Fish and Game Commission Acting Executive Director Melissa Miller-Henson regarding Alpine County's concerns about the application of the Lands Pass Program to the Hope Valley Wildlife Area. – Supervisor District 5**

A revised letter was distributed to the Board. Chair Griffith reported that the table was incorrect.

**MOTION Jardine / SECOND Hames approving letter to California Fish and Game Commission Acting Executive Director Melissa Miller-Henson regarding Alpine County's concerns about the application of the Lands Pass Program to the Hope Valley Wildlife Area.**

**AYES: Jardine, Hames, Rakow, Griffith;  
ABSENT: Woodrow;  
MOTION CARRIED.**

Attachment: BOS Unapproved Minutes 07-16-2019 (BOS regular meeting minutes of 07/16/2019)

**7. PUBLIC HEARINGS**

None

**8. REGULAR AGENDA - UNFINISHED BUSINESS**

None

**9. REGULAR AGENDA - NEW BUSINESS**

- 9.1. Presentation by CALFIRE Division Chief Chris Anthony and CALFIRE Unit Forester Pre-Fire Management Division Tom Tinsley regarding current activities in Alpine County. – CAO/HHS Director**

CALFIRE Unit Forester Pre-Fire Management Division Tom Tinsley gave a PowerPoint presentation regarding fuels reduction projects, defensible space inspections, and forest practice enforcement.

CALFIRE Division Chief Chris Anthony gave a PowerPoint presentation regarding planning/review, grants, training, incident response and prevention signs.

- 9.2. Presentation by; Pacific Gas and Electric Public Affairs Representative Dylan George, and Liberty Utilities Sr. Manager Wild Fire Prevention Eliot Jones, on Public Safety Power Shutdowns. – CAO/HHS Director**

Pacific Gas and Electric Public Affairs representative Dylan George gave a PowerPoint presentation regarding the Community Wildfire Safety Program for the Kirkwood and Bear Valley areas.

Liberty Utilities Sr. Manager Wildfire Prevention Elliot Jones gave a PowerPoint presentation regarding the Wildfire Mitigation Plans three main components: Vegetation Management, System Hardening and Public Safety Power Shutoffs.

Discussion ensued regarding updating residential information, applying for the Medical Baseline, purchasing the proper generators, and battery backup status.

- 9.3. Presentation by Chief Probation Officer Tami DiSalvo regarding the Governor's Commemorative Message for "Probation Services Week" – Chief Probation Officer**

Chief Probation Officer Tami DiSalvo read the Governor's Commemorative message for "Probation Services Week".

Nichole Williamson reported that DiSalvo was being recognized through the California Probation, Parole and Correctional Association as Deputy Probation Officer of the Year for Small Counties at their annual conference in August.

- 9.4. Request Approval of Amendment #2 to Contract No. CC2017-41 with Emily Winter for the term of July 16, 2019 through September 30, 2019, extending the term of the contract through September 30, 2019 and increasing the not-to-exceed amount by \$8,250.00. – Behavioral Health Director**

BHS Director Gail St. James reported that the yoga services were in the middle of the Request for Proposal bid process and requested that the current yoga services be extended to continue services to the community.

**MOTION Jardine / SECOND Rakow Contract No. CC2019-29 Amendment #2 to Contract No. CC2017-41 with Emily Winter for the term of July 16, 2019 through**

Attachment: BOS Unapproved Minutes 07-16-2019 (BOS regular meeting minutes of 07/16/2019)



**September 30, 2019, extending the term of the contract through September 30, 2019 and increasing the not-to-exceed amount by \$8,250.00.**

**AYES: Donald M. Jardine, Ron Hames, Katherine Rakow, David Griffith;**

**ABSENT: Terry Woodrow;**

**MOTION CARRIED.**

- 9.5. **Request approval for Alpine County's continued participation in the Golden State Finance Authority (GSFA) affordable homeownership programs. - CAO/HHS Director**

CAO/HHS Director Nichole Williamson announced that this was an annual approval to continue to participate in Golden State Finance Authority affordable homeownership program.

**MOTION Jardine / SECOND Hames approving Alpine County's continued participation in the Golden State Finance Authority (GSFA) affordable homeownership programs.**

**AYES: Jardine, Hames, Rakow, Griffith;**

**ABSENT: Woodrow;**

**MOTION CARRIED.**

**10. ADMINISTRATIVE ANNOUNCEMENTS**

There were no administrative announcements.

**11. ADJOURN TO ANY OF THE FOLLOWING AGENCIES FOR WHICH THE BOARD OF SUPERVISORS SITS AS OFFICERS: BOARD OF EQUALIZATION, LOCAL TRANSPORTATION COMMISSION, WATER AGENCY**

None

**12. CLOSED SESSION**

- 12.1. **Closed Session: CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION Significant exposure to litigation pursuant to Section 54956.9(d)(4): 1 case - CAO/HHS Director**

Information given and direction given

**13. ADJOURNMENT**

The Board adjourned to the next regular meeting of Tuesday, August 6, 2019 at 9:00am at the County Administrative Office Building, Markleeville, California.

\_\_\_\_\_  
David Griffith, Chair, Board of Supervisors  
County of Alpine, State of California

**ATTEST:**

\_\_\_\_\_  
Teola L. Tremayne, County Clerk & ex officio  
Clerk of the Board of Supervisors

**\*A complete audio recording of this meeting is available on the County website\*  
[www.alpinecountyca.gov](http://www.alpinecountyca.gov)**

Attachment: BOS Unapproved Minutes 07-16-2019 (BOS regular meeting minutes of 07/16/2019)

# AGENDA TRANSMITTAL



**TO:** Board of Supervisors

**FROM:** Nichole Williamson, CAO/HHS Director

**DATE OF MEETING:** August 6, 2019

**PREPARED BY:** Janel Morales, Fiscal and Technical Specialist

**TITLE:** Request approval of contract with California Department of Public Health (CDPH) for 2019-2020 the Maternal Child Adolescent Health (MCAH) program in the amount of \$80,001.

## SUMMARY:

Health & Human Services (HHS) is requesting the approval of the 2019-2020 contract with the California Department of Public Health's (CDPH) Maternal Child Adolescent Health (MCAH) program in the annual amount of \$80,001.

## RECOMMENDED ACTION:

Recommend that the Board of Supervisors approve the Contract with CDPH in the amount of \$80,001 to perform MCAH services for the fiscal year of 2019-2020.

## ISSUE STATEMENT AND DISCUSSION:

Alpine County has been a recipient of MCAH funds for many years and the program is an integral part of the Alpine County Public Health Department.

## FISCAL IMPACT:

1) Budgeted Current Fiscal Year	<input type="checkbox"/> (Not Applicable)
2) Total Anticipated Cost Current Year	\$80,001
3) Total Anticipated Cost Annual Year	<u>\$80,001</u>

## SOURCE

<input type="checkbox"/> Unanticipated	<u>\$0.00</u>
<input type="checkbox"/> Revenue From Contingency	<u>\$0.00</u>
Other:	

## FUNDING SOURCE:

California Department of Public Health

## INSTRUCTIONS TO CLERK:

Please return 2 signed copies of the funding agreement to HHS



## FY 2019 - 2020 AGREEMENT FUNDING APPLICATION (AFA) CHECKLIST

Agency Name: Alpine County Health and Human Services

Agreement #: 201902

Program:  MCAH  BIH  AFLP  CHVP  
(Check one box only)

Please check the box next to all submitted documents. All documents must be submitted by email using the required naming convention on page 2.	
<input checked="" type="checkbox"/>	1. <b><u>AFA Checklist</u></b>
<input checked="" type="checkbox"/>	2. <b><u>Agency Information Form</u></b> with signature (PDF)
<input checked="" type="checkbox"/>	3. <b><u>Attestation of Compliance with the Sexual Health Education Accountability Act of 2007</u></b> (PDF)
<input checked="" type="checkbox"/>	4. <b><u>Community Profile</u></b> submit only one profile including information about your MCAH, AFLP and/or BIH populations and programs as applicable (Word)
<input checked="" type="checkbox"/>	5. <b><u>Budget Template</u></b> submit for the next two upcoming Fiscal Years (19/20 and 20/21) list all staff (by position) and costs (including projected salaries and benefits, operating and ICR). Multiple tabs for completion include Summary Page, Detail Pages, and Justifications. Personnel must be consistent with the Duty Statements and Organizational Charts (Excel)
<input checked="" type="checkbox"/>	6. <b><u>Indirect Cost Rate (ICR) Certification Form</u></b> details methodology and components of the ICR
<input checked="" type="checkbox"/>	7. <b><u>Duty Statements (DS)</u></b> for all staff (numbered according to the Personnel Detail Page and Organization Chart) listed on the budget
<input checked="" type="checkbox"/>	8. <b><u>Organization Chart(s)</u></b> of the applicable programs, identifying all staff positions on the budget including their Line Item # and its relationship to other services for women and children, the local health officer and overall agency
<input checked="" type="checkbox"/>	9. <b><u>Approval Letters</u></b> submit most recent letter on State letterhead with state staff signatures, including waivers for the following positions: <input checked="" type="checkbox"/> MCAH Director; <input type="checkbox"/> BIH Coordinator; <input type="checkbox"/> AFLP Director; <input type="checkbox"/> Other _____
<input checked="" type="checkbox"/>	10. <b><u>Scope of Work (SOW)</u></b> documents for all applicable programs (PDF/Word)
<input checked="" type="checkbox"/>	11. <b><u>Annual Inventory</u></b> – Form CDPH 1204
<input type="checkbox"/>	12. <b><u>Local Health Officer Approval Letter to conduct FIMR</u></b> [MCAH only]
<input checked="" type="checkbox"/>	13. <b><u>Subcontractor (SubK) Agreement Packages</u></b> submit Subcontract Agreement Transmittal Form, brief explanation of the award process, subcontractor agreement or waiver letter, and budget with detailed Justifications (required for all SubKs \$5,000 or more) (Word)
<input type="checkbox"/>	14. <b><u>Certification Statement for the Use of Certified Public Funds (CPE)</u></b> [AFLP CBOs and/or SubKs with FFP]
<input checked="" type="checkbox"/>	15. <b><u>CDPH 9083 Government Agency Taxpayer ID Form</u></b>
<input type="checkbox"/>	16. <b><u>Attestation of Compliance with the Requirements for Enhanced Title XIX Federal Financial Participation (FFP) Rate Reimbursement for Skilled Professional Medical Personnel (SPMP) and their Direct Clerical Support Staff</u></b>

Attachment: 201902 MCAH AFA Package 5.15.19 (Request approval of contract with CDPH for 2019-2020 MCAH)

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH  
MATERNAL, CHILD AND ADOLESCENT HEALTH (MCAH) DIVISION

FUNDING AGREEMENT PERIOD  
FY 2019-2020

AGENCY INFORMATION FORM

Agencies are required to submit an electronic and signed copy (original signatures only) of this form along with their Annual AFA Package.

Agencies are required to submit updated information when updates occur during the fiscal year. Updated submissions do not require certification signatures.

**AGENCY IDENTIFICATION INFORMATION**

Any program related information being sent from the CDPH MCAH Division will be directed to all Program Directors.

Please enter the agreement or contract number for each of the applicable programs

201902	<u>MCAH</u>	201902	<u>BIH</u>		201902	<u>AFLP</u>	
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Update Effective Date: \_\_\_\_\_ (only required when submitting updates)

Federal Employer ID#:	94-6000504
Complete Official Agency Name:	Alpine County Health and Human Services Department
Business Office Address:	75 Diamond Valley Road
Agency Phone:	530.694.2235
Agency Fax:	530.694.2252
Agency Website:	<a href="http://www.alpinecountyca.gov">www.alpinecountyca.gov</a>

Attachment: 201902 MCAH AFA Package 5.15.19 (Request approval of contract with CDPH for 2019-2020 MCAH)

### AGREEMENT FUNDING APPLICATION POLICY COMPLIANCE AND CERTIFICATION

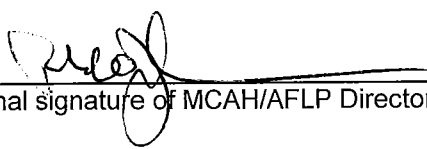
Please enter the **agreement or contract** number for each of the applicable programs

201902	<u>MCAH</u>	201902	<u>BIH</u>		201902	<u>AFLP</u>	
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The undersigned hereby affirms that the statements contained in the Agreement Funding Application (AFA) are true and complete to the best of the applicant's knowledge.

I certify that these Maternal, Child and Adolescent Health (MCAH) programs will comply with all applicable provisions of Article 1, Chapter 1, Part 2, Division 106 of the Health and Safety code (commencing with section 123225), Chapters 7 and 8 of the Welfare and Institutions Code (commencing with Sections 14000 and 142), and any applicable rules or regulations promulgated by CDPH pursuant to this article and these Chapters. I further certify that all MCAH related programs will comply with the most current MCAH Policies and Procedures Manual, including but not limited to, Administration, Federal Financial Participation (FFP) Section. I further certify that the MCAH related programs will comply with all federal laws and regulations governing and regulating recipients of funds granted to states for medical assistance pursuant to Title XIX of the Social Security Act (42 U.S.C. section 1396 et seq.) and recipients of funds allotted to states for the Maternal and Child Health Service Block Grant pursuant to Title V of the Social Security Act (42 U.S.C. section 701 et seq.). I further agree that the MCAH related programs may be subject to all sanctions, or other remedies applicable, if the MCAH related programs violate any of the above laws, regulations and policies with which it has certified it will comply.

	Chair of the Board
Original signature of official authorized to commit the Agency to an MCAH Agreement	Title
David Griffith	
Name (Print)	Date

	Public Health Officer
Original signature of MCAH/AFLP Director	Title
	
Dr. Richard Johnson, MD	5/13/19
Name (Print)	Date

Attachment: 201902 MCAH AFA Package 5.15.19 (Request approval of contract with CDPH for 2019-2020 MCAH)

CONTACT		FIRST NAME	LAST NAME	TITLE	ADDRESS	PHONE	EMAIL ADDRESS	PROGRAM
1	AGENCY EXECUTIVE DIRECTOR	Nichole	Williamson	CAO/HHS Director	75 Diamond Valley Road Markleeville, CA 96120	530.694.2235	nwilliamson@alpinecountyca.gov	MCAH
2	MCAH DIRECTOR	Dr. Richard	Johnson, MD	Public Health Officer	75 Diamond Valley Road Markleeville, CA 96120	530.694.2146	rjohnson@alpinecountyca.gov	MCAH
3	MCAH COORDINATOR (Only complete if different from #2)	Tamara	Dupuis, PHN	Public Health Nurse	75 Diamond Valley Road Markleeville, CA 96120	530.694.2146	tdupuis@alpinecountyca.gov	MCAH
4	MCAH FISCAL CONTACT	Janel	Morales	Fiscal & Technical Specialist	75 Diamond Valley Road Markleeville, CA 96120	530.694.2252	jmorales@alpinecountyca.gov	MCAH
5	FISCAL OFFICER	Janel	Morales	Fiscal & Technical Specialist	75 Diamond Valley Road Markleeville, CA 96120	530.694.2235	jmorales@alpinecountyca.gov	MCAH
6	CLERK OF THE BOARD or	Teola	Tremayne	County Clerk	PO Box 158 Markleeville, CA 96120	530.694.2281	ttremayne@alpinecountyca.gov	MCAH
7	CHAIR BOARD OF SUPERVISORS	David	Griffith	Chair of the Board	PO Box 158 Markleeville, CA 96120	530.694.2281	dgriffith@alpinecountyca.gov	MCAH
8	OFFICIAL AUTHORIZED TO COMMIT AGENCY	David	Griffith	Chair of the Board	PO Box 158 Markleeville, CA 96120	530.694.2281	dgriffith@alpinecountyca.gov	MCAH
9	FETAL INFANT MORTALITY REVIEW (FIMR) COORDINATOR	N/A						FIMR
10	SUDDEN INFANT DEATH SYNDROME (SIDS) COORDINATOR/CONTACT	Tamara	Dupuis, PHN	Public Health Nurse	75 Diamond Valley Road Markleeville, CA 96120	530.694.2146	tdupuis@alpinecountyca.gov	SIDS
11	PERINATAL SERVICES COORDINATOR	Tamara	Dupuis, PHN	Public Health Nurse	75 Diamond Valley Road Markleeville, CA 96120	530.694.2146	tdupuis@alpinecountyca.gov	

**Attestation of Compliance with the Sexual Health Education Accountability Act of 2007**

**Agency Name:** Alpine County Health & Human Services

**Agreement/Grant Number:** 201902

**Compliance Attestation for Fiscal Year:** 2019 - 2020

The Sexual Health Education Accountability Act of 2007 (Health and Safety Code, Sections 151000 – 151003) requires sexual health education programs (programs) that are funded or administered, directly or indirectly, by the State, to be comprehensive and not abstinence-only. Specifically, these statutes require programs to provide information that is medically accurate, current, and objective, in a manner that is age, culturally, and linguistically appropriate for targeted audiences. Programs cannot promote or teach religious doctrine, nor promote or reflect bias (as defined in Section 422.56 of the Penal Code), and may be required to explain the effectiveness of one or more drugs and/or devices approved by the federal Food and Drug Administration for preventing pregnancy and sexually transmitted diseases. Programs directed at minors are additionally required to specify that abstinence is the only certain way to prevent pregnancy and sexually transmitted diseases.

In order to comply with the mandate of Health & Safety Code, Section 151002 (d), the California Department of Public Health (CDPH) Maternal, Child and Adolescent Health (MCAH) Program requires each applicable Agency or Community Based Organization (CBO) contracting with MCAH to submit a signed attestation as a condition of funding. The Attestation of Compliance must be submitted to CDPH/MCAH annually as a required component of the Agreement Funding Application (AFA) Package. By signing this letter the MCAH Director or Adolescent Family Life Program (AFLP) Director (CBOs only) is attesting or "is a witness to the fact that the programs comply with the requirements of the statute". The signatory is responsible for ensuring compliance with the statute. Please note that based on program policies that define them, the Sexual Health Education Act inherently applies to the Black Infant Health Program, AFLP, and the California Home Visiting Program, and may apply to Local MCAH based on local activities.

The undersigned hereby attests that all local MCAH agencies and AFLP CBOs will comply with all applicable provisions of Health and Safety Code, Sections 151000 – 151003 (HS 151000–151003). The undersigned further acknowledges that this Agency is subject to monitoring of compliance with the provisions of HS 151000–151003 and may be subject to contract termination or other appropriate action if it violates any condition of funding, including those enumerated in HS 151000–151003.

**Signed**

Alpine County Health & Human Services

*Agency Name*

201902

*Agreement/Grant Number*

Click or tap here to enter text.

*Signature of AFLP Director (CBOs only)*

Dr. Richard Johnson, MD

*Printed Name of MCAH Director*

*Printed Name of AFLP Director (CBOs only)*

5/13/2019 *Signature of MCAH Director*

*Date*

5/13/2019

*Date*

Attachment: 201902 MCAH AFA Package 5.15.19 (Request approval of contract with CDPH for 2019-2020 MCAH)

## Exhibit K

**Attestation of Compliance with the  
Sexual Health Education Accountability Act of 2007**

CALIFORNIA CODES  
HEALTH AND SAFETY CODE  
SECTION 151000-151003

151000. This division shall be known, and may be cited, as the Sexual Health Education Accountability Act.

151001. For purposes of this division, the following definitions shall apply:

- (a) "Age appropriate" means topics, messages, and teaching methods suitable to particular ages or age groups of children and adolescents, based on developing cognitive, emotional, and behavioral capacity typical for the age or age group.
- (b) A "sexual health education program" means a program that provides instruction or information to prevent adolescent pregnancy, unintended pregnancy, or sexually transmitted diseases, including HIV, that is conducted, operated, or administered by any state agency, is funded directly or indirectly by the state, or receives any financial assistance from state funds or funds administered by a state agency, but does not include any program offered by a school district, a county superintendent of schools, or a community college district.
- (c) "Medically accurate" means verified or supported by research conducted in compliance with scientific methods and published in peer review journals, where appropriate, and recognized as accurate and objective by professional organizations and agencies with expertise in the relevant field, including, but not limited to, the federal Centers for Disease Control and Prevention, the American Public Health Association, the Society for Adolescent Medicine, the American Academy of Pediatrics, and the American College of Obstetricians and Gynecologists.

151002. (a) Every sexual health education program shall satisfy all of the following requirements:

- (1) All information shall be medically accurate, current, and objective.
  - (2) Individuals providing instruction or information shall know and use the most current scientific data on human sexuality, human development, pregnancy, and sexually transmitted diseases.
  - (3) The program content shall be age appropriate for its targeted population.
  - (4) The program shall be culturally and linguistically appropriate for its targeted populations.
  - (5) The program shall not teach or promote religious doctrine.
  - (6) The program shall not reflect or promote bias against any person on the basis of disability, gender, nationality, race or ethnicity, religion, or sexual orientation, as defined in Section 422.56 of the Penal Code.
  - (7) The program shall provide information about the effectiveness and safety of at least one or more drugs and/or devices approved by the federal Food and Drug Administration for preventing pregnancy and for reducing the risk of contracting sexually transmitted diseases.
- (b) A sexual health education program that is directed at minors shall comply with all of the criteria in subdivision (a) and shall also comply with both the following requirements:



**Attestation of Compliance with the  
Sexual Health Education Accountability Act of 2007**

- (1) It shall include information that the only certain way to prevent pregnancy is to abstain from sexual intercourse, and that the only certain way to prevent sexually transmitted diseases is to abstain from activities that have been proven to transmit sexually transmitted diseases.
- (2) If the program is directed toward minors under the age of 12 years, it may, but is not required to, include information otherwise required pursuant to paragraph (7) of subdivision (a).
- (c) A sexual health education program conducted by an outside agency at a publicly funded school shall comply with the requirements of Section 51934 of the Education Code if the program addresses HIV/AIDS and shall comply with Section 51933 of the Education Code if the program addresses pregnancy prevention and sexually transmitted diseases other than HIV/AIDS.
- (d) An applicant for funds to administer a sexual health education program shall attest in writing that its program complies with all conditions of funding, including those enumerated in this section. A publicly funded school receiving only general funds to provide comprehensive sexual health instruction or HIV/AIDS prevention instruction shall not be deemed an applicant for the purposes of this subdivision.
- (e) If the program is conducted by an outside agency at a publicly funded school, the applicant shall indicate in writing how the program fits in with the school's plan to comply fully with the requirements of the California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act, Chapter 5.6 (commencing with Section 51930) of the Education Code. Notwithstanding Section 47610 of the Education Code, "publicly funded school" includes a charter school for the purposes of this subdivision.
- (f) Monitoring of compliance with this division shall be integrated into the grant monitoring and compliance procedures. If the agency knows that a grantee is not in compliance with this section, the agency shall terminate the contract or take other appropriate action.
- (g) This section shall not be construed to limit the requirements of the California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act (Chapter 5.6 (commencing with Section 51930) of Part 28 of the Education Code).
- (h) This section shall not apply to one-on-one interactions between a health practitioner and his or her patient in a clinical setting.

151003. This division shall apply only to grants that are funded pursuant to contracts entered into or amended on or after January 1, 2008.

## Alpine County Maternal Child and Adolescent Health Community Profile 2019-2020

**FOR FISCAL YEAR 2019-20, PLEASE USE THE LATEST DATA AVAILABLE FROM FHOP TO COMPLETE THE TABLE BELOW AND UPDATE THE NARRATIVE AS NEEDED. (PLEASE SEE THE MCAH LOCAL HEALTH JURISDICTION DATA TABLE CROSSWALK FOR MORE DETAILED INSTRUCTIONS). THERE IS A TWO-PAGE LIMIT.**

### Section 1 – Demographics

	Local	State
<b>Our Community</b>		
Total Population <sup>1</sup>	1,252	38,896,969
Total Population, African American	0	2,236,361
Total Population, American Indian/ Alaskan Natives	250	172,948
Total Population, Asian/Pacific Islander	7	5,301,831
Total Population, Hispanic	103	15,172,006
Total Population, White	871	14,972,954
Total Live Births	7	491,789
<b>Our Mothers and Babies</b>		
% of women delivering a baby who received prenatal care beginning in the first trimester of their pregnancy <sup>2</sup>	30.8	83.3%
% of women delivering a baby who had a postpartum visit. <sup>6</sup>	85.1	87.5%
% of births covered by Medi-Cal <sup>2</sup>	50.0	44.3%
% of women ages 18-64 without health insurance <sup>3</sup>	17.1	19.7%
% of women giving birth to a second child within 24 months of a previous pregnancy <sup>2</sup>	66.7	26.6%

	Local	State
<b>Our Mothers and Babies (continued)</b>		
% live births less than 37 weeks gestation <sup>2</sup>	28.6	8.4%
Gestational diabetes per 1,000 females age 15-44	22.2	9.2
% of female population 18-64 living in poverty (0-200% FPL) <sup>3</sup>	36.4	34.7%
Substance use diagnosis per 1,000 hospitalizations of pregnant women	0	19.9
Unemployment Rate <sup>4</sup>	8.3	7.5
<b>Our Children and Teens</b>		
Adolescent Birth Rate per 1,000 females aged 15-19 <sup>2</sup>	23.1	21.0
Motor vehicle injury hospitalizations per 100,000 children age 0-14	0	14.2
% of children, ages 0-18 years living in poverty (0-200% FPL) <sup>3</sup>	47.9	45.9%
Mental health hospitalizations per 100,000 age 15-24	1.169	1,499.2
Children in Foster Care per 1,000 children <sup>5</sup>	0	6.3
Substance abuse hospitalization per 100,000 aged 15-24	584	793.4

Data sources: <sup>1</sup>CA Dept. of Finance population estimates 2014, <sup>2</sup>CA Birth Statistical Master Files 2012-2014, <sup>3</sup>US Census Bureau - Small Area Health Insurance Estimates 2012-2014, <sup>4</sup>CA Employment Development Dept 2012-2014, <sup>5</sup>Data from CA Child Welfare Indicators Project, UC Berkeley 2012-2014, <sup>6</sup>Data from CA Maternal, Infant Health Assessment (MIHA) 2013-2014.

### Section 2 – About Our Community – Health Starts Where We Live, Learn, Work, and Play

Describe the following using brief narratives or bullets: 1) *Geography*, 2) *Major industries and employers (public/private)*, 3) *Walkability, recreational areas*  
Alpine County is the smallest County in California with a total population of approximately 1,243. Alpine County is located in the Sierra Nevada Mountains between Lake Tahoe and Yosemite and is 743 square miles. This rural, frontier environment has fewer than 2 people per square mile. The land of Alpine County is 96% public lands and only 4% private lands, and elevation ranges from 4,800 feet to over 11,400 feet. The east and west sides of the County are separated by a mountain pass and the road is closed during the winter months due to snow.

Major industries in Alpine County include government, tourism, cattle ranching and a small amount of timber harvesting. The primary employers in the County are the Bear Valley and Kirkwood ski areas, Alpine County government, Alpine County Office of Education/School District and small businesses that primarily focus on tourism (motels, restaurants, small stores). Alpine County has no traffic light, bank, pharmacy or grocery store.

Though there is a large amount of open space in Alpine County, the “walkability” score is low because one cannot walk to school, work or other services, which are widespread in location. Alpine County is a predominately auto dependent community. The population centers in Alpine county are: the Hung A Lel Ti American Indian community in Woodfords; the town of Markleeville; and the ski resort of Kirkwood and Bear Valley.



### Section 3 – Health System – Health and Human Services for the MCAH Population

Describe the following using brief narratives or bullets: Strategies/initiatives that address the following: Maternal/Women's Health, Perinatal/Infant Health, Child Health, Adolescent Health, Children with Special Health Care Needs and cross cutting or life course issues (public health issues that impact multiple MCAH population groups).

- Collaboration with managed Medi-Cal programs, as well as health care providers, to decrease provider barriers and gaps in services
- Referrals for pregnant women to WIC for prenatal nutrition
- Outreach and education to women of childbearing age about the importance of prenatal care
- Collaboration with Denti-Cal dental providers to improve access to care
- Collaboration with Big Smiles mobile dentist to provide mobile dental clinic to Alpine County residents
- Collaboration and referrals with local domestic violence prevention services provider, Live Violence Free
- Collaboration with Alpine County Health & Wellness Coalition to promote healthy nutrition and increased physical activity
- Collaboration and referrals to Alpine County Behavioral Health Services for mental health and substance use disorder services
- Collaboration and referrals to Alpine County Social Services
- Collaboration with Community Service Solutions and the Snap-Ed program to provide nutritional education to our community
- Collaboration with the CMSP County Wellness and Prevention Pilot Project to provide Diabetes awareness and management

### Section 4 – Health Status and Disparities for the MCAH Population

Describe the following using brief narratives or bullets: Key health disparities and how health behaviors, the physical environment and social determinants of health (social/economic factors) contribute to these disparities for specific populations. Highlight areas where progress has been made in improving health outcomes.

Alpine County has a higher than state average rates of: uninsured ages 0-18, gestational diabetes, domestic violence calls smoking during the 1<sup>st</sup> or 3<sup>rd</sup> trimesters, binge drinking for females age 18 and older; overweight and obesity for females age 15-44, death for 20-24 year olds; unemployment; and poverty. (FHOP CHSR Overview)

Approximately 20% of Alpine County's population is Native American. This population group has a high rate of unemployment and multiple health disparities including obesity, diabetes, poverty, geographic isolation, lack of transportation, and lack of specialty medical services.

**IMPORTANT:** By clicking this box, I agree to allow the state MCAH Program to post my LHJ's Community Profile on the CDPH/MCAH website.

BUDGET SUMMARY

FISCAL YEAR  
2019-20

BUDGET  
ORIGINAL

BUDGET STATUS  
ACTIVE

BUDGET BALANCE  
0.10

Program	Agency	Subk	MCAH-PC	MCAH-TITLE V		MCAH-SIDS		MCAH-TBD		MCAH-AGENCY FUNDS		MCAH-CITY NE		MCAH-CITY E	
				AMOUNT	%	AMOUNT	%	AMOUNT	%	AMOUNT	%	AMOUNT	%	AMOUNT	%
Maternal, Child and Adolescent Health (MCAH)				77,001.00	100%	3,000.00	3%	0.00	0%	0.00	0%	0.00	0%	0.00	0%
TOTAL FUNDING				77,001.00		3,000.00		0.00		0.00		0.00		0.00	
ALLOCATIONS(S)															

EXPENSE CATEGORY	MCAH-PC		MCAH-TITLE V		MCAH-SIDS		MCAH-TBD		MCAH-AGENCY FUNDS		MCAH-CITY NE		MCAH-CITY E	
	AMOUNT	%	AMOUNT	%	AMOUNT	%	AMOUNT	%	AMOUNT	%	AMOUNT	%	AMOUNT	%
(I) PERSONNEL	49,241.00	64%	48,233.02	63%	977.98	3%	0.00	0%	0.00	0%	0.00	0%	0.00	0%
(II) OPERATING EXPENSES	6,800.00	9%	5,650.00	7%	1,250.00	4%	0.00	0%	0.00	0%	0.00	0%	0.00	0%
(III) CAPITAL EXPENDITURES	0.00	0%	0.00	0%	0.00	0%	0.00	0%	0.00	0%	0.00	0%	0.00	0%
(IV) OTHER COSTS	13,455.00	17%	12,683.00	16%	772.00	3%	0.00	0%	0.00	0%	0.00	0%	0.00	0%
(V) INDIRECT COSTS	10,434.90	14%	10,434.90	14%	0.00	0%	0.00	0%	0.00	0%	0.00	0%	0.00	0%
BUDGET TOTALS*	80,000.90	86.25%	77,000.92	96.25%	2,999.98	3.75%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%
BALANCE(S)														

TOTAL TITLE V	77,000.92	77,000.92	2,999.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL TITLE XIX	0.00												
TOTAL AGENCY FUNDS	0.00												

Maximum Amount Payable from State and Federal resources

I have certified that this budget has been constructed in compliance with all MCAH administrative and program policies.  
 MCAH PROJECT DIRECTOR'S SIGNATURE: *[Signature]* DATE: 5/13/19  
 STATE ADMINISTRATOR'S SIGNATURE: *[Signature]* DATE: 5-13-19

STATE USE ONLY - TOTAL STATE AID FEDERAL REIMBURSEMENT	PCOA CODES	MCAH-TV	MCAH-SIDS	TBD	AGENCY FUNDS	MCAH-CITY NE	MCAH-CITY E
(I) PERSONNEL	53107	48,233.02	977.98	0.00	0.00	0.00	0.00
(II) OPERATING EXPENSES		5,650.00	1,250.00	0.00	0.00	0.00	0.00
(III) CAPITAL EXPENSES		0.00	0.00	0.00	0.00	0.00	0.00
(IV) OTHER COSTS		12,683.00	772.00	0.00	0.00	0.00	0.00
(V) INDIRECT COSTS		10,434.90	0.00	0.00	0.00	0.00	0.00
Totals for PCA Codes		80,000.90	2,999.98	0.00	0.00	0.00	0.00

m: Maternal, Child and Adolescent Health (MCAH)		201902 Alpine		UNMATCHED FUNDS		NON-MATCHED MATCHING FUNDS		GRANTORS MATCHING FUNDS	
		(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
		%	TITLE V	%	SOS	%	790	%	Agency Funds*
TOTAL FUNDING									

(VI) OPERATING EXPENSES DETAIL		TOTAL OPERATING EXPENSES		5,550.00		1,250.00		0.00		0.00		0.00		0.00		0.00		0.00	
TRAVEL	5,900.00	75.00%	3,750.00	25.00%	1,250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TRAINING	1,500.00	100.00%	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1 Audiotape/Calibration	400.00	100.00%	400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2																			

\* - Unmatched Operating Expenses are not eligible for Federal matching funds (Title XIX). Expenses may only be charged to Unmatched Title V (Col 3), State General Fund (Col 5), and/or Agency (Col 7) funds.

(VII) CAPITAL EXPENDITURE DETAIL		TOTAL CAPITAL EXPENDITURES		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	
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(VIII) OTHER COSTS DETAIL		TOTAL OTHER COSTS		13,456.00		12,683.00		772.00		0.00		0.00		0.00		0.00		0.00	
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SUBCONTRACTS		TOTAL OTHER COSTS		10,920.00		10,920.00		0.00		0.00		0.00		0.00		0.00		0.00	
1	Dr. Richard Johnson M.D., Public Health Officer	100.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2																			

OTHER CHARGES		TOTAL OTHER COSTS		870.00		348.00		522.00		0.00		0.00		0.00		0.00		0.00	
1	Print Stamps/Supplies & Carry Bags	100.00%	350.00	100.00%	350.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2	Printed Educational Materials/Brochures	100.00%	265.00	100.00%	265.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3	Hygiene Kits	100.00%	300.00	100.00%	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4	Pink Stickers Dental supplies for children	100.00%	250.00	100.00%	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5	Shaken Baby (SBS) Model	100.00%	500.00	100.00%	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6	Birth Control/STD Educational supplies	100.00%	0.00	100.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7																			
8																			

(IX) INDIRECT COSTS DETAIL		TOTAL INDIRECT COSTS		10,434.90		10,434.90		0.00		0.00		0.00		0.00		0.00		0.00	
15.00% of Total Direct Costs		100.00%	10,434.90	100.00%	10,434.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00





MCAH		MCAH		MCAH		MCAH		MCAH		MCAH		MCAH		MCAH		MCAH		MCAH	
Agency	Title V	Agency	Title V	Agency	Title V	Agency	Title V	Agency	Title V	Agency	Title V	Agency	Title V	Agency	Title V	Agency	Title V	Agency	Title V
1	201902	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>TOTAL FUNDING</b>		<b>400.00</b>	<b>400.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Unmatched Operating Expenses are not eligible for Federal matching funds (Title XXV). Expenses may only be changed to Unmatched Title V (Col. 3), State General Funds (Col. 5), and/or Agency (Col. 7) funds.

(VI) CAPITAL EXPENDITURE DETAIL		TOTAL CAPITAL EXPENDITURES	
		0.00	0.00

(V) OTHER COSTS DETAIL		TOTAL OTHER COSTS	
SUBCONTRACTS		12,157.95	11,386.25
1	Dr. Richard Johnson M.D.: Public Health Officer	10,920.00	10,920.00
2		0.00	0.00
OTHER CHARGES		771.70	771.70
1	Home Safety/Swaddle & Carry Bags	771.70	771.70
2	Hygiene Kits	265.00	265.00
3	Outreach materials	201.25	201.25
4		0.00	0.00
5		0.00	0.00
6		0.00	0.00
7		0.00	0.00
8		0.00	0.00

(IV) INDIRECT COSTS DETAIL		TOTAL INDIRECT COSTS	
15.00% of Total Direct Costs		10,434.51	10,434.51

Agency	Title V	Agency	Title V	Agency	Title V	Agency	Title V	Agency	Title V	Agency	Title V	Agency	Title V	Agency	Title V	Agency	Title V	Agency	Title V
1	201902	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>TOTAL FUNDING</b>		<b>400.00</b>	<b>400.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Attachment: 201902 MCAH AFA Package 5.15.19 (Request approval of contract with CDPH for 2019-2020 MCAH)

Maternal Child and Adolescent Health (MCAH) 201902 Alpine	UNMATCHED FUNDING		NON-SUBSIDIZED MATERNAL HEALTH		SUBSIDIZED MATERNAL HEALTH	
	01	02	03	04	05	06
	%	%	%	%	%	%
TOTAL FUNDING						

(i) PERSONNEL DETAIL

FULL NAME (First Name Last Name)	TITLE OR CLASSIFICATION (No. Abbreviation)	% FTE	ANNUAL SALARY	TOTAL WAGES		J-Pers MCF Per Staff	Staff Traveling (X)
				AMOUNT	%		
1 Tamara Dupuis, PHN	Public Health Nurse/MCAH Coordinator	23.00%	88,866	20,439.00	100.00%	0.00	X
2 Kathy Snyder, RN	Registered Nurse, Bay Valley	2.00%	88,472	1,769.00	100.00%	0.00	
3 Janel Morris	Presal & Technical Specialist	12.15%	60,583	7,292.00	100.00%	0.00	
4 Jessica Bennett	Administrative Assistant III	5.00%	50,004	2,500.00	100.00%	0.00	
5 Marla Fisher	Senior Account Clerk	5.00%	50,628	2,531.00	100.00%	0.00	
6 Tamara Dupuis, PHN	Public Health Nurse/MCAH Coordinator	2.00%	88,866	1,777.00	58.98%	0.00	X
7				0.00	0.00	0.00	
TOTAL PERSONNEL COSTS				81,608.15	50,479.85		
FRINGE BENEFIT RATE				14,890.13	14,681.08		
TOTAL WAGES				36,428.00	55,798.77		
TOTAL FUNDING							



## CERTIFICATION OF INDIRECT COST RATE METHODOLOGY

Please list the Indirect Cost Rate (ICR) Percentage and supporting methodology for the contract or allocation with the California Department of Public Health, Maternal Child and Adolescent Health Division (CDPH/MCAH Division).

Date: 5/10/2019

Agency Name: County of Alpine

Contract/Agreement Number: 201902

Contract Term/Allocation Fiscal Year: FY 2019-20

### **1. NON-PROFIT AGENCIES/ COMMUNITY BASED ORGANIZATIONS (CBO)**

Non-profit agencies or CBOs that have an approved ICR from their Federal cognizant agency are allowed to charge their approved ICR or may elect to charge less than the agency's approved ICR percentage rate.

Private non-profits local agencies that do not have an approved ICR from their Federal cognizant agency are allowed a maximum ICR percentage of 15.0 percent of the Total Personnel Costs.

The ICR percentage rate listed below must match the percentage listed on the Contract/Allocation Budget.

       % Fixed Percent of:

Total Personnel Costs:

### **2. LOCAL HEALTH JURISDICTIONS (LHJ)**

LHJs are allowed up to the maximum ICR percentage rate that was approved by the CDPH Financial Management Branch ICR or may elect to charge less than the agency's approved ICR percentage rate. The ICR rate may not exceed 25.0 percent of Total Personnel Costs or 15.0 percent of Total Direct Costs. The ICR application (i.e. Total Personnel Costs or Total Allowable Direct Costs) may not differ from the approved ICR percentage rate.

The ICR percentage rate listed below must match the percentage listed on the Allocation/Contracted Budget.

**15.00%** Fixed Percent of:

Total Personnel Costs:

Total Allowable Direct Costs:

### **3. OTHER GOVERNMENTAL AGENCIES AND PUBLIC UNIVERSITIES**

University Agencies are allowed up to the maximum ICR percentage approved by the agency's Federal cognizant agency ICR or may elect to charge less than the agency's approved ICR percentage rate. Total Personnel Costs or Total Direct Costs cannot change.

       % Fixed Percent of:

Total Personnel Costs (Includes Fringe Benefits)

Total Personnel Costs (Excludes Fringe Benefits)

Total Allowable Direct Costs



## CERTIFICATION OF INDIRECT COST RATE METHODOLOGY

Please provide you agency's detailed methodology that includes all indirect costs, fees and percentages in the box below.

Alpine County's 19/20 CDPH approved ICR calculations include:

- \*Auditor/Controller
- \*County Administrator
- \*County Counsel
- \*Depreciation and Use Allowance
- \*Facilities Maintenance, Operations & Repairs
- \*Human Resources
- \*Information Technology
- \*Insurance
- \*Office Supplies (Materials and Supplies)
- \*Postage
- \*Public Relations/Advertising
- \*Purchasing
- \*Rent
- \*Risk Management
- \*Telecommunications
- \*Treasurer/Tax Collector
- \*Utilities

Please submit this form via email to your assigned Contract Manager.

The undersigned certifies that the costs used to calculate the ICR are based on the most recent, available and independently audited actual financials and are the same costs approved by the CDPH to determine the Department approved ICR.

Signature: 

Printed First & Last Name: Janel Morales

Title/Position: Fiscal & Technical Specialist

Date: 5/10/2019

Attachment: 201902 MCAH AFA Package 5.15.19 (Request approval of contract with CDPH for 2019-2020 MCAH)

Budget Line #1 **SUBCONTRACT**

Health Jurisdiction: Alpine County Health and Human Services

Program: Maternal, Child and Adolescent Health

Program Position: **MCAH Director**

General Responsibilities

Under the direction of the Alpine County Health and Human Services Director, the MCAH Director will be responsible for directing local MCAH program activities, and ensure the performance of the core public health functions of assessment, policy development, assurance, and evaluation. This position must be a Skilled Professional Medical Personnel.

Specific Duties

- Provides consultation to professional staff in other agencies regarding specific medical conditions identified within their client population.
- Participates in case conferences to review client needs and quality assurance.
- Provides an ongoing dialogue with Medi-Cal providers around issues of treatment, health and developmental assessments, preventative health services and medical care including program policies and regulations.
- Advocates for the community related to maternal, child, and adolescent health services.
- Identifies unmet needs in the provision of services for pregnant women.
- Attends expert trainings and professional education in-services to facilitate access to Medi-Cal services and promote health of women, children and adolescents.
- Participates in quality assurance activities that improve community health indicators for women of reproductive age, infants, children, adolescents, and their families.
- Oversees the MCAH program including PSC and PCG.
- Monitors local health status indicators for the MCAH target population.
- Develops plans and policies related to maternal, child, and adolescent health objectives.

Supervises and meets regularly with the MCAH Program Coordinator and RN staff.

201802

Duty Statement

2019-2020

## Budget Line #1 &amp; #6

Health Jurisdiction: Alpine County Health and Human Services

Program: Maternal, Child and Adolescent Health

Program Position: **MCAH Coordinator; (#1)****Perinatal Services Coordinator (PSC) and Prenatal Care Guidance (PCG) (#6)**

**In Alpine County, the roles of MCAH Coordinator, SIDS Coordinator and the PSC/PCG are all performed by the same person.**

**MCAH Coordinator****General Responsibilities**

The MCAH Program Coordinator will assist the MCAH Director in fulfilling position responsibilities. The Coordinator will be responsible for implementing the MCAH program under the direction of the MCAH Director and will meet regularly with the MCAH Director to exchange valuable information. This position must be a Skilled Professional Medical Personnel (SPMP).

## Specific Duties

- Promotes and coordinates professional resources that will serve the multidisciplinary needs of women of reproductive age, infants, children, adolescents and their families.
- Identifies barriers to the provision of health and human services for MCAH population.
- Monitors local health indicators to identify at-risk populations
- Participates in outreach and quality assurance activities that improve community health indicators for target population in the county.
- Informs and assists clients to access program services.
- Facilitates access to care and appropriate use of services that may include outreach, referral, collaboration, and care coordination.
- Provides educational activities to Alpine County residents and the Washoe Tribal Health Clinic that promote SIDS risk reduction.
- Attends Individualized Education Program (IEP) and/or Multi-Disciplinary Team (MDT) meetings on behalf of Children and Youth with Special Health Care Needs (CYSHCN).
- Promotes developmental screenings for all community infants, children, and adolescents.
- Provides vision and hearing screening to children and adolescents within the school district and at the health clinic based on California Department of Education and American Academy of Pediatrics (AAP) guidelines.
- Provides referrals to appropriate services for CYSHCN qualified persons.
- Provides toll-free or "no-cost to calling party" telephone contact number and assists with distribution of this number throughout LHJ.
- Promotes link to LHJ website for MCAH program services.
- Implements policies and procedures related to program goals and objectives.

\*\* The MCAH Coordinator acts as a liaison between CPSP providers and related service providers in neighboring counties to facilitate collaboration and communication, since there are no CPSP providers in Alpine County. \*\*

### PSC/PCG

#### General Responsibilities

Under the direction of the Alpine County Health and Human Services Director, the Perinatal Services Coordinator is responsible for the management and coordination aspects of the Comprehensive Perinatal Services Program (CPSP) in accordance with Title 22 California Code of Regulations. **This position will also fulfill the role of SIDS coordinator and associated responsibilities.** The Coordinator conducts provider education and continuous quality improvement programs that will reduce perinatal mortality and morbidity. This position must be a Skilled Professional Medical Personnel.

#### Specific Duties

- Assesses the adequacy of the obstetrical provider network and its ability to meet the needs of the women of reproductive age.
- Monitors and evaluates perinatal data to identify population needs and progress.
- Ensure that SIDS activities take place; including community infant safe sleep and SIDS risk reduction, education, as well as grief & bereavement support for families experiencing a presumed SIDS death.
- Informs the perinatal community including the Washoe Tribal Health Clinic providers and other health and human service entities about local status and trends of perinatal outcomes.
- Identifies and addresses barriers to accessing care and to the delivery of appropriate and timely perinatal care.
- Educates providers and the community about CPSP and the needs of the target populations.
- Provides consultation to prenatal care providers in the implementation of Title 22 California Code of Regulations.
- Provides consultation to professional staff about medical conditions identified within CPSP population.
- Maintains up to date information about CPSP program in order to appropriately refer clients to outside neighboring counties.
- Works with the perinatal community including medical and social service providers to reduce barriers to care, avoid duplication of services and improve communication pathways.
- Attends CPSP meetings and networks with other Perinatal Service Coordinators.
- Attends SIDS trainings and conferences to network with other Perinatal Service Coordinators.
- Assures quality outreach services.

201802

Duty Statement

2019-2020

Budget Line #2

Health Jurisdiction: Alpine County Health and Human Services

Program: Maternal, Child and Adolescent Health

Program Position: **Registered Nurse (RN), Bear Valley****General Responsibilities**

Under the supervision of the MCAH Director, the RN is responsible for providing information on community resources, services and referrals to the MCAH population. The MCAH RN will meet regularly with the MCAH Director and/or MCAH Program Coordinator to exchange valuable information. This position must be a Skilled Professional Medical Personnel.

**Specific Duties**

- Promotes and coordinates professional resources that will serve the multidisciplinary needs of women, children, adolescents, and their families.
- Identifies barriers to the provision of health and human services for the MCAH population.
- Participates in outreach and quality assurance activities that improve community health indicators for women, children, adolescents, and families.
- Informs and assists clients to access program activities.
- Facilitates access to care and appropriate use of services that may include outreach, referrals, collaboration, and care coordination.
- Promotes developmental screenings of all community children and adolescents.
- Provides referrals to appropriate services for CYSHCN qualified persons.

201802

Duty Statement

2019-2020

Budget Line #3

Health Jurisdiction: Alpine County Health and Human Services

Program: Maternal, Child and Adolescent Health

Program Position: **Fiscal and Technical Specialist****General Responsibilities**

Under the direction of the Alpine County Health and Human Services Director, the Fiscal and Technical Specialist is responsible for all financial aspects of the contract.

**Specific Duties**

- Develop annual budget.
- Complete and submit quarterly invoices.
- Monitor MCAH budget.
- Authorize expenditures.

201802

Duty Statement

2019-2020

Budget Line # 4

Health Jurisdiction: Alpine County Health and Human Services

Program: Maternal, Child and Adolescent Health

Program Position: **Administrative Assistant III****General Responsibilities**

Under the direction of the MCAH Director and MCAH Program Coordinator, the Administrative Assistant III is responsible for providing clerical and administrative support to the MCAH program.

**Specific Duties**

- Orders MCAH program supplies.
- Answers Health and Human Services telephone.
- Completes additional duties requested by the MCAH Director or MCAH Program Coordinator.
- Performs as a liaison to MCAH RN.
- Assists with referrals for MCAH program to facilitate access to care for women, children, adolescents and families in the community.
- Tracks client referrals to obtain unduplicated counts of those receiving outreach services and summarizes these results.
- Provides information and referrals to the general public regarding access to prenatal care.

201802

Duty Statement

2019-2020

Budget Line #5

Health Jurisdiction: Alpine County Health and Human Services

Program: Maternal, Child and Adolescent Health

Program Position: **Account Clerk****General Responsibilities**

Under the direction of the Alpine County Health and Human Services Director, the Account Clerk is responsible for day-to-day business aspects of the contract.

**Specific Duties**

- Processes routine invoices.
- Handles all employee payrolls.
- Verifies and tracks payments.
- Reconciles bank account(s).



# Alpine County Board of Supervisors

Chief Administrative Officer/Director of Finance  
Nichole Williamson

Health and Human Services Agency  
Nichole Williamson, Director  
Jeff McKay, Deputy Director

## MCAH Professional Staff

Kathy Snyder, RN, Bear Valley; #2

## MCAH Director

Dr. Richard Johnson, M.D.: MPH,  
FAAP : Public Health Officer  
#1 (SUBCONTRACTS)

## MCAH Administrative Services

Janel Morales,  
Fiscal & Technical Specialist. #3  
Jessica Bennett,  
Administrative Assistant III #4  
Marla Fisher,  
Senior Account Clerk, #5

## MCAH Professional Services

Tamara Dupuis, BSN, RN, CPN, PHN  
MCAH Coordinator, PSC, PCG #1 & #6



KAREN L. SMITH, MD, MPH  
Director & State Health Officer

State of California—Health and Human Services Agency  
California Department of Public Health



EDMUND G. BROWN JR.  
Governor

September 20, 2017

Nicole Williamson, Director  
Alpine County Health and Human Services  
75 Diamond Valley Road  
Markleeville, CA 96120

Dear Ms. Williamson:

**MCAH ALLOCATION #2017-02  
APPROVAL FOR THE MCAH DIRECTOR AND COORDINATOR IN ALPINE COUNTY**

The request dated September 13, 2017 for approval to allow Richard Johnson, MD, MPH, to serve as the Maternal, Child and Adolescent Health (MCAH) Director at 0.035 Full-Time Equivalent (FTE) and Tamara Dupuis, PHN, BSN, CPN, RN, to serve as the MCAH Coordinator at 0.23 FTE, meets the requirements of 0.25 FTE MCAH leadership per MCAH Policies and Procedures and is approved, effective August 14, 2017.

The approval is based on the following: (1) Dr. Johnson, Alpine County Public Health Officer, will be the main contact and have administrative responsibility for the MCAH Program; (2) Ms. Dupuis will also serve as the Perinatal Services Coordinator and Prenatal Care Guidance Coordinator at 0.02 FTE; and (3) the total MCAH Director and Coordinator FTE leadership for MCAH Programs will be at least 0.25 FTE.

This approval is applicable as long as Dr. Johnson and Ms. Dupuis occupy the positions of MCAH Director and MCAH Coordinator respectively. If Dr. Johnson or Ms. Dupuis change positions or leave employment with Alpine County, the requirements revert to those stated in the MCAH Policies and Procedures Manual.

This approval may be revoked at any time if the needs of the population and the program are not met.

Please keep a copy of this letter in your MCAH files for audit purposes.  
Please submit a copy with each MCAH Agreement Funding Application submitted while the approval is in effect.

Nichole Williamson  
Page 2  
September 20, 2017

If there are any questions about this letter, please contact your Nurse Consultant, Paula Curran, at (916) 650-6794 or Paula.Curran@cdph.ca.gov.

Sincerely,



Mari Taylan-Arcoleo  
Program, Policy and Promotion Section  
Maternal, Child and Adolescent Health Division

cc: Clarissa Tsang, Contract Manager  
Allocation and Matched Funding Unit  
Program Allocations, Integrity and Support Branch  
Maternal, Child and Adolescent Health Division

Paula Curran, PHN, MHA  
Nurse Consultant III  
Program Standards Branch  
Maternal, Child and Adolescent Health Division

MCAH Central File

Agency: Alpine County Health and Human Services  
 Agreement Number: 201902

(HACM 0202-6102 Job HDDC with trantuoq jo lavroddp tsenber) 61.51.5 edgackp AFA HACM 206102 :tuenmuyat

Fiscal Year: 2019-20

California Department of Public Health (CDPH)  
 Maternal, Child and Adolescent Health (MCAH) Program  
 Scope of Work (SOW)

Packet Pg. 40

**IMPORTANT:** By clicking this box, I agree to allow the state MCAH Program to post my Scope of Work on the CDPH/MCAH website.

The Local Health Jurisdiction (LHJ), in collaboration with the State MCAH Program, shall strive to develop systems that protect and improve the health of California's women of reproductive age, infants, children, adolescents and their families. The goals and objectives in this MCAH SOW incorporate local problems identified by LHJs in the 5-Year Needs Assessments and reflect the Title V priorities of the MCAH Division. The local 5-Year Needs Assessment identified problems that LHJs may address in their 5-Year Action Plans. The LHJ 5-Year Action Plans inform the development of the annual MCAH SOW.

**All LHJs must perform the activities in the shaded areas in Goals 1-3 and monitor and report on the corresponding evaluation/performance measures.** In addition, each LHJ is required to develop at least two local objectives in Goal 1, one to address the health of reproductive age women and one to address the needs of pregnant women and two local objectives for Goal 3, a SIDS/SUID objective and an objective to improve infant health. LHJs that receive FIMR funding will perform the activities in the shaded area in Goal 3.5, including one local objective addressing fetal, neonatal, post-neonatal and infant deaths. In the second shaded column of 3.5a, Intervention Activities to Meet Objectives, insert the number and percent of cases that will be reviewed for the fiscal year. Lastly, if resources allow, LHJs should develop additional objectives, which can be placed under any of the Goals 1-5. All activities in this SOW must take place within the fiscal year. Please see the MCAH Policies and Procedures for further instructions on completing the SOW.

The development of this SOW was guided by several public health frameworks including the ones listed below. Please consider integrating these approaches when conceptualizing and organizing local program, policy, and evaluation efforts.

- o The Ten Essential Services of Public Health
- o The Spectrum of Prevention
- o Life Course Perspective
- o The Social-Ecological Model
- o Social Determinants of Health
- o Strengthening Families

All Title V programs must comply with the MCAH Fiscal Policies and Procedures Manual, which is found on the CDPH/MCAH website

CDPH/MCAH Division expects each LHJ to make progress towards Title V State Performance Measures and Healthy People 2020 goals. These goals involve complex issues and are difficult to achieve, particularly in the short term. As such, in addition to the required activities to address Title V State Priorities and requirements, the MCAH SOW provides LHJs the opportunity to develop locally determined objectives and activities that can be realistically achieved given the scope and resources of local MCAH programs.

LHJs are required to comply with requirements as stated in the MCAH Program Policies and Procedures Manual, such as attending statewide meetings, conducting a Needs Assessment every five years, submitting Agreement Funding Applications, and completing Annual Progress Reports.

<sup>1</sup> 2016-2020 Title V State Priorities

<sup>2</sup> MCH Title V Block Grant Requirements

<sup>3</sup> State Requirements

**Goal 1: Women/Maternal Domain: Improve access to and utilization of comprehensive, quality health and social services**  
 The shaded and/or highlighted areas represent required activities.

Short and/or Intermediate Objective(s)	Intervention Activities to Meet Objectives (Describe the steps of the intervention)	Evaluation/Performance Measures	
		Process Description and Measures	Short and/or Intermediate Outcome Measure(s)
<p><b>Objective 1.1</b></p> <p>All women of reproductive age, pregnant women, infants, children, adolescents and youth with special health care needs (CYSHCN) will have access to needed and preventive, medical, dental, and social services by:</p> <ul style="list-style-type: none"> <li>Targeting outreach services to identify pregnant women, women of reproductive age, infants, children and adolescents and their families who are eligible for Medi-Cal assistance or other publicly provided health care programs and assist them in applying for these benefits<sup>2</sup></li> <li>Decreasing Medi-Cal eligible women, children, post-partum women without insurance<sup>1</sup></li> </ul>	<p><b>1.1a</b></p> <p>i. Identify and monitor the health status of women of reproductive age, pregnant women, infants, children, adolescents, and CYSHCN, including the social determinants of health and access/barriers to the provision of:</p> <ul style="list-style-type: none"> <li>Preventive, medical, dental, and social services</li> </ul> <p>ii. Review data books and monitor trends over time, geographic areas and population group disparities</p> <p>iii. Annually, share your data with key local health department leadership</p>	<p><b>1.1a</b></p> <p>i. This deliverable will be fulfilled by completing and submitting your Community Profile with your Agreement Funding Application each year</p> <p>ii. Briefly describe process for monitoring and interpreting data</p> <p>iii. Report the date data shared with the key health department leadership. Briefly describe their response, if significant.</p>	<p><b>1.1a</b></p> <p>Nothing is entered here.</p>

<sup>1</sup> 2016-2020 Title V State Priorities  
<sup>2</sup> MCH Title V Block Grant Requirements  
<sup>3</sup> State Requirements

Goal 1: Women/Maternal Domain: Improve access to and utilization of comprehensive, quality health and social services  
 The shaded and/or highlighted areas represent required activities.

Short and/or Intermediate Objective(s)	Intervention Activities to Meet Objectives (Describe the steps of the intervention)	Evaluation/Performance Measures Process, Short and/or Intermediate Measures (Report on these measures in the Annual Report)	
		Process Description and Measures	Short and/or Intermediate Outcome Measure(s)
	<p><b>1.1b</b>                      Participate in collaboratives, coalitions, community organizations, etc., to review data and develop policies and products to address social determinants of health and disparities.</p>	<p><b>1.1b</b>                      Report the total number of collaboratives with MCAH staff participation.                       Submit online Collaborative Surveys that document participation, objectives, activities and accomplishments of MCAH – related collaboratives.</p>	<p><b>1.1b</b>                      List policies or products developed to improve infrastructure that address MCAH priorities.</p>
	<p><b>Policy Development</b>  <b>1.1c</b>                      i. Review, revise and enact protocols or policies that facilitate access to Medi-Cal, California Children's Services (CCS), Covered CA, and Women, Infants, and Children (WIC)</p>	<p><b>1.1c</b>                      i. List types of protocols or policies developed or revised to facilitate access to health care services.</p>	<p><b>1.1c</b>                      i. List formal and informal agreements in place including Memoranda of Understanding with Medi-Cal Managed Care Plans (MCP) or other organizations that address the needs of mothers and infants</p>

<sup>1</sup> 2016-2020 Title V State Priorities  
<sup>2</sup> MCH Title V Block Grant Requirements  
<sup>3</sup> State Requirements

Goal 1: Women/Maternal Domain: Improve access to and utilization of comprehensive, quality health and social services.  
 The shaded and/or highlighted areas represent required activities.

Short and/or Intermediate Objective(s)	Intervention Activities to Meet Objectives (Describe the steps of the intervention)	Evaluation/Performance Measures Process, Short and/or Intermediate Measures (Report on these measures in the Annual Report)	
		Process Description and Measures	Short and/or Intermediate Outcome Measure(s)
	ii. Develop and implement protocols to ensure all clients in MCAH programs are enrolled in a health insurance plan, linked to a provider, and complete an annual visit. Protocols include the following key components: <ul style="list-style-type: none"> <li>• Assist clients to enroll in health insurance</li> <li>• Link clients to a health care provider for a preventive and/or medical visit</li> <li>• Develop a tracking mechanism to verify that the client enrolled in health insurance, completed a preventive or well medical visit</li> </ul>	ii. Briefly describe the key components of the protocols developed to ensure all clients enrolled in insurance or a health plan, linked to a provider and complete an annual preventative and/or medical visit.	ii. Describe and summarize the impact of protocols or policy and systems changes that facilitate access to Medi-Cal, CCS, Covered CA, and WIC.
	<b>Assurance</b> <b>1.1d</b> Develop staff knowledge and public health competencies for MCAH related issues	<b>1.1d</b> Summarize staff knowledge and competencies gained	<b>1.1d</b> Nothing is entered here

<sup>1</sup> 2016-2020 Title V State Priorities  
<sup>2</sup> MCH Title V Block Grant Requirements  
<sup>3</sup> State Requirements



Goal 1: Women/Maternal Domain: Improve access to and utilization of comprehensive, quality health and social services.  
 The shaded and/or highlighted areas represent required activities.

Short and/or Intermediate Objective(s)	Intervention Activities to Meet Objectives (Describe the steps of the intervention)	Evaluation/Performance Measures	
		Process, Short and/or Intermediate Measures (Report on these measures in the Annual Report)	Short and/or Intermediate Outcome Measure(s)
	<p><b>1.1e</b>                      Conduct activities to facilitate referrals to Medi-Cal, Covered CA, CCS, and other low cost/no-cost health insurance programs for health care coverage<sup>2</sup></p>	<p><b>1.1e</b>                      Describe activities to ensure referrals to health insurance, programs and preventive visits</p>	<p><b>1.1e</b>                      Report the number of referrals to Medi-Cal, Covered CA, CCS, or other low/no-cost health insurance or programs.</p>
	<p><b>1.1f</b>                      Provide a toll-free or "no-cost to the calling party" telephone information service and other appropriate methods of communication, e.g., local MCAH Program web page to the local community<sup>2</sup> to facilitate linkage of MCAH population to services</p>	<p><b>1.1f</b>                      Describe the methods of communication, including the, cultural and linguistic challenges and solutions to linking the MCAH population to services</p>	<p><b>1.1f</b>                      Report the following:</p> <ul style="list-style-type: none"> <li>• Number of calls to the toll-free or "no-cost to the calling party" telephone information service</li> <li>• The number of web hits to the appropriate local MCAH Program webpage</li> </ul>

<sup>1</sup> 2016-2020 Title V State Priorities  
<sup>2</sup> MCH Title V Block Grant Requirements  
<sup>3</sup> State Requirements

Goal 1.2: **WOMEN/MATERNAL DOMAIN:** Improve access to and utilization of comprehensive, quality health and social services for reproductive age women.

Short and/or Intermediate Objective(s)	Intervention Activities to Meet Objectives (Describe the steps of the intervention)	Evaluation/Performance Measures Process, Short and/or Intermediate Measures (Report on these measures in the Annual Report)	
		Process Description and Measures	Short and/or Intermediate Outcome Measure(s)
<p><b>REQUIRED LOCAL OBJECTIVE:</b> Insert locally developed Short and/or Intermediate Outcome Objective(s), Activities, Evaluation/Performance Measures in the appropriate column below. Each LHJ is required to develop at least one specific short and/or intermediate SMART outcome objective(s) to address access to needed preventive services. <i>Number each locally developed objective as follows: 1.2, 1.2a, 1.2b, 1.2c, 1.2d, etc.</i></p>			
<p><b>Objective 1.2</b>                      By June 30, 2020 to increase access to Family Planning education and support, all women of reproductive age who present to LHJ or become a client in the MCAH program will receive information and/or education on Family Planning.</p>	<p><b>1.2a</b>                      MCAH staff will:</p> <ul style="list-style-type: none"> <li>Assess each woman for current family planning method and reproductive plans.</li> <li>Will provide information on CDC Reproductive Health website related to Family Planning options <a href="https://www.cdc.gov/reproductivehealth/contraception/index.htm">https://www.cdc.gov/reproductivehealth/contraception/index.htm</a></li> <li>Provide written and verbal education and support</li> <li>Assist women to obtain family planning option of choice through Public Health Clinic or referral to medical provider.</li> </ul>	<p><b>1.2a</b></p> <ul style="list-style-type: none"> <li>Describe assessment process of family planning method choices and reproductive choices.</li> <li>Describe referral process to assist with family planning.</li> <li>Briefly describe barriers to provide women of reproductive age family planning resources and referrals.</li> </ul>	<p><b>1.2a</b></p> <ul style="list-style-type: none"> <li>Number of women receiving family planning education and/or information</li> <li>Number of women linked to providers to discuss and receive family planning interventions</li> </ul>

<sup>1</sup> 2016-2020 Title V State Priorities  
<sup>2</sup> MCH Title V Block Grant Requirements  
<sup>3</sup> State Requirements

**Goal 1.3: WOMEN/MATERNAL DOMAIN: All pregnant women will have access to early, adequate, and high quality perinatal care with a special emphasis on low-income and Medi-Cal eligible women.**

Short and/or Intermediate Objective(s)	Intervention Activities to Meet Objectives (Describe the steps of the intervention)	Evaluation/Performance Measures Process, Short and/or Intermediate Measures (Report on these measures in the Annual Report)	Short and/or Intermediate Outcome Measure(s)
<p><b>Objective 1.3</b></p> <p>All women will have access to quality maternal and early perinatal care, including CPSP services for Medi-Cal eligible women by:</p> <ul style="list-style-type: none"> <li>Increasing first trimester prenatal care initiation<sup>1</sup></li> <li>Increasing postpartum visit<sup>1</sup> that can provide the appropriate services and level of care for reproductive age women<sup>1</sup></li> </ul>	<p><b>Assurance</b></p> <p><b>1.3a</b></p> <ol style="list-style-type: none"> <li>Develop MCAH staff knowledge of the system of maternal and perinatal care</li> <li>Develop a comprehensive resource and referral guide of available health and social services</li> <li>Attend the yearly CPSP statewide meeting</li> <li>Conduct local activities to facilitate increased access to early and quality perinatal care</li> </ol>	<p><b>1.3a</b></p> <p>Report the following:</p> <ol style="list-style-type: none"> <li>List of trainings received by staff on perinatal care, such as roundtables, regional meetings, collaborative work</li> <li>Submit resource and referral guide</li> <li>Date and attendance at the CPSP yearly meeting</li> <li>List activities implemented to increase access of women to early and quality perinatal care. Identify barriers and opportunities to improve access to early and quality perinatal care</li> </ol>	<p><b>1.3a</b></p> <p>Provide the number and describe the outcomes of:</p> <ul style="list-style-type: none"> <li>Roundtable meetings</li> <li>Regional meetings</li> <li>Other maternal and perinatal meetings</li> </ul>

<sup>1</sup> 2016-2020 Title V State Priorities  
<sup>2</sup> MCH Title V Block Grant Requirements  
<sup>3</sup> State Requirements

**Goal 1.3: WOMEN/MATERNAL DOMAIN: All pregnant women will have access to early, adequate, and high quality perinatal care with a special emphasis on low-income and Medi-Cal eligible women.**

Short and/or Intermediate Objective(s)	Intervention Activities to Meet Objectives (Describe the steps of the intervention)	Evaluation/Performance Measures Process, Short and/or Intermediate Measures (Report on these measures in the Annual Report)		Short and/or Intermediate Outcome Measure(s)
		Process Description and Measures		
	<p><b>1.3b</b>                      Outreach to perinatal providers, including Medi-Cal Managed Care</p> <ul style="list-style-type: none"> <li>i. Enroll in CPSP (Fee-for-Service and FQHC/RHC/IHC providers)</li> <li>ii. Identify and work with MCP liaisons to provide CPSP comparable services</li> <li>iii. Assist MCP providers to provide CPSP comparable services</li> </ul>	<p><b>1.3b</b></p> <ul style="list-style-type: none"> <li>i. Enroll FFS and FQHC/RHC/IHC providers Identify the MCP liaison(s).</li> <li>ii. Work with MCP(s) to provide CPSP comparable services</li> <li>iii. Work with MCP providers to provide CPSP comparable services</li> </ul>	<p><b>1.3b</b>                      Nothing is entered here</p>	
	<p><b>1.3c</b>                      Coordinate perinatal activities between MCAH and the Regional Perinatal Programs of California (RPPC) to improve maternal and perinatal systems of care, including coordinated post-partum referral systems for high-risk mothers and infants upon hospital discharge</p>	<p><b>1.3c</b>                      List number of meetings attended to facilitate coordination of activities between RPPC and MCAH and briefly describe outcomes</p>	<p><b>1.3c</b>                      Nothing is entered here.</p>	
	<p><b>1.3d</b>                      Conduct technical assistance and face-to-face quality assurance/quality improvement (QA/QI) activities with CPSP providers or managed care providers in collaboration with</p>	<p><b>1.3d</b>                      Report the number of CPSP provider technical assistance activities conducted by phone or email                       Report the number of QA/QI face-</p>	<p><b>1.3d</b>                      Describe the results of technical assistance provided by phone or email                       Describe the results of QA/QI activities that were conducted</p>	

<sup>1</sup> 2016-2020 Title V State Priorities  
<sup>2</sup> MCH Title V Block Grant Requirements  
<sup>3</sup> State Requirements

**Goal 1.3: WOMEN/MATERNAL DOMAIN: All pregnant women will have access to early, adequate, and high quality perinatal care with a special emphasis on low-income and Medi-Cal eligible women.**

Short and/or Intermediate Objective(s)	Intervention Activities to Meet Objectives (Describe the steps of the intervention)	Evaluation/Performance Measures Process, Short and/or Intermediate Measures (Report on these measures in the Annual Report)	
		Process Description and Measures	Short and/or Intermediate Outcome Measure(s)
	MCP(s) liaison to ensure that CPSP services are implemented and protocols are in place	to-face site visits conducted with: <ul style="list-style-type: none"> <li>• Enrolled CPSP providers</li> <li>• MCPs providers (with MCP liaison(s))</li> <li>• Number of chart reviews</li> </ul> List common problems or barriers and successful interventions	with: <ul style="list-style-type: none"> <li>• Enrolled CPSP providers</li> <li>• MCPs providers (with MCP liaison(s))</li> <li>• Summary of findings from the chart reviews</li> </ul>

<sup>1</sup> 2016-2020 Title V State Priorities  
<sup>2</sup> MCH Title V Block Grant Requirements  
<sup>3</sup> State Requirements

Goal 1.4: **WOMEN/MATERNAL DOMAIN:** Improve access to and utilization of comprehensive, quality health and social services for pregnant women.

Short and/or Intermediate Objective(s)	Intervention Activities to Meet Objectives (Describe the steps of the intervention)	Evaluation/Performance Measures Process, Short and/or Intermediate Measures (Report on these measures in the Annual Report)	
		Process Description and Measures	Short and/or Intermediate Outcome Measure(s)
<p><b>REQUIRED LOCAL OBJECTIVE:</b> Insert locally developed Short and/or Intermediate Outcome Objective(s), Activities, Evaluation/Performance Measures in the appropriate column below. Each LHJ is required to develop at least one specific short and/or intermediate SMART outcome objective(s) to address access to needed preventive services. <i>Number each locally developed objective as follows: 1.4, 1.4a, 1.4b, 1.4c, 1.4d, etc.</i></p> <p><b>Objective 1.4</b>                      By June 30, 2020 to increase Prenatal Tdap immunization rates, and improve childhood outcomes, each pregnant woman encountered in LHJ or that becomes a client in the MCAH program will be provided with information on recommended vaccinations during pregnancy.</p>	<p>1.4                      MCAH staff will:</p> <ul style="list-style-type: none"> <li>Communicate with CPSP providers in neighboring counties related to prenatal Tdap immunization status of pregnant women (there are zero CPSP providers in LHJ)</li> <li>Provide information to women of child bearing age and their families related to recommended immunizations during pregnancy.</li> </ul> <p><a href="http://www.cdc.gov/vaccines/pregnant-women/index.html">www.cdc.gov/vaccines/pregnant-women/index.html</a></p> <ul style="list-style-type: none"> <li>Assess vaccine status and provide information to community members encountered in LHJ to provide increased protection of infants in community.</li> </ul> <p><a href="https://www.cdc.gov/vaccines/vpd/pertussis/">https://www.cdc.gov/vaccines/vpd/pertussis/</a></p>	<p>1.4</p> <ul style="list-style-type: none"> <li>Describe process of referral and collaboration with CPSP providers in neighboring counties.</li> <li>Briefly describe barriers to identifying pregnant women in LHJ and referring for vaccinations.</li> <li>Briefly describe barriers to other community members not receiving recommended Tdap boosters per CDC guidelines.</li> </ul>	<p>1.4</p> <ul style="list-style-type: none"> <li>Number of pregnant women that received Tdap vaccine during pregnancy.</li> <li>Number of women that received Tdap vaccine between 27-36 weeks gestation.</li> <li>Number of pregnant women versus birther rate that received Tdap vaccine during pregnancy.</li> <li>Name events that community outreach and education was provided related to Tdap immunization recommendations.</li> </ul>

<sup>1</sup> 2016-2020 Title V State Priorities  
<sup>2</sup> MCH Title V Block Grant Requirements  
<sup>3</sup> State Requirements



Goal 2: **CHILD/CYSHCN DOMAIN: Improve the cognitive, physical, and emotional development of all children, including children and youth with special health care needs.**

The shaded and bolded areas represent required activities.

Short and/or Intermediate Objective(s)	Intervention Activities to Meet Objectives (Describe the steps of the intervention)	Evaluation/Performance Measures	
		Process Description and Measures	Short and/or Intermediate Outcome Measure(s)
<p><b>Objective 2.1</b></p> <p><b>Provide developmental screening for all children<sup>1</sup> in MCAH programs</b></p> <ul style="list-style-type: none"> <li>All children, including CYSHCN, receive a yearly preventive medical visit</li> <li>Increase the rate of developmental screening for children ages 0-5 years according to AAP guidelines – 9 months, 18 months and 30 months</li> </ul>	<p><b>Child Objective</b></p> <p><b>2.1a</b>                      Promote the American Academy of Pediatrics (AAP) developmental screening guidelines.</p> <p><b>The following bolded activities, i, ii, are required:</b></p> <p><b>i. Promote regular preventive medical visits for all children, including CYSHCN, in MCAH Home Visiting and Case Management programs, per Bright Futures/AAP,</b></p> <p><b>ii. Adopt protocols/policies, including a QA/QI process, to screen, refer, and link all children in MCAH Home Visiting or Case Management Programs</b></p>	<p><b>2.1a</b></p> <p><b>Required</b></p> <p>Describe or report the following for MCAH programs:</p> <p><b>i. Activities to promote the yearly preventive medical visit</b></p> <p><b>ii. Describe protocols/policies including QA/QI process to screen, refer and link all children in MCAH programs</b></p>	<p><b>2.1a</b></p> <p><b>Required</b></p> <p>Describe or report the following for children in MCAH programs</p> <p><b>i. Number of children, including CYSHCN, receiving a yearly preventive medical visit</b></p> <p><b>ii. Number of children in MCAH programs receiving developmental screening</b></p> <ul style="list-style-type: none"> <li>Number of children with positive screens that complete a follow-up visit with their primary care provider</li> <li>Number of children with positive screens linked to services</li> <li>Number of calls received for referrals and linkages to services</li> </ul>

<sup>1</sup> 2016-2020 Title V State Priorities  
<sup>2</sup> MCH Title V Block Grant Requirements  
<sup>3</sup> State Requirements



Goal 2: **CHILD/CYSHCN DOMAIN: Improve the cognitive, physical, and emotional development of all children, including children and youth with special health care needs.**

The shaded and bolded areas represent required activities.

Short and/or Intermediate Objective(s)	Intervention Activities to Meet Objectives (Describe the steps of the intervention)	Evaluation/Performance Measures		
		Process Description and Measures	Process, Short and/or Intermediate Measures (Report on these measures in the Annual Report)	Short and/or Intermediate Outcome Measure(s)
	<p><b>CYSHCN Objective(s)</b>  <i>At least one activity is required. Choose from activities 2.1.b-2.1. (highlight your choices in yellow):</i></p> <p><b>2.1b</b>                      Promote the use of Birth to 5: Watch Me Thrive, Learn the Signs, Act Early or other screening materials consistent with AAP guidelines</p> <p><b>2.1c</b>                      Participate in <u>Help Me Grow</u> (HMG) or programs that promote the core components of HMG</p> <p><b>2.1d</b>                      Increase understanding of the specific barriers to referral and evaluation by early intervention or pediatric specialists (including mental/behavioral health)</p>	<p><i>Report the following based on the activities you chose to implement in the second column (highlight your choices in yellow):</i></p> <p><b>2.1b</b>                      Number of providers or provider systems receiving information about Birth to 5, Learn the Signs, Act Early or other screening materials</p> <p><b>2.1c</b>                      Describe participation in HMG or HMG like programs</p> <p><b>2.1d</b>                      Describe barriers to referral and evaluation by early intervention or pediatric specialists</p>	<p><i>Describe the following based on the activities you chose to implement in the second column (highlight your choices in yellow):</i></p> <p><b>2.1b</b>                      Nothing is entered here</p> <p><b>2.1c</b>                      Outcomes of participation in HMG or HMG like programs. Describe results of work to implement HMG core components</p>	
	<p><b>2.1e</b>                      Plan and implement a family engagement project to improve local efforts to serve children and youth with special health care needs (e.g., convene a family</p>	<p><b>2.1e</b>                      Describe project activities, goals, and outcomes such as number of family members engaged, number of community meetings, and other process measures specific to the</p>	<p><b>2.1e</b>                      Nothing is entered here</p>	

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<sup>3</sup> State Requirements

**Goal 2: CHILD/CYSHCN DOMAIN: Improve the cognitive, physical, and emotional development of all children, including children and youth with special health care needs.**

**The shaded and bolded areas represent required activities.**

Short and/or Intermediate Objective(s)	Intervention Activities to Meet Objectives (Describe the steps of the intervention)	Evaluation/Performance Measures	
		Process, Short and/or Intermediate Measures (Report on these measures in the Annual Report)	Short and/or Intermediate Outcome Measure(s)
	advisory group to assess how CYSHCN are served in local home visiting or case management programs)	planned project	
<b>2.1f</b>	Work with health plans (HPs), including MCPs, to identify and address barriers to screening, referral, linkage and to assist the HPs in increasing developmental screenings for their members, per AAP guidelines, through education, provider feedback, incentives, quality improvement, or other methods	<b>2.1f</b> Describe barriers and strategies to increase screening, referral and linkage <ul style="list-style-type: none"> <li>• Number of HPs requiring screenings per AAP guidelines</li> </ul>	<b>2.1f</b> Nothing is entered here
<b>2.1g</b>	Identify methods to measure and monitor rates of developmental and other types of childhood screening, referrals, and successful linkages to care in your jurisdiction	<b>2.1g</b> If applicable, provide data on developmental and other screening rates, referrals, and successful linkages to care for the target population	<b>2.1g</b> Nothing is entered here
<b>2.1h</b>	Based on local needs, develop strategies to promote awareness of and address childhood adversity and trauma, including Adverse Childhood Experiences (ACEs), and build family and	<b>2.1h</b> Provide a description, and data if applicable, on process measures and outcomes relevant to the planned activities	<b>2.1h</b> Nothing is entered here

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<sup>3</sup> State Requirements

**Goal 2: CHILD/CYSHCN DOMAIN: Improve the cognitive, physical, and emotional development of all children, including children and youth with special health care needs.**

The shaded and bolded areas represent required activities.

Short and/or Intermediate Objective(s)	Intervention Activities to Meet Objectives (Describe the steps of the intervention)	Evaluation/Performance Measures	
		Process, Short and/or Intermediate Measures (Report on these measures in the Annual Report)	Short and/or Intermediate Outcome Measure(s)
	community resilience		
	<p><b>2.1i</b> Outreach and education to providers to promote developmental screening, referral and linkages</p>	<p><b>2.1i</b> Describe type of outreach/education performed and results of outreach to providers</p>	<p><b>2.1i</b> Nothing is entered here</p>
	<p><b>2.1j</b> Provide care coordination for CYSHCN, especially non-CCS eligible children or children enrolled in CCS in need of services not covered by CCS</p>	<p><b>2.1j</b> Describe activities for care coordination provided</p>	<p><b>2.1j</b> List the number of children receiving care coordination</p>

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<sup>2</sup> MCH Title V Block Grant Requirements  
<sup>3</sup> State Requirements

**Goal 2: CHILDCYSHCN DOMAIN: Improve the cognitive, physical, and emotional development of all children, including children and youth with special health care needs.**

The shaded and bolded areas represent required activities.

Short and/or Intermediate Objective(s)	Intervention Activities to Meet Objectives (Describe the steps of the intervention)	Evaluation/Performance Measures Process, Short and/or Intermediate Measures (Report on these measures in the Annual Report)	
		Process Description and Measures	Short and/or Intermediate Outcome Measure(s)
<p><b>OPTIONAL LOCAL OBJECTIVE: Insert locally developed Short and/or Intermediate Outcome Objective(s), Activities, Evaluation/Performance Measures in the appropriate column below. Number each locally developed objective as follows: 2.2, 2.2a, 2.2b, 2.2c, etc.</b></p>			
<p><b>Objective 2.2</b>                      By June 30, 2020 to reduce unintentional injuries in children, all community members encountered in LHJ will receive education, resources and referrals as needed related to injury prevention including outdoor and home safety.</p>	<p><b>2.2</b>                      MCAH staff will:</p> <ul style="list-style-type: none"> <li>Review current resources, organizations and LHJ community needs related to injury prevention promotion.</li> <li>Provide outreach education, support and supplies to community members and organizations based on assessment needs related to injury prevention.</li> </ul>	<p><b>2.2</b></p> <ul style="list-style-type: none"> <li>Describe assessment process to determine community injury prevention needs.</li> <li>Describe briefly barriers to providing outreach</li> <li>Describe community events and outline of outreach process.</li> </ul>	<p><b>2.2</b></p> <ul style="list-style-type: none"> <li>Number and type of community events outreach provided.</li> <li>Names of organizations that collaborated with at community events</li> </ul>

<sup>1</sup> 2016-2020 Title V State Priorities  
<sup>2</sup> MCH Title V Block Grant Requirements  
<sup>3</sup> State Requirements

Goal 3: PERINATAL/INFANT DOMAIN: Reduce infant morbidity and mortality by reducing the rate of SIDS/SUID deaths.  
 The shaded area represents required activities.

Short and/or Intermediate Objective(s)	Intervention Activities to Meet Objectives (Describe the steps of the intervention)	Evaluation/Performance Measures	
		Process, Short and/or Intermediate Measures (Report on these measures in the Annual Report)	Short and/or Intermediate Outcome Measure(s)
Objective 3.1  All parents/caregivers experiencing a sudden and unexpected death will be offered grief and bereavement support services	Assurance  3.1a Establish contact with parents/caregivers of infants with presumed SIDS death to provide grief and bereavement support services <sup>3</sup>  Provide grief and support materials to parents	3.1a (Insert number) of parents/caregivers who experience a presumed SIDS death and the number who are contacted for grief and bereavement support services.	3.1a Nothing is entered here
		3.1b Report the coroner's notifications received  Briefly describe barriers and opportunities for success	3.1b Nothing is entered here
Objective 3.2. All professionals, para-professionals, staff, and community members will receive information and education on SIDS risk reduction practices and infant safe sleep	3.2a Disseminate AAP guidelines on infant safe sleep and SIDS risk reduction to providers, pediatricians, CPSP providers, parents, community members and other caregivers of infants	3.2a Numbers receiving AAP guidelines on infant safe sleep: <ul style="list-style-type: none"> <li>• Providers</li> <li>• Pediatricians</li> <li>• CPSP providers</li> <li>• Child care providers</li> <li>• Other – list</li> </ul>	3.2a Nothing is entered here

<sup>1</sup> 2016-2020 Title V State Priorities  
<sup>2</sup> MCH Title V Block Grant Requirements  
<sup>3</sup> State Requirements

**Goal 3: PERINATAL/INFANT DOMAIN: Reduce infant morbidity and mortality by reducing the rate of SIDS/SUID deaths**

The shaded area represents required activities.

Short and/or Intermediate Objective(s)	Intervention Activities to Meet Objectives (Describe the steps of the intervention)	Evaluation/Performance Measures Process, Short and/or Intermediate Measures (Report on these measures in the Annual Report)	
		Process Description and Measures	Short and/or Intermediate Outcome Measure(s)
	<p><b>3.2b</b>                      Attend the SIDS Annual Conference/SIDS training(s), SIDS Coordinators' meeting and other conferences/trainings related to infant health<sup>3</sup>.</p>	<p><b>3.2b</b>                      Provide staff member name and date of attendance at SIDS Annual Conference/SIDS training(s) and other conference/trainings related to infant health.</p>	<p><b>3.2b</b>                      Describe results of staff trainings related to infant health.</p>

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<sup>3</sup> State Requirements

Goal 3: **PERINATAL/INFANT DOMAIN: Reduce infant morbidity and mortality by reducing the rate of SIDS/SUID deaths**  
 The shaded area represents required activities.

Short and/or Intermediate Objective(s)	Intervention Activities to Meet Objectives (Describe the steps of the intervention)	Evaluation/Performance Measures	
		Process, Short and/or Intermediate Measures (Report on these measures in the Annual Report)	Short and/or Intermediate Outcome Measure(s)
<p><b>REQUIRED LOCAL OBJECTIVE:</b> Insert Short and/or Intermediate Outcome Objective(s), Activities, Evaluation/Performance Measures in the appropriate column below. Each LHJ must provide at least one specific short and/or intermediate SMART outcome objective(s) to address SIDS/SUID. Number each locally developed objective as follows: 3.3, 3.3a, 3.3b, 3.3c, etc.</p>			
<p><b>Objective 3.3</b>                      By June 30, 2020 to reduce the risk of SIDS/SUID educations and resources will be provided to childcare providers and caregivers in LHJ.</p>	<p><b>3.3</b>                      MCAH staff will:</p> <ul style="list-style-type: none"> <li>Assess LHJ childcare facilities baseline knowledge base and resources</li> <li>Provide outreach to community members within LHJ providing care to infants</li> <li>Provide direct education and resources to caregivers</li> </ul>	<p><b>3.3</b></p> <ul style="list-style-type: none"> <li>Describe the assessment process utilized to assess baseline knowledge base and resources</li> <li>Describe community events and other venues to provide education and resources</li> <li>Briefly describe barriers to reaching and providing outreach to caregivers and childcare centers</li> </ul>	<p><b>3.3</b></p> <ul style="list-style-type: none"> <li>List community events, childcare centers and venues that received education and resources.</li> <li>List specific education and resources provided</li> <li>Number of caregivers or childcare centers that were not receptive to outreach</li> </ul>

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<sup>3</sup> State Requirements



**Goal 3: PERINATAL/INFANT DOMAIN: Reduce infant morbidity and mortality**  
 The shaded area represents required activities.

Short and/or Intermediate Objective(s)	Intervention Activities to Meet Objectives (Describe the steps of the intervention)	Evaluation/Performance Measures	
		Process, Short and/or Intermediate Measures (Report on these measures in the Annual Report)	Short and/or Intermediate Outcome Measure(s)
<p><b>REQUIRED LOCAL OBJECTIVE:</b> Insert Short and/or Intermediate Outcome Objective(s), Activities, Evaluation/Performance Measures in the appropriate column below. Each LHJ must provide at least one specific short and/or intermediate SMART outcome objective(s) to address perinatal/infant health. <i>Number each locally developed objective as follows: 3.4, 3.4a, 3.4b, 3.4c., etc.</i></p>			
<p><b>Objective 3.4a</b>                      By June 30, 2020, to reduce preterm births and infant mortality, all pregnant women encountered in LHJ or within the MCAH program will have timely access to enhanced perinatal services</p> <p><b>Objective 3.4b</b>                      By June 30, 2020, to increase breastfeeding duration and initiation, all pregnant and post-partum women encountered in LHJ will be provided breastfeeding education and support</p>	<p><b>3.4a</b>                      MCAH staff will:</p> <ul style="list-style-type: none"> <li>Continue to collaborate with obstetrical providers (there are no providers in Alpine County) in other counties to maintain referral and follow-up procedures</li> <li>Refer pregnant women to qualified providers</li> <li>Educate women of child bearing age/ pregnant women of importance of early prenatal care</li> <li>Coordinate care with providers early in pregnancy</li> </ul> <p><b>3.4b</b></p> <ul style="list-style-type: none"> <li>Provide prenatal and post-partum home visits to all women referred to and accepting visits within MCAH home visitation program</li> <li>Refer prenatal and post-partum women to breastfeeding support groups and lactation specialists as needed</li> </ul>	<p><b>3.4a</b></p> <ul style="list-style-type: none"> <li>Describe referral process to qualified obstetrical providers and any adjustments to referral process needed to increase services</li> <li>Identify communication tools and/or procedures utilized</li> <li>Identify education material utilized</li> </ul> <p><b>3.4b</b></p> <ul style="list-style-type: none"> <li>Describe referral process for breastfeeding support</li> <li>Briefly describe barriers to initiation and continuation of breastfeeding within LHJ</li> </ul>	<p><b>3.4a</b></p> <ul style="list-style-type: none"> <li>Number of clients that received enhanced access to prenatal care in first trimester of pregnancy</li> <li>Number of pregnant women that received prenatal care throughout pregnancy</li> <li>Number of Preterm Births and infant mortality rate</li> <li>Specific education provided to women of child bearing age</li> </ul> <p><b>3.4b</b></p> <ul style="list-style-type: none"> <li>Number of clients within LHJ that received breastfeeding support and education</li> <li>Number of clients referred for further breastfeeding support and education</li> </ul>

<sup>1</sup> 2016-2020 Title V State Priorities  
<sup>2</sup> MCH Title V Block Grant Requirements  
<sup>3</sup> State Requirements

Goal 3: PERINATAL/INFANT DOMAIN: Reduce infant morbidity and mortality

Short and/or Intermediate Objective(s)	Intervention Activities to Meet Objectives (Describe the steps of the intervention)	Evaluation/Performance Measures	
		Process, Short and/or Intermediate Measures (Report on these measures in the Annual Report)	Short and/or Intermediate Outcome Measure(s)
For FIMR LHJs only complete <b>Objective 3.5</b> Reduce preventable fetal, neonatal and post-neonatal and infant deaths.	<b>Assurance</b> <b>3.5b</b> Establish, facilitate, and maintain a Case Review Team (CRT) to review selected cases, identify contributing factors to fetal, neonatal, and post-neonatal deaths, and make recommendations to address these factors.	<b>For FIMR LHJs only complete Assessment</b> <b>3.5a</b> Complete the review of at least ___ cases, which is approximately ___% of all fetal, neonatal, and post-neonatal deaths.	<b>For FIMR LHJs only complete Assessment</b> <b>3.5a</b> Develop a process for sample. Submit number of cases reviewed as specified in the Annual Report table.
		<b>For FIMR LHJs only complete Assessment</b> <b>3.5a</b> Submit annual local summary report of findings and recommendations (periodicity to be determined by consulting with MCAH).	<b>3.5b and c</b> Nothing is entered here
	<b>3.5c</b> Establish, facilitate, and maintain a Community Action Team (CAT) to recommend and implement community, policy, and/or systems changes that address review findings.		

<sup>1</sup> 2016-2020 Title V State Priorities  
<sup>2</sup> MCH Title V Block Grant Requirements  
<sup>3</sup> State Requirements

**Goal 3: PERINATAL/INFANT DOMAIN: Reduce infant morbidity and mortality**

Short and/or Intermediate Objective(s)	Intervention Activities to Meet Objectives (Describe the steps of the intervention)	Evaluation/Performance Measures	
		Process, Short and/or Intermediate Measures (Report on these measures in the Annual Report)	Short and/or Intermediate Outcome Measure(s)
<p><b>REQUIRED LOCAL OBJECTIVE for FIMR LHJs Only:</b> Insert Short and/or Intermediate Outcome Objective(s), Activities, Evaluation/Performance Measures in the appropriate column below. Each LHJ must provide at least one specific short and/or intermediate SMART outcome objective(s) to address perinatal/infant health. <i>Number each locally developed objective as follows: 3.6, 3.6a, 3.6b, 3.6c, etc.</i></p>			
<p><b>Objective 3.6</b></p> <p>Insert a local objective that addresses reducing the number of preventable, fetal, neonatal, post-neonatal, and infant deaths.</p> <p>Examples of focus areas can include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Prematurity/Low birth weight</li> <li>• Perinatal substance use</li> <li>• Access to enhanced perinatal (neonatal) services</li> <li>• Birth intervals/Birth Spacing</li> </ul>	<p><b>3.6</b></p> <p>Based on CRT recommendations, identify and implement at least one evidence based or informed intervention involving policy, systems, or community norm changes here</p>	<p><b>3.6</b></p> <p>Develop process measures for applicable intervention activities here</p>	<p><b>3.6</b></p> <p>Develop short and/or intermediate outcome-related performance measures for the objectives and activities here</p>

<sup>1</sup> 2016-2020 Title V State Priorities  
<sup>2</sup> MCH Title V Block Grant Requirements  
<sup>3</sup> State Requirements

Goal 4: **CROSSCUTTING DOMAIN:** Increase the proportion of children, adolescents and women of reproductive age who maintain a healthy weight.

Short and/or Intermediate Objective(s)	Intervention Activities to Meet Objectives (Describe the steps of the intervention)	Evaluation/Performance Measures	
		Process, Short and/or Intermediate Measures (Report on these measures in the Annual Report)	Short and/or Intermediate Outcome Measure(s)
<p><b>OPTIONAL LOCAL OBJECTIVE:</b> Insert locally developed Short and/or Intermediate Outcome Objective(s), Activities, Evaluation/Performance Measures in the appropriate column below. <i>Number each locally developed objective as follows: 4.1, 4.1a, 4.1b, 4.1c, etc.</i></p>			
<p><b>Objective 4.1</b>                      By June 30, 2020, to address overweight/obesity in children, MCAH, local health department and Community Solutions will continue implemented healthy nutrition education in the school setting for students Kindergarten through grade eight.</p>	<p><b>4.1</b>                      MCAH staff will:</p> <ul style="list-style-type: none"> <li>Continue partner involvement and collaboration in nutrition curriculum development.</li> <li>Update and implement curriculum plan.</li> <li>Review and update process to evaluate plan effectiveness.</li> <li>Collaborate with school staff to implement educational and promote good nutritional choices with students.</li> </ul>	<p><b>4.1</b></p> <ul style="list-style-type: none"> <li>List community organizations and partners involved in plan.</li> <li>Briefly describe barriers, challenges and solutions to implementing curriculum.</li> <li>Briefly describe barriers to staff receptiveness and involvement in implementing plan.</li> </ul>	<p><b>4.1</b></p> <ul style="list-style-type: none"> <li>Describe plan, implementation and evaluation.</li> <li>Identify positive outcomes and necessary revisions to plan.</li> </ul>

<sup>1</sup> 2016-2020 Title V State Priorities  
<sup>2</sup> MCH Title V Block Grant Requirements  
<sup>3</sup> State Requirements

**Goal 5: ADOLESCENT DOMAIN: Promote and enhance adolescent strengths, skills, and supports to improve adolescent health.**

Short and/or Intermediate Objective(s)	Intervention Activities to Meet Objectives (Describe the steps of the intervention)	Evaluation/Performance Measures	
		Process, Short and/or Intermediate Measures (Report on these measures in the Annual Report)	Short and/or Intermediate Outcome Measure(s)
<b>OPTIONAL LOCAL OBJECTIVE: Insert locally developed Short and/or Intermediate Outcome Objective(s), Activities, Evaluation/Performance Measures in the appropriate column below. Number each locally developed objective as follows: 5.1, 5.1a, 5.1b, 5.1c, etc.</b>			
<p><b>Objective 5.1a:</b>                      By June 30, 2020, to reduce adolescent STI rates, outreach education and support will continue to be provided to the adolescent population at various locations related to prevention, causes, treatment and resources related to sexually transmitted infections</p>	<p><b>5.1a</b>                      MCAH Staff will:</p> <ul style="list-style-type: none"> <li>Continue to provide outreach and support at LHJ events and to organizations that adolescents have high probability of visiting</li> <li>Collaborate with LHJ community organizations and events to continue involvement and outreach</li> <li>Continue to provide educational topics and resources most appropriate for adolescent population</li> </ul> <p><b>5.1b</b>                      MCAH Staff will:</p> <ul style="list-style-type: none"> <li>Collaborate with school district in development of Human Trafficking education and policy development.</li> </ul>	<p><b>5.1a</b></p> <ul style="list-style-type: none"> <li>Identify organizations and events in LHJ</li> <li>Describe potential barriers to adolescent attendance and participation</li> </ul> <p><b>5.1b</b></p> <ul style="list-style-type: none"> <li>Describe collaborative plan and partners in the development, implementation and evaluation.</li> <li>Identify barriers to development and implementation of new curriculum and policy within school district and LHJ.</li> </ul>	<p><b>5.1a</b></p> <ul style="list-style-type: none"> <li>Locations, number, and names of organizations and events within plan</li> <li>Outline of specific educational topics and resources utilized</li> <li>Number of collaborative interaction in providing education and support to adolescents</li> </ul> <p><b>5.1b</b></p> <ul style="list-style-type: none"> <li>List of school district and organization members involved in development, implementation, and evaluation.</li> <li>School board policy</li> <li>Specific training and support required for implementation of policy and curriculum.</li> </ul>
<p><b>Objective 5.1b</b>                      By June 30, 2020, to reduce teen violence and harassment, collaboration with LHJ school district will occur to support development of school policy related to AB-1277- Human Trafficking Prevention Education</p>			

<sup>1</sup> 2016-2020 Title V State Priorities  
<sup>2</sup> MCH Title V Block Grant Requirements  
<sup>3</sup> State Requirements





### SUBCONTRACT AGREEMENT TRANSMITTAL FORM

Complete and submit this Subcontract Agreement Transmittal Form to obtain California Department of Public Health (CDPH), Maternal, Child and Adolescent Health (MCAH) Division Subcontract approval.

**REQUIREMENT: If the total subcontract amount over the term of the subcontract is \$5,000 or more, a Subcontract Agreement Package must be submitted for approval to CDPH MCAH Division prior to the Subcontract/Agency Agreement being signed by either party, unless this prior approval requirement is waived in writing by CDPH MCAH Division.**

The following items are needed as additional components to complete the Subcontract Agreement Package:

1. A brief (one page or less) explanation of the award process including all information necessary to evaluate the reasonableness of the price or cost and the necessity or desirability of incurring such cost, if applicable. (See contract Exhibit D(F) Provision (5a) Special Terms and Conditions).
2. Subcontract Agreement Package consisting of:
  - Subcontract Agreement Transmittal Form
  - Subcontractor/Agency Agreement or copy of waiver letter
  - Proposed Scope of Work (CDPH MCAH Division format is required except for service contracts)
  - Budget (CDPH MCAH Division format is mandatory unless optional format is approved by CM)
  - Detailed Budget Justification

### AGENCY IDENTIFICATION

Agency Name: Alpine County Health & Human Services

Agreement Number: 201902 Agreement Term: July 1, 2019 to June 30, 2020

Program Name: MCAH  BIH  AFLP  CHVP

Approved Program Maximum Amount Payable: \$80,001

Program Director/Coordinator: Dr Richard Johnson/Tamara Dupuis, PHN

### SUBCONTRACTOR IDENTIFICATION

Subcontractor or Consultant Name: Dr. Richard Johnson

Address: 75 Diamond Valley Road

Subcontractor Contact: Dr. Richard Johnson Subcontractor Phone Number: 530.694.2235

Total Subcontract Amount: TBD; Contract will be for multiple programs. The MCAH portion is \$10,920  
Is Subcontract: Single Year Agreement  or Multiple Year Agreement

If multiple year term, what is the entire term of Subcontract (i.e., 2012-2016): 2019-2020

Current Fiscal Year (FY) Subcontract Amount: \$170,966 Current FY Subcontract Period: 07/01/2018 – 06/30/2019

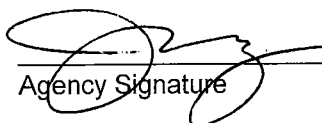
Federal I.D. Number or Social Security Number: 94-1675492

Subcontractor's Program Director  
(N/A for consultants): N/A

Phone Number: (XXX) XXX-XXXX

Type of Subcontractor:  For-profit organization  Non-profit Organization  
 University  Governmental Agency

**The Agency certifies that, for the above named subcontractor, all applicable terms and conditions are included within the subcontract.**

 FOR NICHOLE WILLIAMSON  
Agency Signature

HHS DIRECTOR  
Title

Nichole Williamson  
Printed Name

5/15/19  
Date

Attachment: 201902 MCAH AFA Package 5.15.19 (Request approval of contract with CDPH for 2019-2020 MCAH)



**Submit**

### GOVERNMENT AGENCY TAXPAYER ID FORM

The principal purpose of the information provided is to establish the unique identification of the government entity.

**Instructions:** You may submit one form for the principal government agency and all subsidiaries sharing the same TIN. Subsidiaries with a different TIN must submit a separate form. Fields bordered in red are required. Please print the form to sign prior to submittal. You may email the form to: [GovSuppliers@cdph.ca.gov](mailto:GovSuppliers@cdph.ca.gov) or fax it to (916) 650-0100, or mail it to the address above.

Principal Government Agency Name: **Alpine County Health and Human Services**

Remit-To Address (Street or PO Box): **75 Diamond Valley Road**

City: **Markleeville** State: **CA** Zip Code+4: **96120**

Government Type:  City  County  Special District  Federal  Other (Specify)   
Federal Employer Identification Number (FEIN): **94-6000504**

List other subsidiary Departments, Divisions or Units under your principal agency's jurisdiction who share the same FEIN and receives payment from the State of California.

FI\$Cal ID# (if known)	<input type="text"/>	Dept/Division/Unit Name	<b>Alpine County Health &amp; Human Services</b>	Complete Address	<b>75 Diamond Valley Road Markleeville, CA 96120</b>
FI\$Cal ID# (if known)	<input type="text"/>	Dept/Division/Unit Name	<input type="text"/>	Complete Address	<input type="text"/>
FI\$Cal ID# (if known)	<input type="text"/>	Dept/Division/Unit Name	<input type="text"/>	Complete Address	<input type="text"/>
FI\$Cal ID# (if known)	<input type="text"/>	Dept/Division/Unit Name	<input type="text"/>	Complete Address	<input type="text"/>

Contact Person: **Janel Morales** Title: **Fiscal & Technical Specialist**  
Phone number: **530.694.2235 ext 230** E-mail address: **jmorales@alpinecountycyca.gov**  
Signature: **Janel Morales** Date: **5.10.2019**  
Digitally signed by Janel Morales  
Date: 2018.04.20 14:00:47 -07'00'

# AGENDA TRANSMITTAL



**TO:** Board of Supervisors

**FROM:** Nichole Williamson, CAO/HHS Director

**DATE OF MEETING:** August 6, 2019

**PREPARED BY:** Michelle Beckwith, Administrative Assistant

**TITLE:** Request approval to amend agreement CC2014-70 between E Squared C and Alpine County for County-wide professional information technologies management support services extending the contract through ? and updating the scope of services as well as authorizing Finance to increase appropriations – 4/5th approval required.

## SUMMARY:

Since 2009, E Squared C has been providing managed IT services to Alpine County. Since the County approved a modest price increase in 2014, the complexity and support required by the organization have grown. This Scope of Work reviews the full range of services provided by E<sup>2</sup>C for the current number of servers, end-user devices, and network devices and offers an updated fee schedule that addresses the current and future IT needs of the County.

## RECOMMENDED ACTION:

Approve agreement.

## ISSUE STATEMENT AND DISCUSSION:

### FISCAL IMPACT:

	<input type="checkbox"/> (Not Applicable)
1) Budgeted Current Fiscal Year	<u>\$0.00</u>
2) Total Anticipated Cost Current Year	<u>\$0.00</u>
3) Total Anticipated Cost Annual Year	<u>\$0.00</u>

### SOURCE

<input type="checkbox"/> Unanticipated	<u>\$0.00</u>
<input type="checkbox"/> Revenue From Contingency	<u>\$0.00</u>
Other:	

## FUNDING SOURCE:

## INSTRUCTIONS TO CLERK:

CAO  
Finance

# E<sup>2</sup>C

## Smart IT Solutions

### Managed IT Services Scope of Work

Prepared On: June 28, 2019

#### Prepared for:

Alpine County Government Services

99 Water Street

Markleeville, CA 96150

[NWilliamson@alpinecountyca.gov](mailto:NWilliamson@alpinecountyca.gov)

P: 530-694-2281

E Squared C, Inc.  
1603 Esmeralda Ave.  
Minden, NV 89423

June 28, 2019

Nichole Williamson, CAO/Director of Health & Human Services  
Alpine County of California  
99 Water Street  
Markleeville, CA 96120

Re. Managed IT Services for Alpine County Government Services

Dear Nichole,

Thank you for the opportunity to present our Scope of Work for Managed IT Services. Enclosed you will find a comprehensive Work Plan that outlines solutions and processes we are offering to Alpine County. We have also provided a review of managed proprietary solutions and initiatives for each department—ranging from spinning up an Emergency Operations Center for the Alpine Sherriff's Office to managing weather cameras for the Road Crew. The offered fee schedule is tailored to fit the unique needs of Alpine County.

Since 2009, E Squared C has been providing managed IT services to Alpine County. Since the County approved a modest price increase in 2014, the complexity and support required by the organization have grown. This Scope of Work reviews the full range of services provided by E<sup>2</sup>C for the current number of servers, end-user devices, and network devices and offers an updated fee schedule that addresses the current and future IT needs of the County. The growth in E<sup>2</sup>C support since 2014 can be measured in a variety of ways.

- Server counts have risen from 23 to 41.  
*The Scope of Work included here projects the need for additional servers both globally and by department.*
- End-user devices increased from 111 workstations/laptops to 121+ devices.  
*Devices ranging from workstations, laptops, tablets, and other mobile devices need to be managed, supported, and audited.*
- Encryption services have been provided for mobile devices upon request.  
*This Scope anticipates continued increase in the need for encryption services.*

- Network sites and their complexity have grown.  
*Additional configurations to connect to state agencies and other counties have been put in place, and additional redundancy devices have been integrated into the network to strengthen reliability of access to various remote locations.*
- A custom software program was designed and built at no charge and is still used today for internal auditing purposes.

For the past five years, E<sup>2</sup>C has flexibly expanded services to accommodate growth while holding the line on cost. Labor hours that could have been allocated to projects were absorbed. Equipment was provided without charge as a show of good faith. Costs associated with supplying digital tools for the management of devices, services, and network requirement were absorbed.

The County's current total device count when adjusted for inflation (3% per year since 2014), would set the contract cost today at \$16,538 per month. That price point does not include the increase in the resources required to maintain and support an ever-evolving network or additional inclusive services we now provide to every client.

We understand that costs have risen across the board for the County. At E<sup>2</sup>C, we have also seen year over year increases in our direct costs for tools and services we rely on to keep your IT systems running smoothly. Additional tools and service subscriptions are necessary to support the increased demand. This proposal includes adjustments to cover the costs of securing and maintaining our current subscriptions as well as new services, such as Dark Web Scanning and Mobile Management. We have also provided additional labor resources to support Mass360, and procurement services.

We appreciate your taking the time to review this Scope of Work in preparation for reviewing and renewing our Managed Service Agreement. We value the opportunity to serve the growing IT needs of Alpine County, California—and would like to continue to provide IT services that support the efficient use of the County's overall resources.

Sincerely,



Seth Griffin,  
President

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## 1.0 Work Plan

### 1.1 Deskside Services

#### 1.1.1 Operating System Patching

Our remote management agent installs all operating system patches. During the onboarding process, the agent is deployed to all computers using a probe we establish on one of your existing servers. The probe scans the network for Windows endpoints and once authenticated it automatically installs the agent. Once installed, the agent deployed patches according to a schedule.

#### 1.1.2 Antivirus Updates

Antivirus, which is bundled with our remote management agent, is updated regularly. We can manage all aspects of the Antivirus client through our RMM console, including alerts and signature files. Our console shows critical events such as potential infections and quarantined items which allows us to mitigate viral threats proactively.

#### 1.1.3 Proactive and preventative maintenance

After the probe pushes our remote management agent, the following resources are monitored on each desktop and laptop:

- Connectivity
- Disk Space Usage
- Memory
- Patch Status
- CPU
- Licensing Status
- Processes & services
- User Profiles

By observing this information, it allows us to proactively respond and correct issues before they cause a significant impact on end-users. For instance, if we note high CPU activity, we can pinpoint potential application issues or the need to upgrade CPU.

#### 1.1.4 Deploy and maintain network and locally attached peripherals

We document all network-attached and locally connected devices such as NAS/SAN units and external hard-drives respectively. Also, our remote management agent will detect these devices on the network and will notify us when they go offline. Also, we will backup device configurations for devices when possible.

#### 1.1.5 IMACD's (Install, Move, Add, Change, & Delete)

All installs, moves, adds, changes and deletes will be tracked and managed in our ticketing system. For moderate to significant changes, we follow the change request process. The process requires the signature of our IT manager, followed by a signature of an appointed contact within your organization. The request will spell out the risks involved with the change so that an educated decision can be made to determine whether the risk is acceptable.

#### 1.1.6 Help desk and 3rd party vendor support

As part of our Help Desk offering, we will maintain information regarding each of your applications along with vendor support information. We will need to be named as approved contacts, allowing us to expedite support and facilitate repairs with the vendor. on your behalf.

#### 1.1.7 Maintain policies, standards, and procedures on site

We will maintain the different policies, standards, and procedures and make available to end users from our tray application. The application will be installed on all end-user endpoints and we will send instructional emails on its use.

Since some of the policies, process, and workflows vary from department to department, we will work closely with department leads to structure specific policies. This ensures the specific needs of each department needs are met and align with and the overall IT strategic plan. One such policy would be the password policy.

#### 1.1.8 Tier 1 Reactive support

We provide reactive support for unexpected issues, through our Help Desk service. For convenience, end users can reach our Help Desk by chat, email, phone call or tray application. The benefit of our chat system is that it instantly connects an end user to one of our technicians and it logs all chat correspondence within the ticket notes.

#### 1.1.9 Printer, Fax Machines, and Copier Support

We provide general network support for printers, fax machines, and copiers but do not cover hardware repair or replacements. For printer maintenance and repair, especially for larger printers, it is recommended that you utilize a vendor who specializes in this type of support and do so on a contractual basis.

### 1.1.10 Incident Management

Incidents are tracked and managed by our enterprise ticketing system. When our technicians update tickets, end-users see the updates by email and can reply with additional information if necessary. Updates and replies are logged as ticket notes which keeps all communication in one place. To increase efficiency, in some cases we reference old ticket notes to resolve new issues that are similar.

Incidents are prioritized based on their impact to the organization. Issues that have a significant impact are handled first and issues that have a minimal effect are resolved last.

## 1.2 Local Server Services and Monitoring

### 1.2.1 Local server console monitoring

Using our RMM system (Remote Monitoring and Management), we will monitor your physical and virtual hosts. Each of the following will be monitored and alerts generated if thresholds are exceeded:

- Connectivity
- Disk Space Usage
- Memory
- CPU
- Fan Status
- Licensing Status
- Processes & services
- User profiles

### 1.2.2 Operating System Patching

Our remote management agent installs all operating system patches. The agent is deployed to all servers using a probe we establish on one of your existing servers. The probe scans the network for Windows servers and once authenticated it automatically installs the agent. Once installed, we can push updates using the agent.

### 1.2.3 Antivirus Updates

Server Antivirus is bundled with our remote management agent and is updated regularly. We can manage all aspects of the Antivirus client through our RMM console, including alerts and signature files. Our console shows critical events such as potential infections and quarantined items which allows us to mitigate viral threats proactively.

#### 1.2.4 Proactive and preventative maintenance

After the deployment of our remote management agent, the following information will be monitored on each server.

- Disk Space Usage
- Memory Utilization
- Patch Status
- CPU Utilization
- Active/Inactive Services
- Active Users
- Add/Move/Change logs
- RAID configurations
- Backup Configuration and Status

By observing these resources, it allows us to proactively respond and correct before end users experience a significant impact. For instance, if we notice high CPU activity on a server, we can pinpoint potential application issues or the need to upgrade servers with a faster CPU.

#### 1.2.5 Deploy and maintain core software images

We use two different best in class software packages for capturing either physical server images or virtual server images depending on how your organization is set up. System images can be obtained automatically on a schedule that enables point-in-time recovery of the entire system or just individual user files if desired. Backups can be sent securely to network attached devices on premise, to the cloud, or any internet enabled location offsite provided there is enough bandwidth.

Depending on how much backup storage is available, you could recover your server to multiple points in time. The technical term for this is “backup retention” or how long to keep each backup. The more backups you save, the more retention you have and the further back in time you can recover deleted files. As part of our Design Desk and vCIO services, we will assist in developing an image library and retention schedule that meets the needs of your organization.

#### 1.2.6 Help desk and 3rd party vendor coordination

As part of our Help Desk offering, we will maintain information regarding each of your applications along with vendor support information. We will need to be named as approved contacts, allowing us to expedite support and facilitate repairs with the vendor. on your behalf.

### 1.2.7 Network attached device support

We document all network-attached

We document all network-attached devices such as NAS and SAN units. Our remote management agent will detect these devices on the network and will notify us when they go offline. We backup and store device configurations when possible.

### 1.2.8 IMACD's (Install, Move, Add, Change, Delete)

All installs, moves, adds, changes and deletes will be tracked and managed in our ticketing system. For moderate to significant changes, we follow the change request process. The process requires the signature of our IT manager, followed by a signature of an appointed contact within your organization. The request will spell out the risks involved with the change so that an educated decision can be made to determine whether the risk is acceptable.

### 1.2.9 Job scheduling

By utilizing our server RMM agent, we regularly schedule different maintenance jobs on the servers we support. Some of the maintenance is done by the server OS, such as disk defragmentation. However, other jobs are created to either optimize system performance or perform maintenance such as backup jobs.

Jobs include, but are not limited to:

- Scheduled Server Reboots (if required)
- SQL DB Maintenance Jobs
- Patch Installation
- Flushing Temp Files
- Backup Jobs

### 1.2.10 System administration

System administration tasks include, but are not limited to:

- Expanding disk drives in response to low space warnings
- Checking backup jobs to ensure completion without errors
- Verifying integrity of backups, ensuring recovery is possible
- Maintenance of Active Directory
- Managing Share and Folder Permissions
- Troubleshooting server related issues
- Printer Installation and Management
- Group Policy Configuration and Management



### 1.2.11 Backups and data handling

As part of our data protection strategy, we perform a daily check of your backups to ensure there are no failed backup jobs. Email notifications are set up within the backup system and automatically generate tickets in our system in response to backup errors. The ability to do this will allow for an excellent alerting and tracking mechanism to ensure backup errors are corrected promptly.

Backups are routinely checked for consistency and recoverability, by selecting a recent backup at random and verifying the backup is useable as a recovery point, be it a full recovery or granular file recovery. This ensures that not only are backups not failing, but the actual backup data is useable to recover from.

It will be important to fully understand the desired retention strategy to make sure our daily/weekly/monthly processes are in line with these strategies. Backup data can grow rapidly, requiring additional hardware resources to store backups. Based on Recovery Time and Recovery Point Objectives (RTO/RPO) there may be a need to procure additional storage to ensure the objectives of the organization can be met.

## 1.3 Remote Site Backup

We have a secure room in our facilities vault, along with cloud options, which are available for your offsite storage should you want to store your offsite backups there. Other options are available within the organization, but a good practice is to have an off-site, off network backup that is not targetable by malicious activities and is not within the internal network.

## 1.4 Exchange E-Mail/Messaging Services

To maintain and manage this service we document your version of Microsoft Exchange, disk speed, disk space available, CPU specifications and memory usage. Another important setup parameter is the way exchange messaging logs are maintained. If not set up correctly they can fill up disk storage and cause downtime for end users. Our server RMM agent will monitor your exchange server, and if resources are over-utilized, we will be notified.

Our team is experienced with the implementation and management of email messaging services as well as active directory services. We currently support on-premise Exchange environments as well as multiple Office 365 tenancies, and G-Suite. We are experienced in maintaining an on-premise active directory and the related synchronization services to Office 365 cloud for a unified password experience.

## 1.5 Internet Services

Our networking staff has worked with various Internet Service Providers (ISP) in the area, each having various Wide Area Network (WAN) requirements. This allows our staff to be familiar with the interconnect/infrastructure requirements. We are prepared to handle all ISP-related coordination and to work on all equipment required for connectivity.

To support this area properly, we create a vendor cross-connect diagram detailing the connection from the ISP equipment to your equipment along with all related ISP information required to maintain and support.

## 1.6 WAN/LAN Management and Monitoring

### 1.6.1 LAN design and equipment provisioning

Our Network Engineer will review your current Local Area Network (LAN) design to ensure it is optimal for the security requirements, size and complexity of your organization. As part of our service to you, we will evaluate the age of your equipment, status of maintenance and then recommend lifecycle refreshes as they are needed. We recommend to always have warranty coverage for your equipment, to cover against unexpected failure and to minimize downtime should it happen. Any services provided to support server or network assets that are beyond “end of life” or lack an active warranty will be billable at a base hourly rate.

### 1.6.2 IMACD (Installation, Move, Add, Change, and Disposal) of LAN equipment

Our ticketing system will track all installs, moves, additions, changes, and deletions for LAN equipment. For changes that have a moderate to high risk, we will follow our change request process which allows the business owners the ability to accept or deny modifications based on the risk and business impact the change may bring.

### 1.6.3 Performance testing capacity planning

We have a toolset that will monitor the performance of your networking equipment. These different metrics will be set up and monitored real-time.

- % CPU Utilization
- % Port Utilization (per port)
- Traffic Throughput (per port)

By monitoring these metrics over any given period, we can create a baseline report that shows typical day to day usage. This data can also be used for bandwidth and speed capacity planning. For the maximum networking endpoints allowed, the port density on the switches and available network wall jacks will determine that.

#### 1.6.4 24 X 7 management and monitoring

Our network monitoring toolset will enable us to monitor networking equipment 24x7. Email alerts and generated tickets will allow us to track issues and their resolutions.

#### 1.6.5 Quality of Service protocol (QoS) management

As a Managed Service Provider that implements Voice over IP (VoIP) solutions, we have the experience required to set up QoS and manage this configuration. If applicable, we will review your VoIP system and networking setup to ensure that QoS has been correctly implemented which will ensure that the voice quality is of the highest level possible.

#### 1.6.6 Reporting

Various reports can be generated from our networking monitoring system, such as bandwidth utilization, uptime, and many other networking metrics. Reports are generally made on an as-needed basis but can be set up for reoccurring delivery based on your organization's needs.

#### 1.6.7 Asset management

We will document all your networking assets in our documentation repository. We can then track serial numbers, warranty support, age, purchase date, etc. Having all this information in one spot is necessary when needing to contact vendors for assistance or to plan a lifecycle refresh.

#### 1.6.8 Documented procedures and diagrams

When changes are requested on networking equipment, our documented method is to generate a change request using our ticketing and documentation system. In addition to these procedures, we create diagrams as part of our onboarding process which is useful particularly when we need to troubleshoot or make significant changes to the networking infrastructure.

#### 1.6.9 Security

Through continued discovery, we analyze your networking infrastructure to ensure it is configured according to best practices and there is network segregation where needed. If we find that significant changes need to be made to secure your network, we will create a change request for your review.

#### 1.6.10 Coordination with third party vendors (AT&T, Frontier, Spectrum. etc.)

Through discovery of your networking infrastructure, we will document the third-party vendors that currently provide service to your organization. Having this information on file will speed up our coordination efforts and decrease outage duration.

## 1.7 Application Support

We will document each of the applications used by the organization as well as any relevant licensing and vendor information. By doing so, we will ensure that we have as much information as possible when managing or troubleshooting applications. Also, as an added value, we have software developers in-house who can build or support custom applications for a fee.

## 1.8 Help Desk

Our help desk is the only place end-users need to contact to get support. There are four convenient ways to reach our help desk; by chat, email, phone and tray application. Our help desk coverage window is from 8 am to 5 pm on weekdays with after-hours technicians on call during weeknights and weekends.

We have developed a tray application that will be deployed to all computers during our onboarding process. To make things easy, users can submit help tickets or initiate a chat requests right from the tray application.

## 2.0 Additional Requirements

### 2.1 Database Compatibility

The database we will use to store documentation for your organization will be housed in our secure document repository. This repository is not dependent on any specific internet browser. The database houses all documentation for your organization, is updated regularly through automatic and manual upkeep. Access to this database can be provided to appropriate point of contacts (POC's) for review.

### 2.2 Other Specification Requirements

During our support process, we will install a probe on one of your existing servers which will scan the network and silently install our RMM agent which is undetectable by the end user. Also, we will deploy the E<sup>2</sup>C tray application which is a small icon that shows up in the end-user's system tray area.

### 2.3 End User Training

We send emails as needed, with instructions on how to use our tray application and how to contact our Help Desk to get help with computer related issues. Additional walkthroughs for software application or workflows can be developed and accessible to end-users through this application.

### 2.4 Network Penetration & Email Phishing Tests

To ensure the IT environment is as secure as possible, we conduct random, controlled tests against the environment and the end-users. With approval from a single point of contact, we will perform a variety of tests. Penetration tests identify vulnerabilities with network equipment and policies. Email phishing campaigns target mailboxes to ensure spam filters are working properly, along with testing end-user's ability to identify fraudulent and malicious emails. If end-users fail the test, they will be prompted with a quick guide to help educate the users on spotting fraudulent and malicious emails. The purpose of these tests is to ensure everyone is doing their part to secure the network environment in every possible way.

### 2.5 Dark Web Monitoring

To help combat the increasing threat of data breaches, we utilize an AI scanning platform that combines human and sophisticated Dark Web intelligence with search capabilities to identify, analyze and proactively monitor for an organization's compromised or stolen employee and customer data

## 3.0 Standards & Compliance

### 3.1 ITSM (Information Technology Service Management) Standards

ITSM describes processes, procedures, tasks, and checklists which are not organization-specific nor technology-specific but can be applied by an organization for establishing integration with the organization's strategy, delivering value, and maintaining a level of competency.

We are constantly improving our technical skills, process, and services, in a pursuit to fulfill ITSM standards. ITSM standards are used to establish a baseline from which we can plan, implement, and measure improvement, while maintaining your organizations IT environment.

### 3.2 \*\*HIPAA Risk Assessments & Compliance

The US Department of Health & Human Services (HHS) acknowledges that there is no specific risk analysis methodology. This is due to Covered Entities and Business Associates varying significantly in size, complexity and capabilities. However, HHS does provide an objective of a HIPAA risk assessment – to identify potential risks and vulnerabilities to the confidentiality, availability and integrity of all PHI that an organization creates, receives, maintains, or transmits.

With an understanding of the technical objectives to meet HIPAA standards. In order to achieve these objectives, we have a tool and process that assists with:

- Identifying where PHI is stored, received, maintained or transmitted.
- Identifying and document potential threats and vulnerabilities.
- Assessing current security measures used to safeguard PHI.
- Assessing whether the current security measures are used properly.
- Determining the likelihood of a “reasonably anticipated” threat.
- Determining the potential impact of a breach of PHI.
- Assigning risk levels for vulnerability and impact combinations.
- Documenting the assessment and take appropriate remediation steps where necessary.

A HIPAA risk assessment is not a one-time exercise. Assessments should be reviewed periodically, as new work practices are implemented, or new technology is introduced. With a proven process to properly audit and manage HIPAA compliancy standards, we can provide the tools, training, and reporting necessary to ensure the environment is HIPAA compliant from an IT standpoint.

### 3.3 \*\*PCI Risk Assessments & Compliance

The Payment Card Industry Data Security Standard (PCI DSS) is a set of security standards designed to ensure that ALL companies that accept, process, store or transmit credit card information maintain a secure environment.

We have a deep knowledge and understanding of the many requirements to meet PCI compliance standards. With a proven process to properly manage PCI compliancy standards, we can provide the tools, training, and reporting necessary to ensure the environment is PCI compliant from an IT standpoint.

### 3.4 \*\*Cyber Risk Assessments & Compliance

Unlike other types of compliance, there is no official “standard” when it comes to Cyber Insurance Policies. Each underwriter creates their own definition of coverage and set of exclusions. These requirements are governed by application questions submitted by the insured when they apply for Cyber Insurance coverage, along with the terms and conditions stated in the carrier’s insurance policy.

We have a deep knowledge and understanding of the many requirements that are requested by many Cyber Risk insurers. We have developed a process to ensure everything is being configured to the industry standards and maintained on a specific cadence. These standards are then documented as reporting requirements and updated regularly. This allows for a smooth submittal process, should the need to submit a claim to your Cyber Risk Insurance provider.



## 4.0 Technology Consulting & Procurement

### 4.1 Design Desk

The necessary requirements to meet compliances and deliverables are constantly changing. Often technology is leveraged to meet these changing requirements, but careful consideration of how that technology impacts the current environment is crucial. Our Design Desk team has a firm grasp on what makes your business operate from a technology standpoint. This includes each departments technology requirement and how it will fit within the overall design of the IT infrastructure. We will leverage every available asset or procurement for the betterment of the whole country, unless specifically required not to by vendor or agency mandates.

It is our desire to ensure every decision made regarding IT is considering business impact and continuity first, before anything else. We will design solutions that meet or exceed the business requirement, while also meeting or exceeding industry best practice standards. This is to ensure your IT environment is future proofed and secured, gaining the most out of every technology investment put into the company.

### 4.2 vCIO (Virtual Chief Information Office)

Our vCIO will collaborate and advise departments and perform the same functions as a conventional CIO. Those duties include formulating strategic IT goals, assist with planning the IT budget, analyzing and reworking business processes, and facilitating technology changes, as requested by the organization. We have a proven ability to link technology with business objectives, a strong knowledge of technology trends that would impact our clients, and the ability to plan and manage IT projects as needed.

### 4.3 Technology Procurement

To maintain strategic IT goals, our Technology Procurement team will collaborate and advise departments on their technology goals, scoped hardware and software requirements that maintain the design standard. In addition, the team will coordinate procurement with departments and vendors. This ensures each procurement has the most value and function, while maintaining the overall standard of Alpine County's IT Infrastructure. There are instances of volume licensing, special government pricing, and hardware dependencies, which should all be considered before any department procures any technology.

## 5.0 Global Management & Initiatives

### 5.1 Technology Management

#### 5.1.1 Global Asset Counts

Endpoints:	121+ Workstations, laptops, tablets
Servers:	41 (6 physical hosts, 35 virtual servers)
Network Equipment:	83 devices, including routers, switches, firewalls, access points, and point-to-point wireless network bridges)
VoIP Handset Phones:	103
Physical Sites:	20 – Defined as any location that hosts some form of networking equipment.

#### 5.1.2 Phone system management (3CX VoIP)

- Manage User Directory & Preferences
- Manage SIP Trunks & Gateways
- Manage Ring Groups
- Manage Digital Receptionist & Call Trees
- Manage Extensions, Templates, and DID's
- Manage Fax Conversions
- Licensing verification
- Alert Monitoring

#### 5.1.3 Mobile Endpoint Management

All mobile endpoints must be encrypted with BitLocker and managed with Maas360 for remote wipe capability.

#### 5.1.4 Maas360

All county cell phones must be verified as enrolled in Maas360 and must be configured properly for use with Verizon Message+ texting app for proper archiving of all county texts. We can relax the policy, so employees can more easily use phones. A policy needs to be identified by the county that we can implement.

5.1.5 External domain registration tracking and DNS management:

Alpinecountyca.gov and alpineso.com DNS and registrar management.

5.1.6 Coordination & liaison for 3<sup>rd</sup> party vendors and services:

- ISP coordination – troubleshoot with ISP on metro-e or internet issues
- ADS coordination – troubleshoot with ADS/IBM
- Verizon coordination – adding/removing new products/plans on Verizon webpage
- State coordination – several departments require coordinate with state of CA for services (SoS, DoJ, OSI, CMIPSi, etc)
- NuSystems Alarm coordination
- Procurement Channels – CDWGov, Dell, etc.

5.1.7 Email spam filter:

All alpinecountyca.gov and alpineso.com inbound emails come through E<sup>2</sup>C's cloud spam filter. Outbound emails are not monitored.

5.1.8 County Website:

Provide technical assistance and administration for Pronto as necessary.

## 5.2 Technology Initiatives

### 5.2.1 Win 10 / Server 2016/2019 Upgrade

Specific operating system will reach end-of-life support by January 2020. All operating system should be upgraded to a supported level to negate risk. This may affect LOB applications and must be verified with software vendors.

### 5.2.2 Hardware Lifecycle

There are several aged assets that should be considered for immediate upgrade or replacement. An asset inventory of all server hosts, endpoints, and networking equipment will be reviewed and have recommendations for replacement if necessary. All procurements should consider long term strategic goals for servers and networking equipment.

### 5.2.3 Server Redundancy

All servers except for ACSO server are not redundant. Any non-ACSO servers that experience failure will cause an outage. Servers are all under warranty for next business day support/parts. Most donated servers from NDOT lack a valid warranty, are aged, and should not be used in a production environment, but are suitable for a test environment.

### 5.2.4 Backups

Review of county-procured software (Veeam) to determine how it can be implemented properly. Determine required storage and servers for replication. Determine new backup schedule. This is all dependent upon what Alpine would like to have for retention length.

### 5.2.5 Web migration:

Migration of Alpine's website from CivicPlus to ByPronto to save money. (In progress)

### 5.2.6 IT Room Cleanup:

There is a clean-up effort to identify and recycle or repurpose the IT equipment stored at the Court House Basement. The goal is to have a clean and organized location to facilitate IT services that require bench space or testing. This would be the drop point for provisioning assets and verifying solutions before they enter production.

## 6.0 Department Specific Review

### 6.1 Sherriff Office - Management

#### Asset Counts

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- Endpoints: 17
- 3CX Handsets: 19

#### Primary Line of Business Applications: (License/Server/Cloud/Subscription dependent)

- Adobe Acrobat Standard - License
- CAMS – Server (1TERM-SO)
- Garmin BaseCamp - License
- IBM-I Series – Server/License (CREST)
- MS Office – License
- RDP – License (BVSO uses 1TERM-SO for RIMS, terminal server)

#### Proprietary IT Tasks & Maintenance

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- Emergency Operations Center – Annual Deployment Test
- Digital Evidence Retention Strategy

## 6.2 Sherriff Office - Initiatives

### Hawkins Peak redundant wireless link

Use new county Ubiquiti link (used for BHS firehouse and peak ACSO assets currently) as a backup to ACSO's existing 11GHz link, so there's radio redundancy for their radio network. Coordination with Sierra Electronics is required.

### Evidence server long-term backup

Chris Harootunian would like a long-term digital record solution for the evidence room, that can potentially hold digital videos and files for up to 10 years. Determine appropriate medium and process, then implement.

### BVSO camera video storage

Determine and implement permanent solution for storing BVSO WatchGuard bodycam videos either in Markleeville with the rest or in BVSO in a new secure evidence location. Markleeville storage is preferred because it's already set up but getting the data there would require a wireless Point-to-Point link from BV to MV via Hawkins Peak. This project is possible but will required more than \$20,000 for equipment, licensing, and labor to set up.

### ACSO RIMS Prop Room Implementation

ACSO currently uses limited features of RIMS prop room application. Identify remaining features to implement (asset tagging/scanning of evidence/etc.)

### ACSO Mobile RIMS

ACSO has received a quote for mobile RIMS and would like hardware quote from E<sup>2</sup>C to accommodate. Laptops with Verizon WWAN cards have been deployed.

### L2 Encryption DoJ Access:

All computers inside ACSO's network are supposed to have layer-2 MACSEC encryption enabled if they access DoJ (not sure of where this is stated as required). Determine actual DoJ requirements and find accommodating solution. Cisco AnyConnect Network Connection client can be used for this if a RADIUS server is properly setup up. New ACSO switch is MACSEC ready after last image update. RADIUS has been configured and is ready for testing. Project on hold.

### Evidence server (holding WatchGuard bodycam videos as well):

Evidence server status is currently unknown because Chuck deployed this without our knowledge. Determine the current backups taking place and manage backups from this point forward. Document this information in and include the server placement in the county network diagram. Potentially replace the server if it's going bad soon. Server is a bare-metal Windows Server.

ACSO WAN migration

Merge ACSO onto the existing county firewall, so they use the same edge device. Their current firewall is outdated. Transfer all rules and access to new firewall.

ACSO LAN re-design

ACSO currently hops through the admin building L3 switch stack to get to their firewall. This needs to be changed so the ACSO switch is the L3 gateway for their network, and a new Point-to-Point network can be re-cabled directly to the WAN switch.

ACSO Server Refresh

ACSO's server is aged and requiring a Lifecycle refresh soon.

ACSO to Alpine domain-level merge

This merge was proposed by Chuck, but more discovery is necessary to identify all the possible issues and outcomes for merging. There should be a positive effect for each completed project.

ACSO Exchange server upgrade

EOC environment completion and testing with email working. Phones and internet/Wi-Fi already tested successfully.



## 6.3 Administration - Management

### Asset Counts

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- Endpoints: 3
- 3CX Handsets: 3

### Primary Line of Business Applications: (License/Server/Cloud/Subscription dependent)

- Adobe Acrobat Standard - License
- IBM i-series - Server/License (CREST)
- LaserFiche – Server/License (SQL)
- MinuteTraq – Cloud/Sub
- MS Office - License
- PeopleTraq (or current HR application) – Cloud/Sub
- Tyler Incode – Cloud/Sub

## 6.4 Assessors & Recorders - Management

### Asset Counts

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- Endpoints: 6
- 3CX Handsets: 4

### Primary Line of Business Applications: (License/Server/Cloud/Subscription dependent)

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- Adobe Acrobat Standard – License
- Crest – Server (CREST)
- MS Office – License
- MegaByte – Server (10.1.1.123 in Sierra County)

### Proprietary IT Tasks & Maintenance

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- MegaByte Management – Users, permissions, and connectivity

## 6.5 Auto Shop - Management

### Asset Counts

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- Endpoints: 1
- 3CX Handsets: 1

### Primary Line of Business Applications: (License/Server/Cloud/Subscription dependent)

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- CAMS – Server (1FP-WF)
- MS Office – License

## 6.6 Behavioral Health Services - Management

### Asset Counts

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- Endpoints: 18
- 3CX Handsets: 16

### Primary Line of Business Applications: (License/Server/Cloud/Subscription dependent)

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- Adobe Acrobat Standard - License
- Citrix Receiver/Workspace (Anasazi Access) – Free/Subscription
- MinuteTraq – Cloud/Sub
- MS Office – License

### Proprietary IT Tasks & Maintenance

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- Management of Citrix ShareFile (currently managed by Ron Dobyns within county)

## 6.7 Behavioral Health Services - Initiatives

### New BHS building

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- Transport/Install server rack from IT service office
- Configure, install, and test new network environment

## 6.8 Buildings & Grounds Management

### Asset Counts

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- Endpoints: 2
- 3CX Handsets: 3

### Primary Line of Business Applications: (License/Server/Cloud/Subscription dependent)

- CAMS – Server (1FP-WF)
- MS Office – License

### Proprietary IT Tasks & Maintenance

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- Weather Cameras at Admin/TRP/County Yard

## 6.9 Clerk - Management

### Asset Counts

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- Endpoints: 5
- 3CX Handsets: 5

### Primary Line of Business Applications: (License/Server/Cloud/Subscription dependent)

- Adobe Acrobat Standard - License
- DMV app - Free
- Elections software – Server/License (AC-ELECTIONS)
- Laserfiche – Server/License (SQL)
- MinuteTraq – Cloud/Sub
- MS Office Professional (MS Access for parking DB) – License

### Proprietary IT Tasks & Maintenance

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- Elections server setup/backup before every election. Will need replacement soon, but it must go through state for approval. Running Windows Server 2000.
- Secretary of State connectivity

## 6.10 Community Development – Management

### Asset Counts

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- Endpoints: 11
- 3CX Handsets: 10

### Primary Line of Business Applications: (License/Server/Cloud/Subscription dependent)

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- ArcGIS (ArcMAP) - License
- CAMS – Server (1FP-WF)
- DoorKing32 - License
- GIMP - Free
- Google Earth Pro - Free
- IBM iSeries - Server/License (CREST)
- LaserFiche – Server/License (SQL)
- MinuteTraq – Cloud/Sub
- MS Office - License
- SharePoint (on-prem) – Server (1FP-MV)

### Proprietary IT Tasks & Maintenance

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- County Yard DoorKing Gate modem and user management via the USB modem on front-desk (right) computer. Dedicated cable for this purpose goes directly to the USB>Modem on computer.



## 6.11 District Attorney – Management

### Asset Counts

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- Endpoints: 4
- 3CX Handsets: 5

### Primary Line of Business Applications: (License/Server/Cloud/Subscription dependent)

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- Adobe Acrobat Standard - License
- Damion – Server (DASVR)
- FileZilla – Free (DoJ SFTP access)
- IBM-I Series - Server/License (CREST)
- MinuteTraq – Cloud/Sub
- MS Office - License
- Tyler Incode – Cloud/Sub
- Tyler Odyssey (future) – Server/License (FUTURE SERVER)
- Victim Witness Applications – License/Server (DASVR)
- WatchGuard Player - Server (mvsoso199sw01)

### Proprietary IT Tasks & Maintenance

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- Damion transfer to new server  
(E<sup>2</sup>C should be done, but Damion may need to coordinate with us)

## 6.12 Finance – Management

### Asset Counts

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- Endpoints: 6
- 3CX Handsets: 6

### Primary Line of Business Applications: (License/Server/Cloud/Subscription dependent)

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- Adobe Acrobat Standard - License
- DL4 Term – Server (CREST)
- IBM i-Series - Server/License (CREST)
- LaserFiche – Server/License (SQL)
- MegaByte – Server (10.1.1.123 in Sierra County)
- MinuteTraq – Cloud/Sub
- MS Office - License
- Tyler Incode – Cloud/Sub

### Proprietary IT Tasks & Maintenance

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- HAL HP Unix = Maintain old system for record retention purposes
- MegaByte management - users, permissions, and connectivity.

## 6.13 Finance – Initiatives

### Initiatives & projects

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- Tyler Incode = finish transfer to new software/system
- MegaByte = finish transfer to new system

## 6.14 Fire Department – Management

### Asset Counts

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- Endpoints: 1
- 3CX Handsets: 0

## 6.15 Health & Human Services – Management

### Asset Counts

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- Endpoints: 24
- 3CX Handsets: 20

### Primary Line of Business Applications: (License/Server/Cloud/Subscription dependent)

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- Adobe Acrobat Standard - License
- Citrix ShareFile (Encrypted Email) - Subscription
- LaserFiche – Server/License (SQL)
- MinuteTraq – Cloud/Sub
- MS Office - License
- SharePoint (on-prem) – Server (1FP-MV)

### Proprietary IT Tasks & Maintenance

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- Citrix ShareFile user, account, and plugin management.
- Emergency Operations Center yearly deployment test

## 6.16 Health & Human Services – Initiatives

### Initiatives & projects

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- File Share folder hierarchy restructure

## 6.17 Library & Archives – Management

### Asset Counts

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- Endpoints: 18
- 3CX Handsets: 5

### Primary Line of Business Applications: (License/Server/Cloud/Subscription dependent)

- Deep Freeze (public computer security measure) - License
- Lulzbot (3D printing from public PC's) - Free
- MS Office - License
- Past Perfect 5 - License
- PowerScan 3000 (Clerk micro-film review) - Free
- TLC – Server (LASVR – not managed by E<sup>2</sup>C)

### Proprietary IT Tasks & Maintenance

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- Patch guest computers that have DeepFreeze installed
- Management of Chromebooks - Library G-Suite

## 6.18 Museum – Management

### Asset Counts

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- Endpoints: 0
- 3CX Handsets: 1

### Proprietary IT Tasks & Maintenance

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- On-prem camera troubleshooting

## 6.19 Probation – Management

### Asset Counts

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- Endpoints: 2
- 3CX Handsets: 2

### Primary Line of Business Applications: (License/Server/Cloud/Subscription dependent)

- Adobe Acrobat Standard - License
- MS Office - License
- LaserFiche – Server/License (SQL)
- Lexipol – Subscription/License
- Tyler Odyssey (future) – Server (FUTURE SERVER)

## 6.20 Probation – Initiatives

### Initiatives & projects

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- Tyler Odyssey FULL DEPLOYMENT case management system



## 6.21 Public Health – Management

### Asset Counts

---

- Endpoints: 1
- 3CX Handsets: 1

### Primary Line of Business Applications: (License/Server/Cloud/Subscription dependent)

- Adobe Acrobat Standard - License
- Citrix Sharefile - Subscription
- LaserFiche – Server/License (SQL)
- MS Office – License

## 6.22 Roads – Management

### Asset Counts

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- Endpoints: 2
- 3CX Handsets: 2

### Primary Line of Business Applications: (License/Server/Cloud/Subscription dependent)

- CAMS – Server (1FP-WF)
- MS Office – License

## 7.0 Terms & Pricing

**7.1 Agreement Term:** Thirty-Six (36) Consecutive Months.  
Commencement: July 1, 2019  
Termination: June 30, 2022

**Annual Adjustment:** A standard annual CPI adjustment, based on the Sacramento California Professional and Business Services CPI Index, available at the Bureau of Labor Statistics, will be calculated and adjusted on the anniversary of the commencement date, including adjustments for any increases or decreases of covered assumptions.

**Renewal Options:** An additional two-year term is available, commencing July 1, 2022 for twenty-four consecutive months, terminating June 30, 2024. Renewals will be subject to the Annual Adjustment.

### 7.2 Assumptions:

The support outlined in this Scope of Work will be inclusive for the follow items:

- Up to 125 Workstations identified as Desktops, Laptops, and Tablets
- Up to 105 VoIP Handsets
- Up to 85 Networking Devices (router, switches, firewalls, point-to-point and access points)
- Up to 45 Physical and/or virtual servers
- Multifunction and deskside printers –  
Strictly network connectivity and software/driver-based print functionality. Hardware repair and maintenance not included. Also not included is the ordering, managing, or maintaining levels of supplies such as ink, toner, or paper.
- Up to 20 Physical Network sites identified as:
  - Bear Valley -  
Library, Sherriff Office
  - Hawkins Peak -  
Base Station, Battery Vault
  - Markleeville -  
Administration, Archives, Library, Museum, Probation
  - Turtle Rock Park -  
District Attorney’s Office
  - Woodfords -  
Auto Shop, Behavioral Health Services, Buildings & Grounds,  
Community Development, Firehouse Wellness Center, Fire Station 91,  
Health & Human Services, Quonset Hut, Roads, Sherriff Shed.

### 7.3 Pricing:

**Standard Monthly Rate:** \$17,810

**\*\* Optional additions to the contracted terms are subject to a monthly increase, due to complexity and commitment requirements to facilitate those services.**

- \*\*3.2 HIPAA Risk Assessment & Compliance: +\$1,500
- \*\*3.3 PCI Risk Assessment & Compliance: +\$550
- \*\*3.4 Cyber Risk Assessment & Compliance: +\$1,500

**Adjusted Monthly Rate if all options are selected:** \$20,292

**Hourly Project Rate:** \$135 Per Hour

(Hourly rate is charged for any project/integration work that is not inclusive with the agreement, items not listed in the assumptions, and time spent to support servers or networking equipment that lacks a valid warranty, or is beyond “end-of-life”)

### 7.4 Disclaimer

**The following services and items are NOT provided under this agreement:**

- Project/Integration work; defined as any service designed to add or increase functionality, sustainability, redundancy or capacity at the request of Alpine County Government Services.; in other words, any work that is not designed to support existing systems or persons, brought to the attention of E<sup>2</sup>C, by Alpine County Government Services. Non-provided Project/Integration work will be identified to the Client as such before any work is performed.
- Parts & Labor associated with any outlined Initiatives in section 6.
- Parts, equipment, or software not covered by vendor/manufacturer warranty or support.
- The cost of hardware that has failed or needs replacement.
- The cost of software licensing, software renewal or upgrade fees of any kind.
- The cost of any Third-Party Vendor or Manufacturer Support or Incident Fees.
- Service and/or repair made necessary by work performed on Client systems by individuals other than those authorized by E Squared C.
- Any non-organizational owned equipment.

Attachment: E2C2019SoW-AlpineCounty-Full-V1 (Request approval of amendment to E2C Agreement CC2014-70)

# AGENDA TRANSMITTAL



**TO:** Board of Supervisors

**FROM:** Nichole Williamson, CAO/HHS Director

**DATE OF MEETING:** August 6, 2019

**PREPARED BY:** Janel Morales, Fiscal and Technical Specialist

**TITLE:** Request Approval of Amendment 1 to the California Department of Public Health's Local Oral Health Plan contract #CC2018-01 with Alpine County in the full amount of \$701,505.

## SUMMARY:

Alpine County Health & Human Services is requesting the approval of the Board of Supervisors on Amendment 1 of contract CC2018-01 approved by the Board on January 2, 2018. The amendment presented by CDPH (California Department of Public Health) revises the contact information for the State and for Alpine County. The amendment also revises the 5 year allocation from an annual amount of \$140,301 to a five (5) year total of \$701,505. There is no change in the overall amount of the award.

## RECOMMENDED ACTION:

Request that the Alpine County Board of Supervisors approve Amendment 1 to the California Department of Public Health's Local Oral Health Plan contract #CC2018-01 with Alpine County in the full amount of \$701,505 .

## ISSUE STATEMENT AND DISCUSSION:

The change from an annual allocation to a 5 year grant total gives the State and County the authority to roll unused funds into the next year's budget. There is no change to the total amount of the 5 year allocation.

## FISCAL IMPACT:

1) Budgeted Current Fiscal Year	<input checked="" type="checkbox"/> (Not Applicable)
2) Total Anticipated Cost Current Year	<u>\$0.00</u>
3) Total Anticipated Cost Annual Year	<u>\$0.00</u>

## SOURCE

<input type="checkbox"/> Unanticipated	<u>\$0.00</u>
<input type="checkbox"/> Revenue From Contingency	<u>\$0.00</u>
Other:	

## FUNDING SOURCE:

California Department of Public Health

## INSTRUCTIONS TO CLERK:

### Please return to HHS:

**2 signed originals of the amendment**

**1 Board resolution or minute order authorizing the execution of the agreement**

**CALIFORNIA Oral Health Program**

**Local Oral Health Plan**

**Awarded By**

**THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, hereinafter “Department”**

**TO**

**Alpine County Health Department, hereinafter “Grantee”**

**Implementing the project, Alpine County Local Oral Health Program,” hereinafter “Project”**

**GRANT AGREEMENT NUMBER 17-10682**

The Department awards this Grant and the Grantee accepts and agrees to use the Grant funds as follows:

**AUTHORITY:** The Department has authority to grant funds for the Project under Health and Safety Code, Section 104750, and 131085(a).

**PURPOSE:** The Department shall provide a grant to and for the benefit of the Grantee; the purpose of the Grant is to provide activities that support the state oral health plan build capacity at the local level for the facilitation and implementation of education, prevention, linkage to treatment, surveillance, and case management services in the community. The Grantee will assess the oral health needs of the California communities, develop a strategic action plan to address the oral health needs of the population groups within the communities, and implement evidence based or evidence informed programs.

**GRANT AMOUNT:** The maximum amount payable under this Grant shall not exceed Seven Hundred One Thousand Five Hundred Five dollars \$701,505.

**TERM OF GRANT:** The term of the Grant shall begin on January 1, 2018, or upon approval of this grant, and terminates on June 30, 2022. No funds may be requested or invoiced for work performed or costs incurred after June 30, 2022.

**PROJECT REPRESENTATIVES.** The Project Representatives during the term of this Grant will be:

<b>California Department of Public Health</b>	<b>Grantee: Alpine County Health Department</b>
Name: Angela Wright, Grant Manager	Name: Nichole Williamson, Director
Address: MS 7208, 1616 Capitol Avenue, Suite 74.420	Address: 75B Diamond Valley Road
City, Zip: Sacramento, CA 95814	City, Zip: Markleeville, CA 96120
Phone: (916) 552-9898	Phone: 530-694-2235

Attachment: CC2018-01 - California Oral Health Program 1\_2\_2018 (Request Approval for Amendment #1 for Local Oral Health Plan)

Fax: (916) 552-9729	Fax: 530-694-2252
E-mail: Angela.Wright@cdph.ca.gov	E-mail: nwilliamson@alpinecountyca.gov

Direct all inquiries to:

<b>California Department of Public Health, California Oral Health Program</b>	<b>Grantee: Alpine County Health Department</b>
Attention: Angela Wright, Grant Manager	Attention: Nichole Williamson, Director
Address: MS 7208, 1616 Capitol Avenue, Suite 74.420	Address: 75B Diamond Valley Road
City, Zip: Sacramento, CA 95814	City, Zip: Markdeeville, CA 96120
Phone: (916) 552-9898	Phone: 530-964-2235
Fax: (916) 552-9729	Fax: 530-694-2252
E-mail: Angela.Wright@cdph.ca.gov	E-mail: nwilliamson@alpinecountyca.gov

Either party may change its Project Representative upon written notice to the other party.

**STANDARD PROVISIONS.** The following exhibits are attached and made a part of this Grant by this reference:

- Exhibit A GRANT APPLICATION – Application Checklist, Grantee Information Form, Narrative Summary Form, Scope of Work and Deliverables.  
The Grant Application provides the description of the project and associated cost.
- Exhibit B BUDGET DETAIL AND PAYMENT PROVISIONS
- Exhibit C STANDARD GRANT CONDITIONS
- Exhibit D LETTER OF INTENT  
Including all the requirements and attachments contained therein
- Exhibit E ADDITIONAL PROVISIONS


**GRANTEE REPRESENTATIONS:** The Grantee(s) accept all terms, provisions, and conditions of this grant, including those stated in the Exhibits incorporated by reference above. The Grantee(s) shall fulfill all assurances and commitments made in the application, declarations, other accompanying documents, and written communications (e.g., e-mail, correspondence) filed in support of the request for grant funding. The Grantee(s) shall comply with and require its contractors and subcontractors to comply with all applicable laws, policies, and regulations.



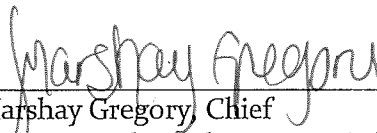
IN WITNESS THEREOF, the parties have executed this Grant on the dates set forth below.

Executed By:

Date: 1/2/2018

  
\_\_\_\_\_  
Donald Jardine, Chair  
Alpine County Board of Supervisors  
P.O. Box 158  
Markleeville, CA 96120

Date: 2/6/18

  
\_\_\_\_\_  
Marshay Gregory, Chief  
Contract and Purchasing Services Section  
California Department of Public Health  
1616 Capitol Avenue, Suite 74.317  
P.O. Box 997377, MS 1800-1804  
Sacramento, CA 95899-7377

Attachment: CC2018-01 - California Oral Health Program 1\_2\_2018 (Request Approval for Amendment #1 for Local Oral Health Plan)

**Exhibit A  
Application Checklist**

<b>DUE: Wednesday, September 20, 2017</b>	
<b>DATE OF SUBMISSION</b>	9/20/17
<b>ORGANIZATION NAME</b>	<u>Alpine County</u> Health Department
<b>Application Contact Name: Nichole Williamson</b>	<b>Phone Number (530)694-2235</b>
<b>E-mail Address: <a href="mailto:nwilliamson@alpinecountycalifornia.gov">nwilliamson@alpinecountycalifornia.gov</a></b>	

The following documents must be completed and submitted with this Application Checklist by September 20, 2017, in hard copy and by E-mail.

**APPLICATION CONTENTS:****Please Check**

- |   |                                     |
|---|-------------------------------------|
| Application Checklist (This Form)                               | <input checked="" type="checkbox"/> |
| Grantee Information Form (Document B)                           | <input checked="" type="checkbox"/> |
| Narrative Summary Form (Document C)                             | <input checked="" type="checkbox"/> |
| Scope of Work and Deliverables (Document D)                     | <input checked="" type="checkbox"/> |
| Documentation Checklist for Established LOHPs only (Document E) | <input type="checkbox"/>            |



**One copy must be mailed to:**

<p><i>Regular Mail</i></p> <p>Oral Health Program California Department of Public Health P.O. Box 997377, MS 7208 Sacramento, CA 95899-7377</p>	<p><i>Express Delivery</i></p> <p>Oral Health Program California Department of Public Health 1616 Capitol Avenue, Suite 74.420 MS-7208 Sacramento, CA 95814</p> <p>(916) 552-9900</p>
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**Also e-mail the documents to: [DentalDirector@cdph.ca.gov](mailto:DentalDirector@cdph.ca.gov).**

### Grantee Information Form

<b>Organization</b>	This is the information that will appear in your grant agreement.	
	Federal Tax ID #	<u>94-6000504</u>
	Name	<u>Alpine County Health Department</u>
	Mailing Address	<u>75B Diamond Valley Rd., Markleeville, CA 96120</u>
	Street Address (If Different)	_____
	County	<u>Alpine</u>
	Phone	<u>(530) 694-2235</u> Fax <u>(530) 694-2252</u>
Website	<u>Alpinecountyca.gov</u>	
<b>Grant Signatory</b>	The <b>Grant Signatory</b> has authority to sign the grant agreement cover.	
	Name	<u>Terry Woodrow</u>
	Title	<u>Chair, Board of Supervisors</u>
	<i>If address(es) are the same as the organization above, just check this box and go to Phone</i> <input type="checkbox"/>	
	Mailing Address	<u>P.O. Box 158, Markleeville, CA 96120</u>
	Street Address (If Different)	<u>99 Water St., Markleeville, CA 96120</u>
	Phone	<u>(530) 694-2281</u> Fax <u>(530) 694-2491</u>
Email	<u>twoodrow@alpinecountyca.gov</u>	
<b>Project Director</b>	The <b>Project Director</b> is responsible for all of the day-to-day activities of project implementation and for seeing that all grant requirements are met. This person will be in contact with Oral Health Program staff, will receive all programmatic, budgetary, and accounting mail for the project and will be responsible for the proper dissemination of program information.	
	Name	<u>Nichole Williamson</u>
	Title	<u>Director</u>
	<i>If address(es) are the same as the organization above, just check this box and go to Phone</i> <input checked="" type="checkbox"/>	
	Mailing Address	_____
	Street Address (If Different)	_____
	Phone	<u>(530) 694-2235</u> Fax <u>(530) 694-2252</u>
Email	<u>nwilliamson@alpinecountyca.gov</u>	
<b>Funding</b>	These are the annual <b>Funding</b> amounts your LHJ will accept for grant purposes.	
	Year 1 (FY 17/18)	\$140,301
	Year 2 (FY 18/19)	\$140,301
	Year 3 (FY 19/20)	\$140,301
	Year 4 (FY 20/21)	\$140,301
	Year 5 (FY 21/22)	\$140,301

Attachment: CC2018-01 - California Oral Health Program 1\_2\_2018 (Request Approval for Amendment #1 for Local Oral Health Plan)

## **Narrative Summary Form**

### **Alpine County Health Department**

According to the California Department of Finance population estimates on January 1, 2017 Alpine County is the least populated County in California with a population of 1,151 people. The male population (52.6%) slightly outnumbers the female population (47.4%). The majority of the residents (58.8%) are between the age 18 and 65. Approximately 72 percent of the population is Caucasian. Notably, almost one quarter of the residents in Alpine County are Native American.

Alpine County is a rural, frontier county approximately 743 square miles with a population density of less than one and a half persons per square mile. Ninety-six percent of the land is publicly owned, administered by the United States Forest Service and Bureau of Land Management. The county is located in the Sierra Nevada Mountain Range south of Lake Tahoe and north of Yosemite, bordering the state of Nevada to the east. The elevation of the county ranges from approximately 4800 feet to over 11,400 feet.

The County has no incorporated cities or towns and has the five following population areas with a population of approximately 200 people each: Woodfords, Kirkwood, Markleeville, Bear Valley and Hung-a-l-el-ti, with Markleeville as the county seat. The western and eastern sides of the county are divided by mountain passes that are closed in the winter due to heavy snowfall. In the winter it is a five hour one way drive from Markleeville to Bear Valley. There are no stop lights, grocery stores, pharmacies or banks in Alpine County. None of the three general stores in the County accept CalFresh benefits. The major employers in the county are government agencies and tourist oriented services.

As of 2015, approximately 382 residents (34.4%) were eligible for the Supplemental Nutrition Assistance Program, earning less than 185 percent of the Federal Poverty Level. Alpine County has approximately 184 residents who earn less than the Federal Poverty Level which is 16.6 percent of the population.

Alpine County Health Department is the only provider of medical services in the County. Operating a Public Health clinic in Woodfords and a satellite clinic in Bear Valley, the Woodfords Clinic employs a Family Nurse Practitioner who provides family medical services two days a week. Additionally, the Public Health Department also administers including California Children's Program, Child Health & Disability Program, Immunization Program, Maternal Child Adolescent Health Program, Tobacco Control Program and Emergency Preparedness Program.

The nearest hospital is Barton Memorial Hospital in South Lake Tahoe, which is at least thirty minutes in good driving conditions. Privately insured residents also utilize medical services in Douglas County, Nevada however residents with Medi-Cal must access specialty medical services in South Lake Tahoe or even further in Placerville or Sacramento. Members of the Washoe Tribe can utilize the Washoe Tribal Clinic in Dresslerville, Nevada for preventative health care and chronic disease management.

**Narrative Summary Form**  
Alpine County Health Department

There are no dental providers in Alpine County, and the only oral health services provided are annual fluoride treatment to children enrolled in state preschool through the Maternal Child Adolescent Health Program. Additionally, in 2015 and 2017 in collaboration with the state Denti-Cal program dental services have been provided once a year at the Health Department. July 13-16, 2015 Health Mobile brought a mobile dental van to Alpine County and provided 39 Denti-Cal beneficiaries and one uninsured patient services. Of the 40 patients, 21 were children and 19 were adults.

**Services provided to adults**

Diagnostic & preventative services only	8
Diagnostic, preventative & restorative services	7
All dental services completed during visit	3
<b>Total</b>	<b>18</b>

**Services provided to children**

Diagnostic & preventative services only	8
Diagnostic, preventative & restorative services	1
All dental services completed during visit	6
<b>Total</b>	<b>15</b>

Of the patients seen one adult and six children were referred for additional treatment. Twenty five of the patients completed a beneficiary survey which included the question "Have you seen a dentist within the last year" 10 responded yes, 12 no and 3 did not answer. Follow up question of "If no, why" with 5 responses of lack of transportation, 4 lack of time, 1 lack of child care, 2 not important, 3 unaware of services, and 7 other (fear, no insurance, new to area, Sacramento is too far). Mobile dental services were provided again in July and August 2017 by Big Smiles.

Alpine County Health Department intends to utilize the Oral Health Program funding to develop a comprehensive Oral Health Assessment from a Community Health Assessment that we already plan to conduct in 2018 utilizing Prop 56 Tobacco Control Program funding. After the Oral Health Assessment is completed information will be available to support the development of an Oral Health Program and identification of the community needs. We intend to utilize current staff to support the development of the Oral Health Assessment, which will be conducted by an outside consultant.

**Scope of Work and Deliverables  
FY 2017-2022**

**GOAL:** The California Department of Public Health, Oral Health Program (CDPH/OHP) shall grant funds to Local Health Jurisdictions (LHJ) from Proposition 56, the California Healthcare, Research and Prevention Tobacco Tax Act of 2016 (Prop 56) for the purpose and goal of educating about oral health, dental disease prevention, and linkage to treatment of dental disease including dental disease caused by the use of cigarettes and other tobacco products. LHJs are encouraged to implement the strategies recommended in the California Oral Health Plan and shall establish or expand upon existing Local Oral Health Programs (LOHP) to include the following program activities related to oral health in their communities: education, dental disease prevention, linkage to treatment, surveillance, and case management. These activities will improve the oral health of Californians.

**Objectives 1-5 below represent public health best practices for planning and establishing new LOHPs. LHJs are required to complete these preliminary Objectives before implementing Objectives 6-11 outlined below. LHJs that have completed these planning activities may submit documentation in support of their accomplishments. Please review the LOHP Guidelines for information regarding the required documentation that must be submitted to CDPH OHP for approval.**

Objective 1: Build capacity and engage community stakeholders to provide qualified professional expertise in dental public health for program direction, coordination, and collaboration.

Create a staffing pattern and engage community stakeholders to increase the capacity to achieve large-scale improvements in strategies that support evidence-based interventions, health system interventions, community-clinical linkages, and disease surveillance and evaluation. At a minimum an Oral Health Program Coordinator position should be developed to coordinate the LOHP efforts. Recruit and engage key stakeholders to form an Advisory Committee or task force. Convene and schedule meetings, identify goals and objectives, and establish communication methods. This group can leverage individual members' expertise and connections to achieve measurable improvements in oral health.

Objective 2: Assess and monitor social and other determinants of health, health status, health needs, and health care services available to California communities, with a special focus on underserved areas and vulnerable population groups.

Identify partners and form a workgroup to conduct an environmental scan to gather data, create an inventory of resources, and plan a needs assessment. Conduct a needs assessment to determine the need for primary data, identify resources and methods, and develop a work plan to collect missing data. Collect, organize, and analyze data. Prioritize needs assessment issues and findings, and use for program planning, advocacy, and education. Prepare a report and publish.

Attachment: CC2018-01 - California Oral Health Program 1\_2\_2018 (Request Approval for Amendment #1 for Local Oral Health Plan)



## Scope of Work and Deliverables FY 2017-2022

Objective 3: Identify assets and resources that will help to address the oral health needs of the community with an emphasis on underserved areas and vulnerable population groups within the jurisdiction.

Take an inventory of the jurisdiction's communities to identify associations, organizations, institutions and non-traditional partners to provide a comprehensive picture of the LHJ. Conduct key informant interviews, focus groups, and/or surveys, create a map, and publish the assets identified on your website or newsletter.

Objective 4: Develop a Community Health Improvement Plan (CHIP) and an action plan to address oral health needs of underserved areas and vulnerable population groups for the implementation phase to achieve local and state oral health objectives.

Identify a key staff person or consultant to guide the community oral health improvement plan process, including a timeline, objectives, and strategies to achieve the California Oral Health Plan. Recruit stakeholders, community gatekeepers, and non-traditional partners identified in the asset mapping process and members of the AC to participate in a workgroup to develop the CHIP and the Action Plan. The Action Plan will a timeline to address and implement priority objectives and strategies identified in the CHIP. The workgroup will identify the "who, what, where, when, how long, resources, and communication" aspects of the Action Plan.

Objective 5: Develop an Evaluation Plan that will be used to monitor and assess the progress and success of the Local Oral Health Program.

Participate with the CDPH OHP to engage stakeholders in the Evaluation Plan process, including those involved, those affected, and the primary intended users. Describe the program using a Logic Model, and document the purpose, intended users, evaluation questions and methodology, and timeline for the evaluation. Gather and analyze credible evidence to document the indicators, sources, quality, quantity, and logistics. Justify the conclusions by documenting the standards, analyses, interpretation, and recommendations. Ensure that the Evaluation Plan is used and shared.

Objective 6: Implement evidence-based programs to achieve California Oral Health Plan objectives.

To accomplish this Objective, LHJs can choose evidence-based or best practice strategies such as, but not limited to increase the number of low-income schools with a school-based or school-linked dental program; increase the number of children in grades K-6 receiving fluoride supplements, such as fluoride rinse, fluoride varnish, or fluoride tablets; increase the number of children in grades K-6 receiving dental sealants and increase or maintain the percent of the population receiving community fluoridated water.

**Scope of Work and Deliverables  
FY 2017-2022**

Objective 7: Work with partners to promote oral health by developing and implementing prevention and healthcare policies and guidelines for programs, health care providers, and institutional settings (e.g., schools) including integration of oral health care and overall health care.

To accomplish this Objective, LHJs can choose evidence-based or best practice strategies such as, but not limited to: convene partners (e.g., First 5, Early Head Start/Head Start, Maternal Child and Adolescent Health (MCAH), Child Health and Disability Prevention (CHDP), Black Infant Health (BIH), Denti-Cal, Women, Infant and Children (WIC), Home Visiting, schools, community-based organizations, etc.) to improve the oral health of 0-6 year old children by identifying facilitators for care, barriers to care, and gaps to be addressed; and/or increase the number of schools implementing the kindergarten oral health assessment by assessing the number of schools currently not reporting the assessments to the System for California Oral Health Reporting (SCOHR), identifying target schools for intervention, providing guidance to schools, and assessing progress.

Objective 8: Address common risk factors for preventable oral and chronic diseases, including tobacco and sugar consumption, and promote protective factors that will reduce disease burden.

To accomplish this Objective, LHJs can choose evidence-based or best practice strategies such as, but not limited to: increase the number of dental offices providing tobacco cessation counseling; and/or increase the number of dental office utilizing Rethink Your Drink materials and resources to guide clients toward drinking water, especially tap water, instead of sugar-sweetened beverages.

Objective 9: Coordinate outreach programs, implement education and health literacy campaigns, and promote integration of oral health and primary care.

To accomplish this Objective, LHJs can choose evidence-based or best practice strategies such as, but not limited to: increase the number of dental offices, primary care offices, and community-based organizations (CBO) (e.g., Early Head Start/Head Start, WIC, Home Visiting, BIH, CHDP, Community Health Worker/Promotora programs, etc.) using the American Academy of Pediatrics' Brush, Book, Bed (BBB) implementation guide; and/or increase the number of dental offices, primary care clinics, and CBOs using the Oral Health Literacy implementation guide to enhance communication in dental/medical offices; and/or increase the number CBOs that incorporate oral health education and referrals into routine business activities.

Attachment: CC2018-01 - California Oral Health Program 1\_2\_2018 (Request Approval for Amendment #1 for Local Oral Health Plan)



**Scope of Work and Deliverables  
FY 2017-2022**

Objective 10: Assess, support, and assure establishment and improvement of effective oral healthcare delivery and care coordination systems and resources, including workforce development and collaborations to serve vulnerable and underserved populations by integrating oral health care and overall health care.

To accomplish this Objective, LHJs can choose evidence-based or best practice strategies such as, but not limited to: regularly convene and lead a jurisdiction-wide Community of Practice comprised of Managed Care Plans, Federally Qualified Health Centers, CBOs, and/or Dental Offices focused on implementing the Agency for Health Care Research and Quality's Design Guide for Implementing Warm Handoffs in Primary Care Settings or the ; and/or identifying a staff person or consultant to facilitate quality improvement coaching to jurisdiction-wide Community of Practice members focused on increasing the number of at-risk persons who are seen in both a medical and dental office; and/or improve the operationalization of an existing policy or guideline, such as the increasing the number of infants who are seen by a dentist by age 1; and/or promote effectiveness of best practices at statewide and national quality improvement conferences.

Objective 11: Create or expand existing local oral health networks to achieve oral health improvements through policy, financing, education, dental care, and community engagement strategies.

To accomplish this Objective, LHJs can choose evidence-based or best practice strategies such as, but not limited to: create a new (or expand an existing) Oral Health Network, Coalition, or Partnership by identifying key groups and organizations; planning and holding meetings; defining issues and problems; creating a common vision and shared values; and developing and implementing an Action Plan that will result in oral health improvements. LHJs are also encouraged, where possible, to collaborate with local Dental Transformation Initiative (DTI) Local Dental Pilot Projects to convene stakeholders and partners in innovative ways to leverage and expand upon the existing momentum towards improving oral health. LHJs that are currently implementing local DTI projects should develop complementary, supportive, but not duplicative activities.

### Scope of Work and Deliverables FY 2017-2022

**DELIVERABLES/OUTCOME MEASURES:** LHJs are encouraged to implement the strategies recommended in the California Oral Health Plan. Funds are made available through Prop 56 to achieve these deliverables. The activities may include convening, coordination, and collaboration to support planning, disease prevention, education, surveillance, and linkage to treatment programs. To ensure that CDPH fulfills the Prop 56 requirements, LHJs are responsible for meeting the assurances and the following checked deliverables. Deliverables not met will result in a corrective action plan and/or denial or reduction in future Prop 56 funding.

#### Local Health Jurisdiction Deliverables

Deliverable	Activities	Selected deliverable
<b>Deliverable 1</b> <i>Objective 1</i>	Develop Advisory Committee/Coalition/Partnership/Task Force (AC) and recruit key organizations/members representing diverse stakeholders and non-traditional partners. A. List of diverse stakeholders engaged to develop and mentor the Community Health Improvement/Action Plan. B. List number of meetings/conference calls held to develop a consensus of AC to determine best practice to address priorities and identify evidence-based programs to implement. C. Develop communication plan/methods to share consistent messaging to increase collaboration. D. Develop a consensus on how to improve access to evidence based programs and clinical services.	<input checked="" type="checkbox"/>
<b>Deliverable 2</b> <i>Objective 1</i>	Document staff participation in required training webinars, workshops and meetings.	<input checked="" type="checkbox"/>
<b>Deliverable 3</b> <i>Objective 2 &amp; 3</i>	Conduct needs assessment of available data to determine LHJs health status, oral health status, needs, and available dental and health care services to resources to support underserved communities and vulnerable population groups.	<input checked="" type="checkbox"/>
<b>Deliverable 4</b> <i>Objective 4</i>	Five-year oral health improvement plan (the "Plan") and an action plan (also called the "work plan"), updated annually, describing disease prevention, surveillance, education, linkage to treatment programs, and evaluation strategies to improve the oral health of the target population based on an assessment of needs, assets and resources.	<input checked="" type="checkbox"/>
<b>Deliverable 5</b> <i>Objective 5</i>	Create a program logic model describing the local oral health program and update annually	<input checked="" type="checkbox"/>
<b>Deliverable 6</b> <i>Objective 5</i>	Coordinate with CDPH to develop a surveillance report to determine the status of children's oral health and develop an evaluation work plan for implementation objectives.	<input checked="" type="checkbox"/>

Attachment: CC2018-01 - California Oral Health Program 1\_2\_2018 (Request Approval for Amendment #1 for Local Oral Health Plan)

### Scope of Work and Deliverables FY 2017-2022

Deliverable	Activities	Selected deliverable
<b>Deliverable 7</b> <i>Objective 6</i>  School- Based/ School Linked	Compile data for and report annually on educational activities, completing all relevant components on the Data Form:  A. Schools meeting criteria of low-income and high-need for dental program (>50% participation in Free or Reduced Price Meals (FRPM) participating in a fluoride program. B. Schools, teachers, parents and students receiving educational materials and/or educational sessions. C. Children provided preventive services.	<input checked="" type="checkbox"/>
<b>Deliverable 8</b> <i>Objective 6</i>  School-Based/ School-Linked	Compile data for and report annually on School-based/linked program activities, completing all relevant components on the Data Form:  A. Schools meeting criteria of low-income and high-need for dental program (>50% participation in Free or Reduced Price Meals (FRPM) participating in a School-based/linked program. B. Schools, teachers, parents and students receiving dental sealant educational materials and/or educational sessions. C. Children screened, linked or provided preventive services including dental sealants.	<input checked="" type="checkbox"/>
<b>Deliverable 9</b> <i>Objective 6</i>  Fluoridation	Compile data for and report annually on Community Water Fluoridation program activities, completing all relevant components on the Data Form:  A. Regional Water District engineer/operator training on the benefits of fluoridation. B. Training for community members who desire to educate others on the benefits of fluoridation at Board of Supervisor, City Council, or Water Board meetings. C. Community-specific fluoridation Education Materials D. Community public awareness campaign such as PSAs, Radio Advertisements	<input checked="" type="checkbox"/>
<b>Deliverable 10</b> <i>Objective 7</i>  Kinder-Assessment	Compile data for and report annually on kindergarten oral health assessment activities, completing all relevant components on the Data Form:  A. Schools currently not reporting the assessments to SCHOR B. Champions trained to promote kindergarten oral health assessment activities C. Community public relations events and community messages promoting oral health. D. New schools participating in the kindergarten	<input checked="" type="checkbox"/>

Attachment: CC2018-01 - California Oral Health Program 1\_2\_2018 (Request Approval for Amendment #1 for Local Oral Health Plan)

### Scope of Work and Deliverables FY 2017-2022

Deliverable	Activities	Selected deliverable
	oral health assessment activities. E. Screening linked to essential services. F. Coordination efforts of programs such as kindergarten oral health assessment, WIC/Head Start, pre-school/school based/linked programs, Denti-Cal, Children's Health and Disability Prevention Program, Home Visiting and other programs. G. Identify prevention and healthcare policies and guidelines implemented.	
<b>Deliverable 11</b> <i>Objective 8</i>	Compile data for and report annually on tobacco cessation activities, completing all relevant components on the Data Form:  A. Assessment of readiness of dental offices to provide tobacco cessation counseling. B. Training to dental offices for providing tobacco cessation counseling. C. Dental offices connected to resources	<input type="checkbox"/>
<b>Deliverable 12</b> <i>Objective 8</i>	Compile data for and report annually on Rethink Your Drink activities, completing all relevant components on the Data Form: A. Assessment of readiness of dental offices to implement Rethink Your Drink materials and resources for guiding patients toward drinking water. B. Training to dental offices for implementing Rethink Your Drink materials. C. Dental offices connected to resources	<input type="checkbox"/>
<b>Deliverable 13</b> <i>Objective 9</i>	Compile data for and report annually on health literacy and communication activities, completing all relevant components on the Data Form:  A. Partners and champions recruited to launch health literacy campaigns B. Assessments conducted to assess opportunities for implementation C. Training and guidance provided D. Sites/organizations implementing health literacy activities	<input checked="" type="checkbox"/>
<b>Deliverable 14</b> <i>Objective 10</i>	Compile data for and report annually on health care delivery and care coordination systems and resources, completing all relevant components on the Data Form:  A. Assessments conducted to assess opportunities for implementation of community-clinical linkages and care coordination B. Resources such as outreach, Community of Practice, and training developed	<input type="checkbox"/>

Attachment: CC2018-01 - California Oral Health Program 1\_2\_2018 (Request Approval for Amendment #1 for Local Oral Health Plan)

**Scope of Work and Deliverables  
FY 2017-2022**

Deliverable	Activities	Selected deliverable
	C. Providers and systems engaged	
<b>Deliverable 15</b> <i>Objective 11</i>	Compile data for and report annually on community engagement activities, completing all relevant components on the Data Form:  A. Develop a core workgroup to identify strategies to achieve local oral health improvement. B. Provide a list of community engagement strategies to address policy, financing, education, and dental care.	<input type="checkbox"/>
<b>Deliverable 16</b> <i>Objective 1-11</i>	<b>Progress reporting:</b> submit bi-annual progress reports describing in detail progress of program and evaluation activities and progress towards completing deliverables. Provide documentation in sufficient detail to support the reported activities on planning and intervention activities for required and selected objectives.	<input checked="" type="checkbox"/>
<b>Deliverable 17</b> <i>Objective 1-11</i>	<b>Expense documenting:</b> submit all expenses incurred during each state fiscal year with the ability to provide back-up documentation for expenses in sufficient detail to allow CDPH-OHP to ascertain compliance with Proposition 56, the California Healthcare, Research and Prevention Tobacco Tax Act of 2016 Likewise, provide biannual Progress Reports describing in detail the program activities conducted, and the ability to provide source documentation in sufficient detail to support the reported activities.	<input checked="" type="checkbox"/>

Attachment: CC2018-01 - California Oral Health Program 1\_2\_2018 (Request Approval for Amendment #1 for Local Oral Health Plan)

**Exhibit B**  
Budget Detail and Payment Provisions

**1. Invoicing and Payment**

- A. Upon completion of project activities as provided in Exhibit A Grant Application, and upon receipt and approval of the invoices, the State agrees to reimburse the Grantee for activities performed and expenditures incurred in accordance with the costs specified herein.
- B. Invoices shall include the Grant Number and shall be submitted not more frequently than monthly in arrears to:

Angela Wright  
California Department of Public Health  
Oral Health Program  
MS 7208  
1616 Capitol Avenue, Suite 74.420  
P.O. Box 997377, Sacramento, CA 95899-7377

- C. Invoices shall:
  - 1) Be prepared on Grantee letterhead. If invoices are not on produced letterhead invoices must be signed by an authorized official, employee or agent certifying that the expenditures claimed represent activities performed and are in accordance with Exhibit A Grant Application under this Grant.
  - 2) Bear the Grantee's name as shown on the Grant.
  - 3) Identify the billing and/or performance period covered by the invoice.
  - 4) Itemize costs for the billing period in the same or greater level of detail as indicated in this Grant. Subject to the terms of this Grant, reimbursement may only be sought for those costs and/or cost categories expressly identified as allowable and approved by CDPH.

**2. Budget Contingency Clause**

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Grantee or to furnish any other considerations under this Agreement and Grantee shall not be obligated to fulfill any provisions of this Agreement.
- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an agreement amendment to Grantee to reflect the reduced amount.

**3. Prompt Payment Clause**

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.



**Exhibit B**  
Budget Detail and Payment Provisions

**4. Amounts Payable**

A. The amounts payable under this Grant shall not exceed:

- 1) \$140,301 for the budget period of 01/01/2018 through 06/30/2018.
- 2) \$140,301 for the budget period of 07/01/2018 through 06/30/2019.
- 3) \$140,301 for the budget period of 07/01/2019 through 06/30/2020.
- 4) \$140,301 for the budget period of 07/01/2020 through 06/30/2021.
- 5) \$140,301 for the budget period of 07/01/2021 through 06/30/2022.

B. Payment allocations shall be made for allowable expenses up to the amount annually encumbered commensurate with the state fiscal year in which services are fulfilled and/or goods are received.

**5. Timely Submission of Final Invoice**

A. A final undisputed invoice shall be submitted for payment no more than ninety (90) calendar days following the expiration or termination date of this Grant, unless a later or alternate deadline is agreed to in writing by the program grant manager. Said invoice should be clearly marked "Final Invoice", indicating that all payment obligations of the State under this Grant have ceased and that no further payments are due or outstanding.

B. The State may, at its discretion, choose not to honor any delinquent final invoice if the Grantee fails to obtain prior written State approval of an alternate final invoice submission deadline.

**6. Travel and Per Diem Reimbursement**

Any reimbursement for necessary travel and per diem shall be at the rates currently in effect as established by the California Department of Human Resources (CalHR).

**EXHIBIT C****STANDARD GRANT CONDITIONS**

1. **APPROVAL:** This Grant is of no force or effect until signed by both parties and approved by the Department of General Services, if required. The Grantee may not commence performance until such approval has been obtained
2. **AMENDMENT:** No amendment or variation of the terms of this Grant shall be valid unless made in writing, signed by the parties, and approved as required. No oral understanding or Agreement not incorporated in the Grant is binding on any of the parties. In no case shall the Department materially alter the scope of the Project set forth in Exhibit A.
3. **ASSIGNMENT:** This Grant is not assignable by the Grantee, either in whole or in part, without the written consent of the Grant Manager in the form of a written amendment to the Grant.
4. **AUDIT:** Grantee agrees that the Department, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to this Grant. Grantee agrees to maintain such records for a possible audit for a minimum of three (3) years after final payment or completion of the project funded with this Grant, unless a longer period of records retention is stipulated. Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Grantee agrees to include a similar right of the State to audit records and interview staff in any subcontract related to the project.
5. **CONFLICT OF INTEREST:** Grantee certifies that it is in compliance with all applicable state and/or federal conflict of interest laws.
6. **INDEMNIFICATION:** Grantee agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the project, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Grantee in the performance of any activities related to the Project.
7. **FISCAL MANAGEMENT SYSTEMS AND ACCOUNTING STANDARDS:** Grantee agrees that, at a minimum, its fiscal control and accounting procedures will be sufficient to permit tracing of all grant funds to a level of expenditure adequate to establish that such funds have not been used in violation of any applicable state or federal law, or the provisions of this Grant. Grantee further agrees that it will maintain separate Project accounts in accordance with generally accepted accounting principles.
8. **GOVERNING LAW:** This Grant is governed by and shall be interpreted in accordance with the laws of the State of California.



9. **INCOME RESTRICTIONS:** Grantee agrees that any refunds, rebates, credits, or other amounts (including any interest thereon) accruing to or received by the Grantee under this Grant shall be paid by the Grantee to the Department, to the extent that they are properly allocable to costs for which the Grantee has been reimbursed by the Department under this Grant.
10. **INDEPENDENT CONTRACTOR:** Grantee, and its agents and employees of Grantee, in the performance of the Project, shall act in an independent capacity and not as officers, employees or agents of the Department.
11. **MEDIA EVENTS:** Grantee shall notify the Department's Grant Manager in writing at least twenty (20) working days before any public or media event publicizing the accomplishments and/or results of the Project and provide the opportunity for attendance and participation by Department's representatives.
12. **NO THIRD-PARTY RIGHTS:** The Department and Grantee do not intend to create any rights or remedies for any third- party as a beneficiary of this Grant or the project.
13. **NOTICE:** Grantee shall promptly notify the Department's Grant Manager in writing of any events, developments or changes that could affect the completion of the project or the budget approved for this Grant.
14. **PROFESSIONALS:** Grantee agrees that only licensed professionals will be used to perform services under this Grant where such services are called for.
15. **RECORDS:** Grantee certifies that it will maintain Project accounts in accordance with generally accepted accounting principles. Grantee further certifies that it will comply with the following conditions for a grant award as set forth in the Request for Applications (Exhibit D) and the Grant Application (Exhibit A).
  - A. Establish an official file for the Project which shall adequately document all significant actions relative to the Project;
  - B. Establish separate accounts which will adequately and accurately depict all amounts received and expended on this Project, including all grant funds received under this Grant;
  - C. Establish separate accounts which will adequately depict all income received which is attributable to the Project, especially including any income attributable to grant funds disbursed under this Grant;
  - D. Establish an accounting system which will adequately depict final total costs of the Project, including both direct and indirect costs; and,
  - E. Establish such accounts and maintain such records as may be necessary for the state to fulfill federal reporting requirements, including any and all reporting requirements under federal tax statutes or regulations.
16. **RELATED LITIGATION:** Under no circumstances may Grantee use funds from any disbursement under this Grant to pay for costs associated with any litigation between the Grantee and the Department.

**17. RIGHTS IN DATA:** Grantee and the Department agree that all data, plans, drawings, specifications, reports, computer programs, operating manuals, notes, and other written or graphic work submitted under Exhibit A in the performance of the Project funded by this Grant shall be in the public domain. Grantee may disclose, disseminate and use in whole or in part, any final form data and information received, collected, and developed under this Project, subject to appropriate acknowledgment of credit to the Department for financial support. Grantee shall not utilize the materials submitted to the Department (except data) for any profit making venture or sell or grant rights to a third-party who intends to do so. The Department has the right to use submitted data for all governmental purposes.

**18. VENUE:** The Department and Grantee agree that any action arising out of this Grant shall be filed and maintained in the Superior Court, California. Grantee waives any existing sovereign immunity for the purposes of this Grant, if applicable.

**19. STATE-FUNDED RESEARCH GRANTS:**

- A. Grantee shall provide for free public access to any publication of a department-funded invention or department-funded technology. Grantee further agrees to all terms and conditions required by the California Taxpayer Access to Publicly Funded Research Act (Chapter 2.5 (commencing with Section 13989) of Part 4.5 of Division 3 of Title 2 of the Government Code).
- B. As a condition of receiving the research grant, Grantee agrees to the following terms and conditions which are set forth in Government Code section 13989.6 ("Section 13989.6"):
- 1) Grantee is responsible for ensuring that any publishing or copyright agreements concerning submitted manuscripts fully comply with Section 13989.6.
  - 2) Grantees shall report to the Department the final disposition of the research grant, including, but not limited to, if it was published, when it was published, where it was published, when the 12-month time period expires, and where the manuscript will be available for open access.
  - 3) For a manuscript that is accepted for publication in a peer-reviewed journal, the Grantee shall ensure that an electronic version of the peer-reviewed manuscript is available to the department and on an appropriate publicly accessible database approved by the Department, including, but not limited to, the University of California's eScholarship Repository at the California Digital Library, PubMed Central, or the California Digital Open Source Library, to be made publicly available not later than 12 months after the official date of publication. Manuscripts submitted to the California Digital Open Source Library shall be exempt from the requirements in subdivision (b) of Section 66408 of the Education Code. Grantee shall make reasonable efforts to comply with this requirement by ensuring that their manuscript is accessible on an approved publicly accessible database, and notifying the Department that the manuscript is available on a department-approved database. If Grantee is unable to ensure that their manuscript is accessible on an approved publicly accessible database, Grantee may comply by providing the manuscript to the Department not later than 12 months after the official date of publication.

- 4) For publications other than those described in paragraph B.3 above,, including meeting abstracts, Grantee shall comply by providing the manuscript to the Department not later than 12 months after the official date of publication.
- 5) Grantee is authorized to use grant money for publication costs, including fees charged by a publisher for color and page charges, or fees for digital distribution.



KAREN L. SMITH, MD, MPH  
Director and State Public Health Officer

State of California—Health and Human Services Agency  
California Department of Public Health



EDMUND G. BROWN JR.  
Governor

September 27, 2017

Dear California Local Health Officer:

**NOTIFICATION OF INTENT TO SUPPORT LOCAL ORAL HEALTH PROGRAMS**

This letter provides notification of the intent to award funds to local health departments or jurisdictions (LHJs) through Proposition 56, The California Healthcare, Research and Prevention Tobacco Tax Act of 2016 (Prop 56), pending approval of the State Budget for Fiscal Year 2017/18. The California Department of Public Health (CDPH), Oral Health Program (OHP) has a unique opportunity to build capacity at the local level to address oral health which is essential for overall health. Tooth decay is the number one chronic disease of childhood.

The purpose of this award is to support the proposed California Oral Health Plan activities. We are confident that the LHJs, in collaboration with the CDPH/OHP, will strive to achieve improvements in oral health and accomplish the state oral health objectives within their jurisdictions. The activities should address problems identified by LHJ needs assessments and reflect the California Oral Health Plan priorities.

The activities in Year 1 may be focused on planning for implementation of interventions in subsequent years. The planning exercise should lead to a three year action plan. Smaller counties may choose to form a consortium with other LHJs and pool resources to implement local oral health programs. LHJs that prefer a resource pool approach should notify CDPH. Based on the interest expressed by local First 5 Commissions and local Child Health and Disability Prevention Programs, LHJs are strongly encouraged to collaborate with them in developing a local oral health program.

We anticipate that approximately \$18 million will be available for distribution. Award amounts to LHJs will vary and be determined by the estimated low income population based on the United States Department of Agriculture Economic Research Service estimate of county poverty rate (<https://data.ers.usda.gov/reports.aspx?ID=17826>).

It is anticipated that awards will be for a term of three years with an option to extend for two additional years. CDPH will provide program guidance regarding requirements,

Oral Health Program, MS 7210 • P.O. Box 997377 • Sacramento, CA 95899-7377  
(916) 324-1715 • (916) 552-9729 FAX  
Department Website ([www.cdph.ca.gov](http://www.cdph.ca.gov))



Exhibit E  
Additional Provisions

**1. Additional Incorporated Documents**

A. The following documents and any subsequent updates are not attached, but are incorporated herein and made a part hereof by this reference. CDPH will maintain on file, all documents referenced herein and any subsequent updates, as required by program directives. CDPH shall provide the Contractor with copies of said documents and any periodic updates thereto, under separate cover.

1. *Local Health Jurisdiction Local Oral Health Program Guidelines for Grant Application*  
[https://www.cdph.ca.gov/Programs/CCDPHP/DCDIC/CDCB/CDPH%20Document%20Library/Oral%20Health%20Program/2017-2022PHASEILHJLOHPGuidelines\\_8-23-17\\_ADA.pdf](https://www.cdph.ca.gov/Programs/CCDPHP/DCDIC/CDCB/CDPH%20Document%20Library/Oral%20Health%20Program/2017-2022PHASEILHJLOHPGuidelines_8-23-17_ADA.pdf)

**2. Cancellation / Termination**

- A. This Grant may be cancelled by CDPH without cause upon thirty (30) calendar days advance written notice to the Grantee.
- B. CDPH reserves the right to cancel or terminate this Grant immediately for cause. The Grantee may submit a written request to terminate this Grant only if CDPH substantially fails to perform its responsibilities as provided herein.
- C. The term “for cause” shall mean that the Grantee fails to meet the terms, conditions, and/or responsibilities of this agreement. Causes for termination include, but are not limited to the following occurrences:
- 1) If the Grantee knowingly furnishes any statement, representation, warranty, or certification in connection with the agreement, which representation is materially false, deceptive, incorrect, or incomplete.
  - 2) If the Grantee fails to perform any material requirement of this Grant or defaults in performance of this agreement.
  - 3) If the Grantee files for bankruptcy, or if CDPH determines that the Grantee becomes financially incapable of completing this agreement.
- D. Grant termination or cancellation shall be effective as of the date indicated in CDPH's notification to the Grantee. The notice shall stipulate any final performance, invoicing or payment requirements.
- E. In the event of early termination or cancellation, the Grantee shall be entitled to compensation for services performed satisfactorily under this agreement and expenses incurred up to the date of cancellation and any non-cancelable obligations incurred in support of this Grant.
- F. In the event of termination, and at the request of CDPH, the Grantee shall furnish copies of all proposals, specifications, designs, procedures, layouts, copy, and other materials related

Attachment: CC2018-01 - California Oral Health Program 1\_2\_2018 (Request Approval for Amendment #1 for Local Oral Health Plan)

Exhibit E  
Additional Provisions

to the services or deliverables provided under this Grant, whether finished or in progress on the termination date.

- G. The Grantee will not be entitled to reimbursement for any expenses incurred for services and deliverables pursuant to this agreement after the effective date of termination.
- H. Upon receipt of notification of termination of this Grant, and except as otherwise specified by CDPH, the Grantee shall:
- 1) Place no further order or subgrants for materials, services, or facilities.
  - 2) Settle all outstanding liabilities and all claims arising out of such termination of orders and subgrants.
  - 3) Upon the effective date of termination of the Grant and the payment by CDPH of all items properly changeable to CDPH hereunder, Grantee shall transfer, assign and make available to CDPH all property and materials belonging to CDPH, all rights and claims to any and all reservations, grants, and arrangements with owners of media/PR materials, or others, and shall make available to CDPH all written information regarding CDPH's media/PR materials, and no extra compensation is to be paid to Grantee for its services.
  - 4) Take such action as may be necessary, or as CDPH may specify, to protect and preserve any property related to this agreement which is in the possession of the Grantee and in which CDPH has or may acquire an interest.
- I. CDPH may, at its discretion, require the Grantee to cease performance of certain components of the Scope of Work as designated by CDPH and complete performance of other components prior to the termination date of the Grant.

**3. Avoidance of Conflicts of Interest by Grantee**

- A. CDPH intends to avoid any real or apparent conflict of interest on the part of the Grantee, subgrants, or employees, officers and directors of the Grantee or subgrants. Thus, CDPH reserves the right to determine, at its sole discretion, whether any information, assertion or claim received from any source indicates the existence of a real or apparent conflict of interest; and, if a conflict is found to exist, to require the Grantee to submit additional information or a plan for resolving the conflict, subject to CDPH review and prior approval.
- B. Conflicts of interest include, but are not limited to:
- 1) An instance where the Grantee or any of its subgrants, or any employee, officer, or director of the Grantee or any subgrant or has an interest, financial or otherwise, whereby the use or disclosure of information obtained while performing services under the grant would allow for private or personal benefit or for any purpose that is contrary to the goals and objectives of the grant.
  - 2) An instance where the Grantee's or any subgrant's employees, officers, or directors use their positions for purposes that are, or give the appearance of being, motivated by a



Exhibit E  
Additional Provisions

desire for private gain for themselves or others, such as those with whom they have family, business or other ties.

- C. If CDPH is or becomes aware of a known or suspected conflict of interest, the Grantee will be given an opportunity to submit additional information or to resolve the conflict. A Grantee with a suspected conflict of interest will have five (5) working days from the date of notification of the conflict by CDPH to provide complete information regarding the suspected conflict. If a conflict of interest is determined to exist by CDPH and cannot be resolved to the satisfaction of CDPH, the conflict will be grounds for terminating the grant. CDPH may, at its discretion upon receipt of a written request from the Grantee, authorize an extension of the timeline indicated herein.

**4. Dispute Resolution Process**

- A. A Grantee grievance exists whenever there is a dispute arising from CDPH's action in the administration of an agreement. If there is a dispute or grievance between the Grantee and CDPH, the Grantee must seek resolution using the procedure outlined below.
- 1) The Grantee should first informally discuss the problem with the CDPH Program Grant Manager. If the problem cannot be resolved informally, the Grantee shall direct its grievance together with any evidence, in writing, to the program Branch Chief. The grievance shall state the issues in dispute, the legal authority or other basis for the Grantee's position and the remedy sought. The Branch Chief shall render a decision within ten (10) working days after receipt of the written grievance from the Grantee. The Branch Chief shall respond in writing to the Grantee indicating the decision and reasons therefore. If the Grantee disagrees with the Branch Chief's decision, the Grantee may appeal to the second level.
  - 2) When appealing to the second level, the Grantee must prepare an appeal indicating the reasons for disagreement with Branch Chief's decision. The Grantee shall include with the appeal a copy of the Grantee's original statement of dispute along with any supporting evidence and a copy of the Branch Chief's decision. The appeal shall be addressed to the Deputy Director of the division in which the branch is organized within ten (10) working days from receipt of the Branch Chief's decision. The Deputy Director of the division in which the branch is organized or his/her designee shall meet with the Grantee to review the issues raised. A written decision signed by the Deputy Director of the division in which the branch is organized or his/her designee shall be directed to the Grantee within twenty (20) working days of receipt of the Grantee's second level appeal.
- B. If the Grantee wishes to appeal the decision of the Deputy Director of the division in which the branch is organized or his/her designee, the Grantee shall follow the procedures set forth in Division 25.1 (commencing with Section 38050) of the Health and Safety Code and the regulations adopted thereunder. (Title 1, Division 2, Chapter 2, Article 3 (commencing with Section 1140) of the California Code of Regulations).
- C. Disputes arising out of an audit, examination of an agreement or other action not covered by subdivision (a) of Section 20204, of Chapter 2.1, Title 22, of the California Code of Regulations, and for which no procedures for appeal are provided in statute, regulation or

Exhibit E  
Additional Provisions

the Agreement, shall be handled in accordance with the procedures identified in Sections 51016 through 51047, Title 22, California Code of Regulations.


- D. Unless otherwise stipulated in writing by CDPH, all dispute, grievance and/or appeal correspondence shall be directed to the CDPH Grant Manager.
- E. There are organizational differences within CDPH's funding programs and the management levels identified in this dispute resolution provision may not apply in every contractual situation. When a grievance is received and organizational differences exist, the Grantee shall be notified in writing by the CDPH Grant Manager of the level, name, and/or title of the appropriate management official that is responsible for issuing a decision at a given level.



**PAYEE DATA RECORD**

(Required when receiving payment from the State of California in lieu of IRS W-9 or W-7)

STD 204 (Rev. 4/2017)

<b>1</b>	<p><b>INSTRUCTIONS:</b> Type or print the information. Complete all information on this form. Sign, date, and return to the state agency (department/office) address shown in Box 6. Prompt return of this <b>fully completed</b> form will prevent delays when processing payments.</p> <p>Information provided in this form will be used by California state agencies to prepare Information Returns (Form1099). See next page for more information and Privacy Statement.</p> <p><b>NOTE:</b> Governmental entities, i.e. federal, state, and local (including school districts), are not required to submit this form.</p>											
<b>2</b>	<p><b>PAYEE'S LEGAL BUSINESS NAME</b> (As shown on your income tax return) Alpine County</p>											
			<p><b>SOLE PROPRIETOR OR INDIVIDUAL- ENTER NAME AS SHOWN ON SSN</b> (Last, First, M.I.)</p>			<p><b>E-MAIL ADDRESS</b></p>						
<p><b>MAILING ADDRESS</b> P.O. Box 158</p>			<p><b>BUSINESS ADDRESS</b></p>									
<p><b>CITY</b> Markleeville</p>		<p><b>STATE</b> CA</p>	<p><b>ZIP CODE</b> 96120</p>	<p><b>CITY</b></p>		<p><b>STATE</b></p>						
		<p><b>ZIP CODE</b></p>										
<b>3</b>	<p><b>ENTER FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN):</b> 9 4 6 0 0 0 5 0 4</p>											
<b>PAYEE ENTITY TYPE</b>	<p><input type="checkbox"/> PARTNERSHIP</p> <p><input type="checkbox"/> ESTATE OR TRUST</p>		<p><b>CORPORATION:</b></p> <p><input type="radio"/> <b>MEDICAL</b> (e.g., dentistry, psychotherapy, chiropractic, etc.)</p> <p><input type="radio"/> <b>LEGAL</b> (e.g., attorney services)</p> <p><input type="radio"/> <b>EXEMPT</b> (nonprofit)</p> <p><input type="radio"/> <b>ALL OTHERS</b></p>			<p><b>NOTE:</b> Payment will not be processed without an accompanying taxpayer identification number.</p>						
<b>CHECK ONE BOX ONLY</b>	<p><input type="checkbox"/> <b>SOLE PROPRIETOR OR INDIVIDUAL</b></p> <p>Enter social security number (SSN) or Individual taxpayer identification number (ITIN)</p>		<table border="1" style="width:100%; height: 20px;"> <tr> <td style="width:15%;"></td> <td style="width:15%;"></td> <td style="width:15%;"></td> <td style="width:15%;"></td> <td style="width:15%;"></td> <td style="width:15%;"></td> <td style="width:15%;"></td> <td style="width:15%;"></td> </tr> </table> <p style="text-align:center; font-size: small;">(SSN required by authority of California Revenue and Tax Code sections 18646 and 18661)</p>									
<b>4</b>	<p><input checked="" type="checkbox"/> <b>CALIFORNIA RESIDENT</b> - Qualified to do business in California or maintains a permanent place of business in California.</p> <p><input type="checkbox"/> <b>CALIFORNIA NON RESIDENT</b> (see next page for more information) - Payments to nonresidents for services may be subject to state income tax withholding.</p> <p><input type="radio"/> No services performed in California.</p> <p><input type="radio"/> Copy of Franchise Tax Board waiver of state withholding attached.</p>											
<b>5</b>	<p><b>I hereby certify under penalty of perjury that the information provided on this document is true and correct. Should my residency status change, I will promptly notify the state agency below.</b></p>											
<p><b>AUTHORIZED PAYEE REPRESENTATIVE'S NAME</b> (Type or Print) Donald Jardine</p>		<p><b>TITLE</b> Chair, Board of Supervisors</p>		<p><b>TELEPHONE</b> (include area code) (530)694-2281</p>								
<p><b>SIGNATURE</b> </p>		<p><b>DATE</b> 1/2/2018</p>		<p><b>E-MAIL ADDRESS</b> twodrow@alpincountycalifornia.gov djardine</p>								
<b>6</b>	<p><b>Please return completed form to:</b></p>											
<p><b>DEPARTMENT/OFFICE</b> California Department of Public Health</p>			<p><b>UNIT/SECTION</b> Oral Health Program</p>									
<p><b>MAILING ADDRESS</b> 1616 Capitol Avenue, Suite 74.420, MS 7208</p>			<p><b>TELEPHONE</b> (include area code) (916) 552-9898</p>		<p><b>FAX</b> (916) 552-9729</p>							
<p><b>CITY</b> Sacramento</p>		<p><b>STATE</b> CA</p>	<p><b>ZIP CODE</b> 95814</p>	<p><b>E-MAIL ADDRESS</b> angela.wright@cdph.ca.gov</p>								

Attachment: CC2018-01 - California Oral Health Program 1\_2\_2018 (Request Approval for Amendment #1 for Local Oral Health Plan)

**PAYEE DATA RECORD**

(Required when receiving payment from the State of California in lieu of IRS W-9 or W-7)

STD 204 (Rev. 4/2017)

<b>1</b>	<p><b>Requirement to Complete the Payee Data Record, STD 204</b></p> <p>A completed Payee Data Record, STD 204 form, is required for all payees (non-governmental entities or individuals) entering in a transaction that may lead to a payment from the state. Each state agency requires a completed, signed, and dated STD 204 form; therefore, it is possible for you to receive this form from multiple state agencies with which you do business.</p> <p>Payees who do not wish to complete the STD 204 may elect not to do business with the state. If the payee does not complete the STD 204 and the required payee data is not otherwise provided, payment may be reduced for federal and state backup withholding. Amounts reported on Information Returns (Form 1099) are in accordance with the Internal Revenue Code (IRC) and the California Revenue and Taxation Code (R&amp;TC).</p>
<b>2</b>	<p>Enter the payee's legal business name. The name must match the name on the payee's tax return as filed with the federal Internal Revenue Service. Sole proprietorships must also include the owner's full name. An individual must list his/her full name as shown on the SSN or as entered on the W-7 form for ITIN.</p> <p>The mailing address should be the address at which the payee chooses to receive correspondence (i.e. 1099 form) and payments. The business address is the address of the business' physical location; do not enter the payment address or lock box information here.</p>
<b>3</b>	<p>Check only <b>one</b> box that corresponds to the payee business type. Corporations must check the box that identifies the type of corporation.</p> <p>The State of California requires that all parties entering into business transactions that may lead to payment(s) from the state provide their Taxpayer Identification Number (TIN). The TIN is required by the R&amp;TC sections 18646 and 18661 to facilitate tax compliance enforcement activities and the preparation of Form 1099 and other information returns as required by the IRC sections 6109(a) and R&amp;TC section 18662 and its regulations.</p> <p>Payees must provide <b>one</b> of the following TINs on this form: social security number (SSN), individual taxpayer identification number (ITIN), or federal employer identification number (FEIN). The TIN for sole proprietorships and individuals is the SSN or ITIN. Only partnerships, estates, trusts, and corporations will enter their FEIN.</p>
<b>4</b>	<p><b>Are you a California resident or nonresident?</b></p> <p>A corporation will be defined as a "resident" if it has a permanent place of business in California or is qualified through the Secretary of State to do business in California.</p> <p>A partnership is considered a resident partnership if it has a permanent place of business in California. An estate is a resident if the decedent was a California resident at time of death. A trust is a resident if at least one trustee is a California resident.</p> <p>For individuals and sole proprietors, the term "resident" includes every individual who is in California for other than a temporary transitory purpose and any individual domiciled in California who is absent for a temporary or transitory purpose. Generally, an individual who comes to California for a purpose that will extend over a long or indefinite period will be considered a resident. However, an individual who comes to perform a particular contract of short duration will be considered a nonresident.</p> <p>Payments to all nonresidents may be subject to withholding. Nonresident payees performing services in California or receiving rent, lease, or royalty payments from property (real or personal) located in California will have 7% of their total payments withheld for state income taxes. However, no withholding is required if total payments to the payee are \$1,500 or less for the calendar year.</p> <p>For information on Nonresident Withholding, contact the Franchise Tax Board at the numbers listed below:          Withholding Services and Compliance Section: 1-888-792-4900      E-mail address: <a href="mailto:wscs.gen@ftb.ca.gov">wscs.gen@ftb.ca.gov</a>          For hearing impaired with TDD, call: 1-800-822-6268      Website: <a href="http://www.ftb.ca.gov">www.ftb.ca.gov</a></p>
<b>5</b>	<p>Provide the name, title, email address, signature, and telephone number of the individual completing this form. Provide the date the form was completed.</p>
<b>6</b>	<p>This section must be completed by the state agency requesting the STD 204.</p>

**Privacy Statement**

Section 7(b) of the Privacy Act of 1974 (Public Law 93-579) requires that any federal, state, or local governmental agency, which requests an individual to disclose their social security account number, shall inform that individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses will be made of it.

It is mandatory to furnish the information requested. Federal law requires that payment for which the requested information is not provided is subject to federal backup withholding and state law imposes noncompliance penalties of up to \$20,000.


You have the right to access records containing your personal information, such as your SSN. To exercise that right, please contact the business services unit or the accounts payable unit of the state agency(ies) with which you transact that business.

All questions should be referred to the requesting state agency listed on the bottom front of this form.

CCC 04/2017

**CERTIFICATION**

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

<i>Contractor/Bidder Firm Name (Printed)</i> Alpine County		<i>Federal ID Number</i> 94-6000504
<i>By (Authorized Signature)</i> 		
<i>Printed Name and Title of Person Signing</i> Donald Jardine, Chair, Board of Supervisors		
<i>Date Executed</i> 1/2/18	<i>Executed in the County of</i> Alpine	

**CONTRACTOR CERTIFICATION CLAUSES**

1. STATEMENT OF COMPLIANCE: Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 11102) (Not applicable to public entities.)

2. DRUG-FREE WORKPLACE REQUIREMENTS: Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

b. Establish a Drug-Free Awareness Program to inform employees about:

- 1) the dangers of drug abuse in the workplace;
- 2) the person's or organization's policy of maintaining a drug-free workplace;
- 3) any available counseling, rehabilitation and employee assistance programs; and,
- 4) penalties that may be imposed upon employees for drug abuse violations.

c. Every employee who works on the proposed Agreement will:

- 1) receive a copy of the company's drug-free workplace policy statement; and,
- 2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the

Attachment: CC2018-01 - California Oral Health Program 1\_2\_2018 (Request Approval for Amendment #1 for Local Oral Health Plan)

certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION: Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)

4. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT: Contractor hereby certifies that Contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lessor of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

5. EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

6. SWEATFREE CODE OF CONDUCT:

a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at [www.dir.ca.gov](http://www.dir.ca.gov), and Public Contract Code Section 6108.

b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations,

or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

7. DOMESTIC PARTNERS: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.3.

8. GENDER IDENTITY: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.35.

### **DOING BUSINESS WITH THE STATE OF CALIFORNIA**

The following laws apply to persons or entities doing business with the State of California.

1. CONFLICT OF INTEREST: Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (Pub. Contract Code §10410):

- 1). No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.
- 2). No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Pub. Contract Code §10411):

- 1). For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.
- 2). For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))



2. LABOR CODE/WORKERS' COMPENSATION: Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

3. AMERICANS WITH DISABILITIES ACT: Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

4. CONTRACTOR NAME CHANGE: An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:

a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.

b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.

c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

6. RESOLUTION: A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

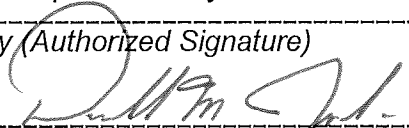
7. AIR OR WATER POLLUTION VIOLATION: Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

8. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all contractors that are not another state agency or other governmental entity.

Pursuant to Public Contract Code section 2010, a person that submits a bid or proposal to, or otherwise proposes to enter into or renew a contract with, a state agency with respect to any contract in the amount of \$100,000 or above shall certify, under penalty perjury, at the time the bid or proposal is submitted or the contract is renewed, all of the following:

1. **CALIFORNIA CIVIL RIGHTS LAWS:** For contracts executed or renewed after January 1, 2017, the contractor certifies compliance with the Unruh Civil Rights Act (Section 51 of the Civil Code) and the Fair Employment and Housing Act (Section 12960 of the Government Code); and
2. **EMPLOYER DISCRIMINATORY POLICIES:** For contracts executed or renewed after January 1, 2017, if a Contractor has an internal policy against a sovereign nation or peoples recognized by the United States government, the Contractor certifies that such policies are not used in violation of the Unruh Civil Rights Act (Section 51 of the Civil Code) or the Fair Employment and Housing Act (Section 12960 of the Government Code).

**CERTIFICATION**

I, the official named below, certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.	<i>Federal ID Number</i>  94-6000504
<i>Proposer/Bidder Firm Name (Printed)</i> Alpine County	
<i>By (Authorized Signature)</i> 	
<i>Printed Name and Title of Person Signing</i> Donald Jardine, Chair, Board of Supervisors	
<i>Date Executed</i> 01/02/2018	<i>Executed in the County and State of</i> Alpine                                  California

VOLUNTARY STATISTICAL DATA SHEET  
Information to be used for reporting purposes only

Public Contract Code 10111 requires state agencies to capture information on ethnicity, race and gender (ERG) of business owners on all awarded contracts and procurements to the extent that the information has been voluntarily reported to the department. The awarding department is prohibited from using this data to discriminate or provide a preference in the solicitation or acceptance of bids, quotes, or estimates for goods, services, construction and/or information technology. This information shall not be collected until after the contract award is made. The completion of this form is **strictly voluntary**.

The data you provide on this form should best describe the *ownership of your business*. Ownership of a business should be determined as follows:

- For a business that is an sole proprietorship, partnership, corporation, or joint venture at least 51 percent is owned by one or more individuals in a classification designated below or, in the case of any business whose stock is publicly held, at least 51 percent of the stock is owned by one or more individuals in a designated classification, or
- For other business entities, the owner is the person controlling management and daily operations and who "owns" the business.

*For purposes of this report, respond only if the business has its home office in the United States and which is not a branch or subsidiary of a foreign corporation, firm, or other business.*

**Ethnicity/Minority Classification** As defined in Public Contract Code Section 2051 (c)

- Asian-Indian** – a person whose origins are from India, Pakistan, or Bangladesh.
- Black** – a person having origins in any of the Black racial groups of Africa.
- Hispanic** – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race.
- Native American** – an American Indian, Eskimo, Aleut, or Native Hawaiian.
- Pacific Asian** – a person whose origins are from Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Trust Territories of the Pacific including the Northern Marianas
- Other** – Any other group of natural persons identified as minorities in the respective project specifications of an awarding department or participating local agency.

**Race Classification** As defined by the Office of Management and Budget, Federal Register Notice, October 30, 1997, at <http://www.whitehouse.gov/omb/fedref/1997standards.html>

- |   |  |
|---|--|
| <input type="checkbox"/> American Indian or Alaska Native | <input type="checkbox"/> Asian                                     |
| <input type="checkbox"/> Black or African American        | <input type="checkbox"/> Native Hawaiian or Other Pacific Islander |
| <input type="checkbox"/> Other                            | <input type="checkbox"/> White                                     |

**Gender Classification**

- Female  Male

**Sexual Orientation Classification** As defined by Public Contract Code 10111(f)

- |                                  |                                      |
|----------------------------------|--------------------------------------|
| <input type="checkbox"/> Lesbian | <input type="checkbox"/> Bisexual    |
| <input type="checkbox"/> Gay     | <input type="checkbox"/> Transgender |

**ITEMS BELOW TO BE COMPLETED BY STATE AGENCY/DEPARTMENT ONLY**

- Goods  Services  Construction

Total Contract Purchase: 701,505 Contract Award Date: 2/6/18





KAREN L. SMITH, MD, MPH  
Director & State Health Officer

State of California—Health and Human Services Agency  
California Department of Public Health



EDMUND G. BROWN JR.  
Governor

2/8/2018

County of Alpine  
Attn: Nichole Williamson  
75-B Diamond Valley Road  
Markleeville, CA 96120

Subject: Contract# 17-10682

Enclosed for your records is a copy of the fully executed Grant Agreement between the California Department of Public Health and County of Alpine with a term of 2/6/2018 through 6/30/2022.

Approval was obtained on 2/6/2018 which represents the commencement date of this agreement.

Public Contract Code 10116 requires state agencies to capture information on race, ethnicity, gender and sexual orientation of business owners on all awarded contracts and procurements.

- This information shall not be collected until after the contract has been awarded.
- The completion of the attached form is **strictly voluntary** and **shall be anonymous**.  
\*\*\*The information on the completed data sheet shall remain **CONFIDENTIAL**\*\*\*

When applicable, Per Title 2, Section 8117.5 of the California Code of Regulations requires that we notify the Department of Fair Employment and Housing, Office of Compliance Programs of this agreement award of \$5,000 or more.

When applicable, Military and Veteran Code (MVC) 999.5(d), Government Code (GC) 14841 and California Code of Regulations (CCR) 1896.78 require that all Prime Contractors that used a Disabled Veteran Business Enterprise (DVBE) firm to perform an element of work for a given contract to report specific DVBE information, therefore, if DVBE subcontractors are utilized in performance of this contract/procurement, you must complete the attached CDPH 9095 form and return within 60 days from receipt of final payment.

You may fax either of these forms to (916) 319-8583 or mail to SB/DVBE Advocate at address below.

Please contact Program Support Branch, Contracts Management Unit, if you have any questions.

cc: CDPH Contract File

**CALIFORNIA Oral Health Program  
Local Oral Health Plan**

**Awarded By**

**THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, hereinafter “Department”**

**TO**

**Alpine County Health Department, hereinafter “Grantee”**

**Implementing the project, Alpine County Local Oral Health Program,” hereinafter “Project”**

**GRANT AGREEMENT NUMBER 17-10682**

The Department awards this Grant and the Grantee accepts and agrees to use the Grant funds as follows:

**AUTHORITY:** The Department has authority to grant funds for the Project under Health and Safety Code, Section 104750, and 131085(a).

**PURPOSE:** The Department shall provide a grant to and for the benefit of the Grantee; the purpose of the Grant is to provide activities that support the state oral health plan build capacity at the local level for the facilitation and implementation of education, prevention, linkage to treatment, surveillance, and case management services in the community. The Grantee will assess the oral health needs of the California communities, develop a strategic action plan to address the oral health needs of the population groups within the communities, and implement evidence based or evidence informed programs.

**GRANT AMOUNT:** The maximum amount payable under this Grant shall not exceed Seven Hundred One Thousand Five Hundred Five dollars \$701,505.

**TERM OF GRANT:** The term of the Grant shall begin on January 1, 2018, or upon approval of this grant, and terminates on June 30, 2022. No funds may be requested or invoiced for work performed or costs incurred after June 30, 2022.

**PROJECT REPRESENTATIVES.** The Project Representatives during the term of this Grant will be:

<b>California Department of Public Health</b>	<b>Grantee: Alpine County Health Department</b>
Name: Angela Wright, Grant Manager	Name: Nichole Williamson, Director
Address: MS 7208, 1616 Capitol Avenue, Suite 74.420	Address: 75B Diamond Valley Road
City, Zip: Sacramento, CA 95814	City, Zip: Markleeville, CA 96120
Phone: (916) 552-9898	Phone: 530-694-2235

Attachment: CC2018-01 - California Oral Health Program 1\_2\_2018 (Request Approval for Amendment #1 for Local Oral Health Plan)

California Local Health Officer  
Page 2  
June 2, 2017

Scope of Work, and Budget once that information becomes final. Funds from Prop 56 will become available on July 1, 2017.

**Please complete the attached Letter of Intent form and submit by June 30, 2017, to indicate whether you intend to participate or not.**

Additional information about the Local Oral Health Programs will be forthcoming. If you have questions in the meantime, please contact Rosanna Jackson, Oral Health Program Manager, at [Rosanna.Jackson@cdph.ca.gov](mailto:Rosanna.Jackson@cdph.ca.gov), or at (916) 552-9896.

The next few years will provide California with a unique opportunity to work together to improve oral health for all Californians, while also furthering the California Oral Health Plan objectives. We look forward to working with you.

Sincerely,

Jayanth V. Kumar, DDS, MPH  
State Dental Director

Enclosure

Fax: (916) 552-9729	Fax: 530-694-2252
E-mail: Angela.Wright@cdph.ca.gov	E-mail: nwilliamson@alpinecountyca.gov

Direct all inquiries to:

<b>California Department of Public Health, California Oral Health Program</b>	<b>Grantee: Alpine County Health Department</b>
Attention: Angela Wright, Grant Manager	Attention: Nichole Williamson, Director
Address: MS 7208, 1616 Capitol Avenue, Suite 74.420	Address: 75B Diamond Valley Road
City, Zip: Sacramento, CA 95814	City, Zip: Markleeville, CA 96120
Phone: (916) 552-9898	Phone: 530-964-2235
Fax: (916) 552-9729	Fax: 530-694-2252
E-mail: Angela.Wright@cdph.ca.gov	E-mail: nwilliamson@alpinecountyca.gov

Either party may change its Project Representative upon written notice to the other party.

**STANDARD PROVISIONS.** The following exhibits are attached and made a part of this Grant by this reference:

- Exhibit A GRANT APPLICATION – Application Checklist, Grantee Information Form, Narrative Summary Form, Scope of Work and Deliverables.  
The Grant Application provides the description of the project and associated cost.
- Exhibit B BUDGET DETAIL AND PAYMENT PROVISIONS
- Exhibit C STANDARD GRANT CONDITIONS
- Exhibit D LETTER OF INTENT  
Including all the requirements and attachments contained therein
- Exhibit E ADDITIONAL PROVISIONS

**GRANTEE REPRESENTATIONS:** The Grantee(s) accept all terms, provisions, and conditions of this grant, including those stated in the Exhibits incorporated by reference above. The Grantee(s) shall fulfill all assurances and commitments made in the application, declarations, other accompanying documents, and written communications (e.g., e-mail, correspondence) filed in support of the request for grant funding. The Grantee(s) shall comply with and require its contractors and subcontractors to comply with all applicable laws, policies, and regulations.

IN WITNESS THEREOF, the parties have executed this Grant on the dates set forth below.

Executed By:

Date: \_\_\_\_\_

\_\_\_\_\_  
Terry Woodrow, Chair  
Alpine County Board of Supervisors  
P.O. Box 158  
Markleeville, CA 96120

Date: \_\_\_\_\_

\_\_\_\_\_  
Marshay Gregory, Chief  
Contract and Purchasing Services Section  
California Department of Public Health  
1616 Capitol Avenue, Suite 74.317  
P.O. Box 997377, MS 1800-1804  
Sacramento, CA 95899-7377

Attachment: CC2018-01 - California Oral Health Program 1\_2\_2018 (Request Approval for Amendment #1 for Local Oral Health Plan)

**Exhibit A  
Application Checklist**

<b>DUE: Wednesday, September 20, 2017</b>	
<b>DATE OF SUBMISSION</b>	9/20/17
<b>ORGANIZATION NAME</b>	<u>Alpine County</u> Health Department
<b>Application Contact Name: Nichole Williamson</b>	<b>Phone Number (530)694-2235</b>
<b>E-mail Address: <a href="mailto:nwilliamson@alpinecountyca.gov">nwilliamson@alpinecountyca.gov</a></b>	

The following documents must be completed and submitted with this Application Checklist by September 20, 2017, in hard copy and by E-mail.

**APPLICATION CONTENTS:****Please Check**

Application Checklist (This Form)	<input checked="" type="checkbox"/>
Grantee Information Form (Document B)	<input checked="" type="checkbox"/>
Narrative Summary Form (Document C)	<input checked="" type="checkbox"/>
Scope of Work and Deliverables (Document D)	<input checked="" type="checkbox"/>
Documentation Checklist for Established LOHPs only (Document E)	<input type="checkbox"/>

 **One copy must be mailed to:**

<p><i>Regular Mail</i></p> <p>Oral Health Program California Department of Public Health P.O. Box 997377, MS 7208 Sacramento, CA 95899-7377</p>	<p><i>Express Delivery</i></p> <p>Oral Health Program California Department of Public Health 1616 Capitol Avenue, Suite 74.420 MS-7208 Sacramento, CA 95814</p> <p>(916) 552-9900</p>
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 **Also e-mail the documents to: [DentalDirector@cdph.ca.gov](mailto:DentalDirector@cdph.ca.gov).**

## Grantee Information Form

Organization	This is the information that will appear in your grant agreement.	
	Federal Tax ID #	<u>94-6000504</u>
	Name	<u>Alpine County Health Department</u>
	Mailing Address	<u>75B Diamond Valley Rd., Markleeville, CA 96120</u>
	Street Address (If Different)	_____
	County	<u>Alpine</u>
	Phone	<u>(530) 694-2235</u> Fax <u>(530) 694-2252</u>
Website	<u>Alpinecountyca.gov</u>	
Grant Signatory	The <b>Grant Signatory</b> has authority to sign the grant agreement cover.	
	Name	<u>Terry Woodrow</u>
	Title	<u>Chair, Board of Supervisors</u>
	<i>If address(es) are the same as the organization above, just check this box and go to Phone</i> <input type="checkbox"/>	
	Mailing Address	<u>P.O. Box 158, Markleeville, CA 96120</u>
	Street Address (If Different)	<u>99 Water St., Markleeville, CA 96120</u>
	Phone	<u>(530) 694-2281</u> Fax <u>(530) 694-2491</u>
Email	<u>twoodrow@alpinecountyca.gov</u>	
Project Director	The <b>Project Director</b> is responsible for all of the day-to-day activities of project implementation and for seeing that all grant requirements are met. This person will be in contact with Oral Health Program staff, will receive all programmatic, budgetary, and accounting mail for the project and will be responsible for the proper dissemination of program information.	
	Name	<u>Nichole Williamson</u>
	Title	<u>Director</u>
	<i>If address(es) are the same as the organization above, just check this box and go to Phone</i> <input checked="" type="checkbox"/>	
	Mailing Address	_____
	Street Address (If Different)	_____
	Phone	<u>(530) 694-2235</u> Fax <u>(530) 694-2252</u>
Email	<u>nwilliamson@alpinecountyca.gov</u>	
Funding	These are the annual <b>Funding</b> amounts your LHJ will accept for grant purposes.	
	Year 1 (FY 17/18)	\$140,301
	Year 2 (FY 18/19)	\$140,301
	Year 3 (FY 19/20)	\$140,301
	Year 4 (FY 20/21)	\$140,301
	Year 5 (FY 21/22)	\$140,301



## Narrative Summary Form

### Alpine County Health Department

According to the California Department of Finance population estimates on January 1, 2017 Alpine County is the least populated County in California with a population of 1,151 people. The male population (52.6%) slightly outnumbers the female population (47.4%). The majority of the residents (58.8%) are between the age 18 and 65. Approximately 72 percent of the population is Caucasian. Notably, almost one quarter of the residents in Alpine County are Native American.

Alpine County is a rural, frontier county approximately 743 square miles with a population density of less than one and a half persons per square mile. Ninety-six percent of the land is publicly owned, administered by the United States Forest Service and Bureau of Land Management. The county is located in the Sierra Nevada Mountain Range south of Lake Tahoe and north of Yosemite, bordering the state of Nevada to the east. The elevation of the county ranges from approximately 4800 feet to over 11,400 feet.

The County has no incorporated cities or towns and has the five following population areas with a population of approximately 200 people each: Woodfords, Kirkwood, Markleeville, Bear Valley and Hung-a-lel-ti, with Markleeville as the county seat. The western and eastern sides of the county are divided by mountain passes that are closed in the winter due to heavy snowfall. In the winter it is a five hour one way drive from Markleeville to Bear Valley. There are no stop lights, grocery stores, pharmacies or banks in Alpine County. None of the three general stores in the County accept CalFresh benefits. The major employers in the county are government agencies and tourist oriented services.

As of 2015, approximately 382 residents (34.4%) were eligible for the Supplemental Nutrition Assistance Program, earning less than 185 percent of the Federal Poverty Level. Alpine County has approximately 184 residents who earn less than the Federal Poverty Level which is 16.6 percent of the population.

Alpine County Health Department is the only provider of medical services in the County. Operating a Public Health clinic in Woodfords and a satellite clinic in Bear Valley, the Woodfords Clinic employs a Family Nurse Practitioner who provides family medical services two days a week. Additionally, the Public Health Department also administers including California Children's Program, Child Health & Disability Program, Immunization Program, Maternal Child Adolescent Health Program, Tobacco Control Program and Emergency Preparedness Program.

The nearest hospital is Barton Memorial Hospital in South Lake Tahoe, which is at least thirty minutes in good driving conditions. Privately insured residents also utilize medical services in Douglas County, Nevada however residents with Medi-Cal must access specialty medical services in South Lake Tahoe or even further in Placerville or Sacramento. Members of the Washoe Tribe can utilize the Washoe Tribal Clinic in Dresslerville, Nevada for preventative health care and chronic disease management.

**Narrative Summary Form**  
Alpine County Health Department

There are no dental providers in Alpine County, and the only oral health services provided are annual fluoride treatment to children enrolled in state preschool through the Maternal Child Adolescent Health Program. Additionally, in 2015 and 2017 in collaboration with the state Denti-Cal program dental services have been provided once a year at the Health Department. July 13-16, 2015 Health Mobile brought a mobile dental van to Alpine County and provided 39 Denti-Cal beneficiaries and one uninsured patient services. Of the 40 patients, 21 were children and 19 were adults.

**Services provided to adults**

Diagnostic & preventative services only	8
Diagnostic, preventative & restorative services	7
All dental services completed during visit	3
Total	18

**Services provided to children**

Diagnostic & preventative services only	8
Diagnostic, preventative & restorative services	1
All dental services completed during visit	6
Total	15

Of the patients seen one adult and six children were referred for additional treatment. Twenty five of the patients completed a beneficiary survey which included the question "Have you seen a dentist within the last year" 10 responded yes, 12 no and 3 did not answer. Follow up question of "If no, why" with 5 responses of lack of transportation, 4 lack of time, 1 lack of child care, 2 not important, 3 unaware of services, and 7 other (fear, no insurance, new to area, Sacramento is too far). Mobile dental services were provided again in July and August 2017 by Big Smiles.

Alpine County Health Department intends to utilize the Oral Health Program funding to develop a comprehensive Oral Health Assessment from a Community Health Assessment that we already plan to conduct in 2018 utilizing Prop 56 Tobacco Control Program funding. After the Oral Health Assessment is completed information will be available to support the development of an Oral Health Program and identification of the community needs. We intend to utilize current staff to support the development of the Oral Health Assessment, which will be conducted by an outside consultant.

## Scope of Work and Deliverables FY 2017-2022

**GOAL:** The California Department of Public Health, Oral Health Program (CDPH/OHP) shall grant funds to Local Health Jurisdictions (LHJ) from Proposition 56, the California Healthcare, Research and Prevention Tobacco Tax Act of 2016 (Prop 56) for the purpose and goal of educating about oral health, dental disease prevention, and linkage to treatment of dental disease including dental disease caused by the use of cigarettes and other tobacco products. LHJs are encouraged to implement the strategies recommended in the California Oral Health Plan and shall establish or expand upon existing Local Oral Health Programs (LOHP) to include the following program activities related to oral health in their communities: education, dental disease prevention, linkage to treatment, surveillance, and case management. These activities will improve the oral health of Californians.

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**Objectives 1-5 below represent public health best practices for planning and establishing new LOHPs. LHJs are required to complete these preliminary Objectives before implementing Objectives 6-11 outlined below. LHJs that have completed these planning activities may submit documentation in support of their accomplishments. Please review the LOHP Guidelines for information regarding the required documentation that must be submitted to CDPH OHP for approval.**

Objective 1: Build capacity and engage community stakeholders to provide qualified professional expertise in dental public health for program direction, coordination, and collaboration.

Create a staffing pattern and engage community stakeholders to increase the capacity to achieve large-scale improvements in strategies that support evidence-based interventions, health system interventions, community-clinical linkages, and disease surveillance and evaluation. At a minimum an Oral Health Program Coordinator position should be developed to coordinate the LOHP efforts. Recruit and engage key stakeholders to form an Advisory Committee or task force. Convene and schedule meetings, identify goals and objectives, and establish communication methods. This group can leverage individual members' expertise and connections to achieve measurable improvements in oral health.

Objective 2: Assess and monitor social and other determinants of health, health status, health needs, and health care services available to California communities, with a special focus on underserved areas and vulnerable population groups.

Identify partners and form a workgroup to conduct an environmental scan to gather data, create an inventory of resources, and plan a needs assessment. Conduct a needs assessment to determine the need for primary data, identify resources and methods, and develop a work plan to collect missing data. Collect, organize, and analyze data. Prioritize needs assessment issues and findings, and use for program planning, advocacy, and education. Prepare a report and publish.

## Scope of Work and Deliverables FY 2017-2022

Objective 3: Identify assets and resources that will help to address the oral health needs of the community with an emphasis on underserved areas and vulnerable population groups within the jurisdiction.

Take an inventory of the jurisdiction's communities to identify associations, organizations, institutions and non-traditional partners to provide a comprehensive picture of the LHJ. Conduct key informant interviews, focus groups, and/or surveys, create a map, and publish the assets identified on your website or newsletter.

Objective 4: Develop a Community Health Improvement Plan (CHIP) and an action plan to address oral health needs of underserved areas and vulnerable population groups for the implementation phase to achieve local and state oral health objectives.

Identify a key staff person or consultant to guide the community oral health improvement plan process, including a timeline, objectives, and strategies to achieve the California Oral Health Plan. Recruit stakeholders, community gatekeepers, and non-traditional partners identified in the asset mapping process and members of the AC to participate in a workgroup to develop the CHIP and the Action Plan. The Action Plan will have a timeline to address and implement priority objectives and strategies identified in the CHIP. The workgroup will identify the "who, what, where, when, how long, resources, and communication" aspects of the Action Plan.

Objective 5: Develop an Evaluation Plan that will be used to monitor and assess the progress and success of the Local Oral Health Program.

Participate with the CDPH OHP to engage stakeholders in the Evaluation Plan process, including those involved, those affected, and the primary intended users. Describe the program using a Logic Model, and document the purpose, intended users, evaluation questions and methodology, and timeline for the evaluation. Gather and analyze credible evidence to document the indicators, sources, quality, quantity, and logistics. Justify the conclusions by documenting the standards, analyses, interpretation, and recommendations. Ensure that the Evaluation Plan is used and shared.

Objective 6: Implement evidence-based programs to achieve California Oral Health Plan objectives.

To accomplish this Objective, LHJs can choose evidence-based or best practice strategies such as, but not limited to increase the number of low-income schools with a school-based or school-linked dental program; increase the number of children in grades K-6 receiving fluoride supplements, such as fluoride rinse, fluoride varnish, or fluoride tablets; increase the number of children in grades K-6 receiving dental sealants and increase or maintain the percent of the population receiving community fluoridated water.



## Scope of Work and Deliverables FY 2017-2022

Objective 7: Work with partners to promote oral health by developing and implementing prevention and healthcare policies and guidelines for programs, health care providers, and institutional settings (e.g., schools) including integration of oral health care and overall health care.

To accomplish this Objective, LHJs can choose evidence-based or best practice strategies such as, but not limited to: convene partners (e.g., First 5, Early Head Start/Head Start, Maternal Child and Adolescent Health (MCAH), Child Health and Disability Prevention (CHDP), Black Infant Health (BIH), Denti-Cal, Women, Infant and Children (WIC), Home Visiting, schools, community-based organizations, etc.) to improve the oral health of 0-6 year old children by identifying facilitators for care, barriers to care, and gaps to be addressed; and/or increase the number of schools implementing the kindergarten oral health assessment by assessing the number of schools currently not reporting the assessments to the System for California Oral Health Reporting (SCOHR), identifying target schools for intervention, providing guidance to schools, and assessing progress.

Objective 8: Address common risk factors for preventable oral and chronic diseases, including tobacco and sugar consumption, and promote protective factors that will reduce disease burden.

To accomplish this Objective, LHJs can choose evidence-based or best practice strategies such as, but not limited to: increase the number of dental offices providing tobacco cessation counseling; and/or increase the number of dental office utilizing Rethink Your Drink materials and resources to guide clients toward drinking water, especially tap water, instead of sugar-sweetened beverages.

Objective 9: Coordinate outreach programs, implement education and health literacy campaigns, and promote integration of oral health and primary care.

To accomplish this Objective, LHJs can choose evidence-based or best practice strategies such as, but not limited to: increase the number of dental offices, primary care offices, and community-based organizations (CBO) (e.g., Early Head Start/Head Start, WIC, Home Visiting, BIH, CHDP, Community Health Worker/Promotora programs, etc.) using the American Academy of Pediatrics' Brush, Book, Bed (BBB) implementation guide; and/or increase the number of dental offices, primary care clinics, and CBOs using the Oral Health Literacy implementation guide to enhance communication in dental/medical offices; and/or increase the number CBOs that incorporate oral health education and referrals into routine business activities.

## Scope of Work and Deliverables FY 2017-2022

Objective 10: Assess, support, and assure establishment and improvement of effective oral healthcare delivery and care coordination systems and resources, including workforce development and collaborations to serve vulnerable and underserved populations by integrating oral health care and overall health care.

To accomplish this Objective, LHJs can choose evidence-based or best practice strategies such as, but not limited to: regularly convene and lead a jurisdiction-wide Community of Practice comprised of Managed Care Plans, Federally Qualified Health Centers, CBOs, and/or Dental Offices focused on implementing the Agency for Health Care Research and Quality's Design Guide for Implementing Warm Handoffs in Primary Care Settings or the ; and/or identifying a staff person or consultant to facilitate quality improvement coaching to jurisdiction-wide Community of Practice members focused on increasing the number of at-risk persons who are seen in both a medical and dental office; and/or improve the operationalization of an existing policy or guideline, such as the increasing the number of infants who are seen by a dentist by age 1; and/or promote effectiveness of best practices at statewide and national quality improvement conferences.

Objective 11: Create or expand existing local oral health networks to achieve oral health improvements through policy, financing, education, dental care, and community engagement strategies.

To accomplish this Objective, LHJs can choose evidence-based or best practice strategies such as, but not limited to: create a new (or expand an existing) Oral Health Network, Coalition, or Partnership by identifying key groups and organizations; planning and holding meetings; defining issues and problems; creating a common vision and shared values; and developing and implementing an Action Plan that will result in oral health improvements. LHJs are also encouraged, where possible, to collaborate with local Dental Transformation Initiative (DTI) Local Dental Pilot Projects to convene stakeholders and partners in innovative ways to leverage and expand upon the existing momentum towards improving oral health. LHJs that are currently implementing local DTI projects should develop complementary, supportive, but not duplicative activities.

## Scope of Work and Deliverables FY 2017-2022

**DELIVERABLES/OUTCOME MEASURES:** LHJs are encouraged to implement the strategies recommended in the California Oral Health Plan. Funds are made available through Prop 56 to achieve these deliverables. The activities may include convening, coordination, and collaboration to support planning, disease prevention, education, surveillance, and linkage to treatment programs. To ensure that CDPH fulfills the Prop 56 requirements, LHJs are responsible for meeting the assurances and the following checked deliverables. Deliverables not met will result in a corrective action plan and/or denial or reduction in future Prop 56 funding.

### Local Health Jurisdiction Deliverables

Deliverable	Activities	Selected deliverable
<b>Deliverable 1</b> <i>Objective 1</i>	Develop Advisory Committee/Coalition/Partnership/Task Force (AC) and recruit key organizations/members representing diverse stakeholders and non-traditional partners. A. List of diverse stakeholders engaged to develop and mentor the Community Health Improvement/Action Plan. B. List number of meetings/conference calls held to develop a consensus of AC to determine best practice to address priorities and identify evidence-based programs to implement. C. Develop communication plan/methods to share consistent messaging to increase collaboration. D. Develop a consensus on how to improve access to evidence based programs and clinical services.	<input checked="" type="checkbox"/>
<b>Deliverable 2</b> <i>Objective 1</i>	Document staff participation in required training webinars, workshops and meetings.	<input checked="" type="checkbox"/>
<b>Deliverable 3</b> <i>Objective 2 &amp; 3</i>	Conduct needs assessment of available data to determine LHJs health status, oral health status, needs, and available dental and health care services to resources to support underserved communities and vulnerable population groups.	<input checked="" type="checkbox"/>
<b>Deliverable 4</b> <i>Objective 4</i>	Five-year oral health improvement plan (the "Plan") and an action plan (also called the "work plan"), updated annually, describing disease prevention, surveillance, education, linkage to treatment programs, and evaluation strategies to improve the oral health of the target population based on an assessment of needs, assets and resources.	<input checked="" type="checkbox"/>
<b>Deliverable 5</b> <i>Objective 5</i>	Create a program logic model describing the local oral health program and update annually	<input checked="" type="checkbox"/>
<b>Deliverable 6</b> <i>Objective 5</i>	Coordinate with CDPH to develop a surveillance report to determine the status of children's oral health and develop an evaluation work plan for Implementation objectives.	<input checked="" type="checkbox"/>



**Scope of Work and Deliverables  
FY 2017-2022**

<b>Deliverable</b>	<b>Activities</b>	<b>Selected deliverable</b>
<b>Deliverable 7</b> <i>Objective 6</i>  School- Based/ School Linked	Compile data for and report annually on educational activities, completing all relevant components on the Data Form:  A. Schools meeting criteria of low-income and high-need for dental program (>50% participation in Free or Reduced Price Meals (FRPM) participating in a fluoride program. B. Schools, teachers, parents and students receiving educational materials and/or educational sessions. C. Children provided preventive services.	<input checked="" type="checkbox"/>
<b>Deliverable 8</b> <i>Objective 6</i>  School-Based/ School-Linked	Compile data for and report annually on School-based/linked program activities, completing all relevant components on the Data Form:  A. Schools meeting criteria of low-income and high-need for dental program (>50% participation in Free or Reduced Price Meals (FRPM) participating in a School-based/linked program. B. Schools, teachers, parents and students receiving dental sealant educational materials and/or educational sessions. C. Children screened, linked or provided preventive services including dental sealants.	<input checked="" type="checkbox"/>
<b>Deliverable 9</b> <i>Objective 6</i>  Fluoridation	Compile data for and report annually on Community Water Fluoridation program activities, completing all relevant components on the Data Form:  A. Regional Water District engineer/operator training on the benefits of fluoridation. B. Training for community members who desire to educate others on the benefits of fluoridation at Board of Supervisor, City Council, or Water Board meetings. C. Community-specific fluoridation Education Materials D. Community public awareness campaign such as PSAs, Radio Advertisements	<input checked="" type="checkbox"/>
<b>Deliverable 10</b> <i>Objective 7</i>  Kinder-Assessment	Compile data for and report annually on kindergarten oral health assessment activities, completing all relevant components on the Data Form:  A. Schools currently not reporting the assessments to SCHOR B. Champions trained to promote kindergarten oral health assessment activities C. Community public relations events and community messages promoting oral health. D. New schools participating in the kindergarten	<input checked="" type="checkbox"/>

**Scope of Work and Deliverables  
FY 2017-2022**

Deliverable	Activities	Selected deliverable
	oral health assessment activities. E. Screening linked to essential services. F. Coordination efforts of programs such as kindergarten oral health assessment, WIC/Head Start, pre-school/school based/linked programs, Denti-Cal, Children's Health and Disability Prevention Program, Home Visiting and other programs. G. Identify prevention and healthcare policies and guidelines implemented.	
<b>Deliverable 11</b> <i>Objective 8</i>	Compile data for and report annually on tobacco cessation activities, completing all relevant components on the Data Form:  A. Assessment of readiness of dental offices to provide tobacco cessation counseling. B. Training to dental offices for providing tobacco cessation counseling. C. Dental offices connected to resources	<input type="checkbox"/>
<b>Deliverable 12</b> <i>Objective 8</i>	Compile data for and report annually on Rethink Your Drink activities, completing all relevant components on the Data Form: A. Assessment of readiness of dental offices to implement Rethink Your Drink materials and resources for guiding patients toward drinking water. B. Training to dental offices for implementing Rethink Your Drink materials. C. Dental offices connected to resources	<input type="checkbox"/>
<b>Deliverable 13</b> <i>Objective 9</i>	Compile data for and report annually on health literacy and communication activities, completing all relevant components on the Data Form:  A. Partners and champions recruited to launch health literacy campaigns B. Assessments conducted to assess opportunities for implementation C. Training and guidance provided D. Sites/organizations implementing health literacy activities	<input checked="" type="checkbox"/>
<b>Deliverable 14</b> <i>Objective 10</i>	Compile data for and report annually on health care delivery and care coordination systems and resources, completing all relevant components on the Data Form:  A. Assessments conducted to assess opportunities for implementation of community-clinical linkages and care coordination B. Resources such as outreach, Community of Practice, and training developed	<input type="checkbox"/>

**Scope of Work and Deliverables  
FY 2017-2022**

<b>Deliverable</b>	<b>Activities</b>	<b>Selected deliverable</b>
	C. Providers and systems engaged	
<b>Deliverable 15</b> <i>Objective 11</i>	<p>Compile data for and report annually on community engagement activities, completing all relevant components on the Data Form:</p> <p>A. Develop a core workgroup to identify strategies to achieve local oral health improvement.</p> <p>B. Provide a list of community engagement strategies to address policy, financing, education, and dental care.</p>	<input type="checkbox"/>
<b>Deliverable 16</b> <i>Objective 1-11</i>	<b>Progress reporting:</b> submit bi-annual progress reports describing in detail progress of program and evaluation activities and progress towards completing deliverables. Provide documentation in sufficient detail to support the reported activities on planning and intervention activities for required and selected objectives.	<input checked="" type="checkbox"/>
<b>Deliverable 17</b> <i>Objective 1-11</i>	<b>Expense documenting:</b> submit all expenses incurred during each state fiscal year with the ability to provide back-up documentation for expenses in sufficient detail to allow CDPH-OHP to ascertain compliance with Proposition 56, the California Healthcare, Research and Prevention Tobacco Tax Act of 2016 Likewise, provide biannual Progress Reports describing in detail the program activities conducted, and the ability to provide source documentation in sufficient detail to support the reported activities.	<input checked="" type="checkbox"/>

**Exhibit B**  
Budget Detail and Payment Provisions

**1. Invoicing and Payment**

- A. Upon completion of project activities as provided in Exhibit A Grant Application, and upon receipt and approval of the invoices, the State agrees to reimburse the Grantee for activities performed and expenditures incurred in accordance with the costs specified herein.
- B. Invoices shall include the Grant Number and shall be submitted not more frequently than monthly in arrears to:

Angela Wright  
California Department of Public Health  
Oral Health Program  
MS 7208  
1616 Capitol Avenue, Suite 74.420  
P.O. Box 997377, Sacramento, CA 95899-7377

C. Invoices shall:

- 1) Be prepared on Grantee letterhead. If invoices are not on produced letterhead invoices must be signed by an authorized official, employee or agent certifying that the expenditures claimed represent activities performed and are in accordance with Exhibit A Grant Application under this Grant.
- 2) Bear the Grantee's name as shown on the Grant.
- 3) Identify the billing and/or performance period covered by the invoice.
- 4) Itemize costs for the billing period in the same or greater level of detail as indicated in this Grant. Subject to the terms of this Grant, reimbursement may only be sought for those costs and/or cost categories expressly identified as allowable and approved by CDPH.

**2. Budget Contingency Clause**

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Grantee or to furnish any other considerations under this Agreement and Grantee shall not be obligated to fulfill any provisions of this Agreement.
- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an agreement amendment to Grantee to reflect the reduced amount.

**3. Prompt Payment Clause**

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

**Exhibit B**  
Budget Detail and Payment Provisions

**4. Amounts Payable**

A. The amounts payable under this Grant shall not exceed:

- 1) \$140,301 for the budget period of 01/01/2018 through 06/30/2018.
- 2) \$140,301 for the budget period of 07/01/2018 through 06/30/2019.
- 3) \$140,301 for the budget period of 07/01/2019 through 06/30/2020.
- 4) \$140,301 for the budget period of 07/01/2020 through 06/30/2021.
- 5) \$140,301 for the budget period of 07/01/2021 through 06/30/2022.

B. Payment allocations shall be made for allowable expenses up to the amount annually encumbered commensurate with the state fiscal year in which services are fulfilled and/or goods are received.

**5. Timely Submission of Final Invoice**

A. A final undisputed invoice shall be submitted for payment no more than ninety (90) calendar days following the expiration or termination date of this Grant, unless a later or alternate deadline is agreed to in writing by the program grant manager. Said invoice should be clearly marked "Final Invoice", indicating that all payment obligations of the State under this Grant have ceased and that no further payments are due or outstanding.

B. The State may, at its discretion, choose not to honor any delinquent final invoice if the Grantee fails to obtain prior written State approval of an alternate final invoice submission deadline.

**6. Travel and Per Diem Reimbursement**

Any reimbursement for necessary travel and per diem shall be at the rates currently in effect as established by the California Department of Human Resources (CalHR).

Attachment: CC2018-01 - California Oral Health Program 1\_2\_2018 (Request Approval for Amendment #1 for Local Oral Health Plan)

**EXHIBIT C****STANDARD GRANT CONDITIONS**

1. **APPROVAL:** This Grant is of no force or effect until signed by both parties and approved by the Department of General Services, if required. The Grantee may not commence performance until such approval has been obtained
2. **AMENDMENT:** No amendment or variation of the terms of this Grant shall be valid unless made in writing, signed by the parties, and approved as required. No oral understanding or Agreement not incorporated in the Grant is binding on any of the parties. In no case shall the Department materially alter the scope of the Project set forth in Exhibit A.
3. **ASSIGNMENT:** This Grant is not assignable by the Grantee, either in whole or in part, without the written consent of the Grant Manager in the form of a written amendment to the Grant.
4. **AUDIT:** Grantee agrees that the Department, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to this Grant. Grantee agrees to maintain such records for a possible audit for a minimum of three (3) years after final payment or completion of the project funded with this Grant, unless a longer period of records retention is stipulated. Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Grantee agrees to include a similar right of the State to audit records and interview staff in any subcontract related to the project.
5. **CONFLICT OF INTEREST:** Grantee certifies that it is in compliance with all applicable state and/or federal conflict of interest laws.
6. **INDEMNIFICATION:** Grantee agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the project, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Grantee in the performance of any activities related to the Project.
7. **FISCAL MANAGEMENT SYSTEMS AND ACCOUNTING STANDARDS:** Grantee agrees that, at a minimum, its fiscal control and accounting procedures will be sufficient to permit tracing of all grant funds to a level of expenditure adequate to establish that such funds have not been used in violation of any applicable state or federal law, or the provisions of this Grant. Grantee further agrees that it will maintain separate Project accounts in accordance with generally accepted accounting principles.
8. **GOVERNING LAW:** This Grant is governed by and shall be interpreted in accordance with the laws of the State of California.



- 9. INCOME RESTRICTIONS:** Grantee agrees that any refunds, rebates, credits, or other amounts (including any interest thereon) accruing to or received by the Grantee under this Grant shall be paid by the Grantee to the Department, to the extent that they are properly allocable to costs for which the Grantee has been reimbursed by the Department under this Grant.
- 10. INDEPENDENT CONTRACTOR:** Grantee, and its agents and employees of Grantee, in the performance of the Project, shall act in an independent capacity and not as officers, employees or agents of the Department.
- 11. MEDIA EVENTS:** Grantee shall notify the Department's Grant Manager in writing at least twenty (20) working days before any public or media event publicizing the accomplishments and/or results of the Project and provide the opportunity for attendance and participation by Department's representatives.
- 12. NO THIRD-PARTY RIGHTS:** The Department and Grantee do not intend to create any rights or remedies for any third-party as a beneficiary of this Grant or the project.
- 13. NOTICE:** Grantee shall promptly notify the Department's Grant Manager in writing of any events, developments or changes that could affect the completion of the project or the budget approved for this Grant.
- 14. PROFESSIONALS:** Grantee agrees that only licensed professionals will be used to perform services under this Grant where such services are called for.
- 15. RECORDS:** Grantee certifies that it will maintain Project accounts in accordance with generally accepted accounting principles. Grantee further certifies that it will comply with the following conditions for a grant award as set forth in the Request for Applications (Exhibit D) and the Grant Application (Exhibit A):
- A. Establish an official file for the Project which shall adequately document all significant actions relative to the Project;
  - B. Establish separate accounts which will adequately and accurately depict all amounts received and expended on this Project, including all grant funds received under this Grant;
  - C. Establish separate accounts which will adequately depict all income received which is attributable to the Project, especially including any income attributable to grant funds disbursed under this Grant;
  - D. Establish an accounting system which will adequately depict final total costs of the Project, including both direct and indirect costs; and,
  - E. Establish such accounts and maintain such records as may be necessary for the state to fulfill federal reporting requirements, including any and all reporting requirements under federal tax statutes or regulations.
- 16. RELATED LITIGATION:** Under no circumstances may Grantee use funds from any disbursement under this Grant to pay for costs associated with any litigation between the Grantee and the Department.



**17. RIGHTS IN DATA:** Grantee and the Department agree that all data, plans, drawings, specifications, reports, computer programs, operating manuals, notes, and other written or graphic work submitted under Exhibit A in the performance of the Project funded by this Grant shall be in the public domain. Grantee may disclose, disseminate and use in whole or in part, any final form data and information received, collected, and developed under this Project, subject to appropriate acknowledgment of credit to the Department for financial support. Grantee shall not utilize the materials submitted to the Department (except data) for any profit making venture or sell or grant rights to a third-party who intends to do so. The Department has the right to use submitted data for all governmental purposes.

**18. VENUE:** The Department and Grantee agree that any action arising out of this Grant shall be filed and maintained in the Superior Court, California. Grantee waives any existing sovereign immunity for the purposes of this Grant, if applicable.

**19. STATE-FUNDED RESEARCH GRANTS:**

- A. Grantee shall provide for free public access to any publication of a department-funded invention or department-funded technology. Grantee further agrees to all terms and conditions required by the California Taxpayer Access to Publicly Funded Research Act (Chapter 2.5 (commencing with Section 13989) of Part 4.5 of Division 3 of Title 2 of the Government Code).
- B. As a condition of receiving the research grant, Grantee agrees to the following terms and conditions which are set forth in Government Code section 13989.6 ("Section 13989.6"):
- 1) Grantee is responsible for ensuring that any publishing or copyright agreements concerning submitted manuscripts fully comply with Section 13989.6.
  - 2) Grantees shall report to the Department the final disposition of the research grant, including, but not limited to, if it was published, when it was published, where it was published, when the 12-month time period expires, and where the manuscript will be available for open access.
  - 3) For a manuscript that is accepted for publication in a peer-reviewed journal, the Grantee shall ensure that an electronic version of the peer-reviewed manuscript is available to the department and on an appropriate publicly accessible database approved by the Department, including, but not limited to, the University of California's eScholarship Repository at the California Digital Library, PubMed Central, or the California Digital Open Source Library, to be made publicly available not later than 12 months after the official date of publication. Manuscripts submitted to the California Digital Open Source Library shall be exempt from the requirements in subdivision (b) of Section 66408 of the Education Code. Grantee shall make reasonable efforts to comply with this requirement by ensuring that their manuscript is accessible on an approved publicly accessible database, and notifying the Department that the manuscript is available on a department-approved database. If Grantee is unable to ensure that their manuscript is accessible on an approved publicly accessible database, Grantee may comply by providing the manuscript to the Department not later than 12 months after the official date of publication.

- 4) For publications other than those described in paragraph B.3 above,, including meeting abstracts, Grantee shall comply by providing the manuscript to the Department not later than 12 months after the official date of publication.
- 5) Grantee is authorized to use grant money for publication costs, including fees charged by a publisher for color and page charges, or fees for digital distribution.



KAREN L. SMITH, MD, MPH  
Director and State Public Health Officer

State of California—Health and Human Services Agency  
California Department of Public Health



EDMUND G. BROWN JR.  
Governor

September 27, 2017

Dear California Local Health Officer:

**NOTIFICATION OF INTENT TO SUPPORT LOCAL ORAL HEALTH PROGRAMS**

This letter provides notification of the intent to award funds to local health departments or jurisdictions (LHJs) through Proposition 56, The California Healthcare, Research and Prevention Tobacco Tax Act of 2016 (Prop 56), pending approval of the State Budget for Fiscal Year 2017/18. The California Department of Public Health (CDPH), Oral Health Program (OHP) has a unique opportunity to build capacity at the local level to address oral health which is essential for overall health. Tooth decay is the number one chronic disease of childhood.

The purpose of this award is to support the proposed California Oral Health Plan activities. We are confident that the LHJs, in collaboration with the CDPH/OHP, will strive to achieve improvements in oral health and accomplish the state oral health objectives within their jurisdictions. The activities should address problems identified by LHJ needs assessments and reflect the California Oral Health Plan priorities.

The activities in Year 1 may be focused on planning for implementation of interventions in subsequent years. The planning exercise should lead to a three year action plan. Smaller counties may choose to form a consortium with other LHJs and pool resources to implement local oral health programs. LHJs that prefer a resource pool approach should notify CDPH. Based on the interest expressed by local First 5 Commissions and local Child Health and Disability Prevention Programs, LHJs are strongly encouraged to collaborate with them in developing a local oral health program.

We anticipate that approximately \$18 million will be available for distribution. Award amounts to LHJs will vary and be determined by the estimated low income population based on the United States Department of Agriculture Economic Research Service estimate of county poverty rate (<https://data.ers.usda.gov/reports.aspx?ID=17826>).

It is anticipated that awards will be for a term of three years with an option to extend for two additional years. CDPH will provide program guidance regarding requirements,

Oral Health Program, MS 7210 • P.O. Box 997377 • Sacramento, CA 95899-7377  
(916) 324-1715 • (916) 552-9729 FAX  
Department Website ([www.cdph.ca.gov](http://www.cdph.ca.gov))



Exhibit E  
Additional Provisions

**1. Additional Incorporated Documents**

A. The following documents and any subsequent updates are not attached, but are incorporated herein and made a part hereof by this reference. CDPH will maintain on file, all documents referenced herein and any subsequent updates, as required by program directives. CDPH shall provide the Contractor with copies of said documents and any periodic updates thereto, under separate cover.

1. *Local Health Jurisdiction Local Oral Health Program Guidelines for Grant Application*  
[https://www.cdph.ca.gov/Programs/CCDC/DCDC/DCDCB/CDPH%20Document%20Library/Oral%20Health%20Program/2017-2022PHASEILHJLOHPGuidelines\\_8-23-17\\_ADA.pdf](https://www.cdph.ca.gov/Programs/CCDC/DCDC/DCDCB/CDPH%20Document%20Library/Oral%20Health%20Program/2017-2022PHASEILHJLOHPGuidelines_8-23-17_ADA.pdf)

**2. Cancellation / Termination**

- A. This Grant may be cancelled by CDPH without cause upon thirty (30) calendar days advance written notice to the Grantee.
- B. CDPH reserves the right to cancel or terminate this Grant immediately for cause. The Grantee may submit a written request to terminate this Grant only if CDPH substantially fails to perform its responsibilities as provided herein.
- C. The term “for cause” shall mean that the Grantee fails to meet the terms, conditions, and/or responsibilities of this agreement. Causes for termination include, but are not limited to the following occurrences:
- 1) If the Grantee knowingly furnishes any statement, representation, warranty, or certification in connection with the agreement, which representation is materially false, deceptive, incorrect, or incomplete.
  - 2) If the Grantee fails to perform any material requirement of this Grant or defaults in performance of this agreement.
  - 3) If the Grantee files for bankruptcy, or if CDPH determines that the Grantee becomes financially incapable of completing this agreement.
- D. Grant termination or cancellation shall be effective as of the date indicated in CDPH's notification to the Grantee. The notice shall stipulate any final performance, invoicing or payment requirements.
- E. In the event of early termination or cancellation, the Grantee shall be entitled to compensation for services performed satisfactorily under this agreement and expenses incurred up to the date of cancellation and any non-cancelable obligations incurred in support of this Grant.
- F. In the event of termination, and at the request of CDPH, the Grantee shall furnish copies of all proposals, specifications, designs, procedures, layouts, copy, and other materials related

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Exhibit E  
Additional Provisions

to the services or deliverables provided under this Grant, whether finished or in progress on the termination date.

- G. The Grantee will not be entitled to reimbursement for any expenses incurred for services and deliverables pursuant to this agreement after the effective date of termination.
- H. Upon receipt of notification of termination of this Grant, and except as otherwise specified by CDPH, the Grantee shall:
  - 1) Place no further order or subgrants for materials, services, or facilities.
  - 2) Settle all outstanding liabilities and all claims arising out of such termination of orders and subgrants.
  - 3) Upon the effective date of termination of the Grant and the payment by CDPH of all items properly chargeable to CDPH hereunder, Grantee shall transfer, assign and make available to CDPH all property and materials belonging to CDPH, all rights and claims to any and all reservations, grants, and arrangements with owners of media/PR materials, or others, and shall make available to CDPH all written information regarding CDPH's media/PR materials, and no extra compensation is to be paid to Grantee for its services.
  - 4) Take such action as may be necessary, or as CDPH may specify, to protect and preserve any property related to this agreement which is in the possession of the Grantee and in which CDPH has or may acquire an interest.
- I. CDPH may, at its discretion, require the Grantee to cease performance of certain components of the Scope of Work as designated by CDPH and complete performance of other components prior to the termination date of the Grant.

**3. Avoidance of Conflicts of Interest by Grantee**

- A. CDPH intends to avoid any real or apparent conflict of interest on the part of the Grantee, subgrants, or employees, officers and directors of the Grantee or subgrants. Thus, CDPH reserves the right to determine, at its sole discretion, whether any information, assertion or claim received from any source indicates the existence of a real or apparent conflict of interest; and, if a conflict is found to exist, to require the Grantee to submit additional information or a plan for resolving the conflict, subject to CDPH review and prior approval.
- B. Conflicts of interest include, but are not limited to:
  - 1) An instance where the Grantee or any of its subgrants, or any employee, officer, or director of the Grantee or any subgrant or has an interest, financial or otherwise, whereby the use or disclosure of information obtained while performing services under the grant would allow for private or personal benefit or for any purpose that is contrary to the goals and objectives of the grant.
  - 2) An instance where the Grantee's or any subgrant's employees, officers, or directors use their positions for purposes that are, or give the appearance of being, motivated by a

Exhibit E  
Additional Provisions

desire for private gain for themselves or others, such as those with whom they have family, business or other ties.

- C. If CDPH is or becomes aware of a known or suspected conflict of interest, the Grantee will be given an opportunity to submit additional information or to resolve the conflict. A Grantee with a suspected conflict of interest will have five (5) working days from the date of notification of the conflict by CDPH to provide complete information regarding the suspected conflict. If a conflict of interest is determined to exist by CDPH and cannot be resolved to the satisfaction of CDPH, the conflict will be grounds for terminating the grant. CDPH may, at its discretion upon receipt of a written request from the Grantee, authorize an extension of the timeline indicated herein.

**4. Dispute Resolution Process**

- A. A Grantee grievance exists whenever there is a dispute arising from CDPH's action in the administration of an agreement. If there is a dispute or grievance between the Grantee and CDPH, the Grantee must seek resolution using the procedure outlined below.
  - 1) The Grantee should first informally discuss the problem with the CDPH Program Grant Manager. If the problem cannot be resolved informally, the Grantee shall direct its grievance together with any evidence, in writing, to the program Branch Chief. The grievance shall state the issues in dispute, the legal authority or other basis for the Grantee's position and the remedy sought. The Branch Chief shall render a decision within ten (10) working days after receipt of the written grievance from the Grantee. The Branch Chief shall respond in writing to the Grantee indicating the decision and reasons therefore. If the Grantee disagrees with the Branch Chief's decision, the Grantee may appeal to the second level.
  - 2) When appealing to the second level, the Grantee must prepare an appeal indicating the reasons for disagreement with Branch Chief's decision. The Grantee shall include with the appeal a copy of the Grantee's original statement of dispute along with any supporting evidence and a copy of the Branch Chief's decision. The appeal shall be addressed to the Deputy Director of the division in which the branch is organized within ten (10) working days from receipt of the Branch Chief's decision. The Deputy Director of the division in which the branch is organized or his/her designee shall meet with the Grantee to review the issues raised. A written decision signed by the Deputy Director of the division in which the branch is organized or his/her designee shall be directed to the Grantee within twenty (20) working days of receipt of the Grantee's second level appeal.
- B. If the Grantee wishes to appeal the decision of the Deputy Director of the division in which the branch is organized or his/her designee, the Grantee shall follow the procedures set forth in Division 25.1 (commencing with Section 38050) of the Health and Safety Code and the regulations adopted thereunder. (Title 1, Division 2, Chapter 2, Article 3 (commencing with Section 1140) of the California Code of Regulations).
- C. Disputes arising out of an audit, examination of an agreement or other action not covered by subdivision (a) of Section 20204, of Chapter 2.1, Title 22, of the California Code of Regulations, and for which no procedures for appeal are provided in statute, regulation or



Exhibit E  
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the Agreement, shall be handled in accordance with the procedures identified in Sections 51016 through 51047, Title 22, California Code of Regulations.

- D. Unless otherwise stipulated in writing by CDPH, all dispute, grievance and/or appeal correspondence shall be directed to the CDPH Grant Manager.
- E. There are organizational differences within CDPH's funding programs and the management levels identified in this dispute resolution provision may not apply in every contractual situation. When a grievance is received and organizational differences exist, the Grantee shall be notified in writing by the CDPH Grant Manager of the level, name, and/or title of the appropriate management official that is responsible for issuing a decision at a given level.



CCC 04/2017

**CERTIFICATION**

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

<i>Contractor/Bidder Firm Name (Printed)</i> Alpine County		<i>Federal ID Number</i> 94-6000504
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i> Terry Woodrow, Chair, Board of Supervisors		
<i>Date Executed</i> 1/2/18	<i>Executed in the County of</i> Alpine	

**CONTRACTOR CERTIFICATION CLAUSES**

1. **STATEMENT OF COMPLIANCE:** Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 11102) (Not applicable to public entities.)

2. **DRUG-FREE WORKPLACE REQUIREMENTS:** Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

b. Establish a Drug-Free Awareness Program to inform employees about:

- 1) the dangers of drug abuse in the workplace;
- 2) the person's or organization's policy of maintaining a drug-free workplace;
- 3) any available counseling, rehabilitation and employee assistance programs; and,
- 4) penalties that may be imposed upon employees for drug abuse violations.

c. Every employee who works on the proposed Agreement will:

- 1) receive a copy of the company's drug-free workplace policy statement; and,
- 2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the

Attachment: CC2018-01 - California Oral Health Program 1\_2\_2018 (Request Approval for Amendment #1 for Local Oral Health Plan)

certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION: Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)

4. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT: Contractor hereby certifies that Contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lessor of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

5. EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

6. SWEATFREE CODE OF CONDUCT:

a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at [www.dir.ca.gov](http://www.dir.ca.gov), and Public Contract Code Section 6108.

b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations,

or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

7. DOMESTIC PARTNERS: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.3.

8. GENDER IDENTITY: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.35.

### **DOING BUSINESS WITH THE STATE OF CALIFORNIA**

The following laws apply to persons or entities doing business with the State of California.

1. CONFLICT OF INTEREST: Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (Pub. Contract Code §10410):

- 1). No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.
- 2). No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Pub. Contract Code §10411):

- 1). For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.
- 2). For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

2. LABOR CODE/WORKERS' COMPENSATION: Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

3. AMERICANS WITH DISABILITIES ACT: Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

4. CONTRACTOR NAME CHANGE: An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:

a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.

b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.

c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

6. RESOLUTION: A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

7. AIR OR WATER POLLUTION VIOLATION: Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

8. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all contractors that are not another state agency or other governmental entity.

Pursuant to Public Contract Code section 2010, a person that submits a bid or proposal to, or otherwise proposes to enter into or renew a contract with, a state agency with respect to any contract in the amount of \$100,000 or above shall certify, under penalty perjury, at the time the bid or proposal is submitted or the contract is renewed, all of the following:

1. **CALIFORNIA CIVIL RIGHTS LAWS:** For contracts executed or renewed after January 1, 2017, the contractor certifies compliance with the Unruh Civil Rights Act (Section 51 of the Civil Code) and the Fair Employment and Housing Act (Section 12960 of the Government Code); and
2. **EMPLOYER DISCRIMINATORY POLICIES:** For contracts executed or renewed after January 1, 2017, if a Contractor has an internal policy against a sovereign nation or peoples recognized by the United States government, the Contractor certifies that such policies are not used in violation of the Unruh Civil Rights Act (Section 51 of the Civil Code) or the Fair Employment and Housing Act (Section 12960 of the Government Code).

**CERTIFICATION**

I, the official named below, certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.  <i>Proposer/Bidder Firm Name (Printed)</i> Alpine County	<i>Federal ID Number</i>  94-6000504
<i>By (Authorized Signature)</i>  <hr/> <i>Printed Name and Title of Person Signing</i> Terry Woodrow, Chair, Board of Supervisors	
<i>Date Executed</i> 01/02/2018	<i>Executed in the County and State of</i> Alpine California



STATE OF CALIFORNIA-DEPARTMENT OF FINANCE

**PAYEE DATA RECORD**

(Required when receiving payment from the State of California in lieu of IRS W-9 or W-7)

STD 204 (Rev. 4/2017)

<b>1</b>	<p><b>INSTRUCTIONS:</b> Type or print the information. Complete all information on this form. Sign, date, and return to the state agency (department/office) address shown in Box 6. Prompt return of this <b>fully completed</b> form will prevent delays when processing payments.</p> <p>Information provided in this form will be used by California state agencies to prepare Information Returns (Form 1099). See next page for more information and Privacy Statement.</p> <p><b>NOTE:</b> Governmental entities, i.e. federal, state, and local (including school districts), are not required to submit this form.</p>						
<b>2</b>	<p><b>PAYEE'S LEGAL BUSINESS NAME</b> (As shown on your income tax return) Alpine County</p>						
			<p><b>SOLE PROPRIETOR OR INDIVIDUAL-- ENTER NAME AS SHOWN ON SSN</b> (Last, First, M.I.)</p>			<p><b>E-MAIL ADDRESS</b></p>	
<p><b>MAILING ADDRESS</b> P.O. Box 158</p>			<p><b>BUSINESS ADDRESS</b></p>				
<p><b>CITY</b> Markleeville</p>		<p><b>STATE</b> CA</p>	<p><b>ZIP CODE</b> 96120</p>	<p><b>CITY</b></p>		<p><b>STATE</b></p>	<p><b>ZIP CODE</b></p>
<b>3</b>	<p><b>ENTER FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN):</b> 9 4 6 0 0 0 5 0 4</p>						
<p><b>PAYEE ENTITY TYPE</b></p> <p><b>CHECK ONE BOX ONLY</b></p>	<p><input type="checkbox"/> PARTNERSHIP</p> <p><input type="checkbox"/> ESTATE OR TRUST</p> <p><input type="checkbox"/> SOLE PROPRIETOR OR INDIVIDUAL</p> <p>Enter social security number (SSN) or Individual taxpayer identification number (ITIN)</p>					<p><b>NOTE:</b> Payment will not be processed without an accompanying taxpayer identification number.</p>	
		<p><b>CORPORATION:</b></p> <p><input type="radio"/> MEDICAL (e.g., dentistry, psychotherapy, chiropractic, etc.)</p> <p><input type="radio"/> LEGAL (e.g., attorney services)</p> <p><input type="radio"/> EXEMPT (nonprofit)</p> <p><input type="radio"/> ALL OTHERS</p>		<p>_____</p> <p>(SSN required by authority of California Revenue and Tax Code sections 18646 and 18661)</p>			
<b>4</b>	<p><b>PAYEE RESIDENCY STATUS</b></p> <p><input checked="" type="checkbox"/> CALIFORNIA RESIDENT - Qualified to do business in California or maintains a permanent place of business in California.</p> <p><input type="checkbox"/> CALIFORNIA NON RESIDENT (see next page for more information) - Payments to nonresidents for services may be subject to state income tax withholding.</p> <p><input type="radio"/> No services performed in California.</p> <p><input type="radio"/> Copy of Franchise Tax Board waiver of state withholding attached.</p>						
<b>5</b>	<p>I hereby certify under penalty of perjury that the information provided on this document is true and correct. Should my residency status change, I will promptly notify the state agency below.</p>						
<p><b>AUTHORIZED PAYEE REPRESENTATIVE'S NAME</b> (Type or Print) Terry Woodrow</p>			<p><b>TITLE</b> Chair, Board of Supervisors</p>		<p><b>TELEPHONE</b> (include area code) (530)694-2281</p>		
<p><b>SIGNATURE</b></p>			<p><b>DATE</b> 12/19/17</p>		<p><b>E-MAIL ADDRESS</b> twoodrow@alpincountyca.gov</p>		
<b>6</b>	<p>Please return completed form to:</p>						
<p><b>DEPARTMENT/OFFICE</b> California Department of Public Health</p>			<p><b>UNIT/SECTION</b> Oral Health Program</p>				
<p><b>MAILING ADDRESS</b> 1616 Capitol Avenue, Suite 74.420, MS 7208</p>			<p><b>TELEPHONE</b> (include area code) (916) 552-9898</p>		<p><b>FAX</b> (916) 552-9729</p>		
<p><b>CITY</b> Sacramento</p>		<p><b>STATE</b> CA</p>	<p><b>ZIP CODE</b> 95814</p>	<p><b>E-MAIL ADDRESS</b> angela.wright@cdph.ca.gov</p>			

Attachment: CC2018-01 - California Oral Health Program 1\_2\_2018 (Request Approval for Amendment #1 for Local Oral Health Plan)

	APPROVED 17/18 Budget	Oral Health Program BUDGET	PROPOSED 17/18 Budget
<b>Revenue</b>			
3XXXX - State Oral Health Program		140,301	140,301
<b>Expenditures</b>			
51000-102 Management	2,274	8,579	10,853
51000-103 Position #1	15,166	1,307	16,473
51000-105 Position #3	10,703	1,051	11,754
51000-107 Position #5	26,200	2,012	28,212
51000-115 Position #13	68,448	5,390	73,838
51400-140 Health Insurance	55,168	9,494	64,662
51400-145 PERS Retirement Misc	31,811	3,159	34,970
51600-162 FICA Medicare Insurance	2,899	266	3,165
52000-209 Misc Office Supply	4,000	1,200	5,200
52400-251 Office Space Rents	-	969	969
53000-324 Misc Spec Services/Su	2,500	4,617	7,117
53000-366 Program Incentives	-	1,000	1,000
54200-420 Base Rate	2,300	75	2,375
54400-440 Publication Services	100	1,695	1,795
54500-450 Membership & Dues	5,500	500	6,000
54500-451 Conference Registration	2,500	500	3,000
54500-454 Travel	3,500	3,232	6,732
45400-459 Publication & Subscriptions	200	250	450
55000-504 Misc Professional Service	30,000	78,790	108,790
55000-506 County Counsel	1,500	4,000	5,500
56400-000 Grant	-	11,216	11,216
57000-700 Computers	2,838	1,000	3,838
<b>Total Expenses</b>	<b>421,742</b>	<b>140,301</b>	<b>522,489</b>



# AGENDA TRANSMITTAL



**TO:** Board of Supervisors

**FROM:** Nichole Williamson, HHS Director

**DATE OF MEETING:** January 2, 2018

**PREPARED BY:** Nichole Williamson, HHS Director

**TITLE:** Request approval of contract with California Department of Public Health for Oral Health Program in the amount of \$140,301 per year for the period of January 1, 2018 - June 30, 2022 for a total contract amount of \$701,505 and authorize the Finance Department to allocate the attached revenue and expenses in Fund 120.

**SUMMARY:** The California Department of Public Health Oral Health Program goals are to improve the oral health of all Californians through prevention, education, and organized community efforts. The Health Department plans to use the funding to conduct a Community Health Assessment which will include an oral health component. After the Community Health Assessment is complete goals, objectives and strategies specific to Alpine County will be developed.

**RECOMMENDED ACTION:** Approve contract with California Department of Public Health Oral Health Program in the amount of \$140,301 per year for the term of January 1, 2018 - June 30, 2022 for a total contract amount of \$701,505 and authorize the Finance Department to allocate the attached revenue and expenses in Fund 120.

**ISSUE STATEMENT AND DISCUSSION:** Proposition 56 was passed by the California voters on November 8, 2016 which increased the tax on a pack of cigarettes by \$2. The Proposition provides funding for Oral Health Programs in each Local Health Department jurisdiction.

**FISCAL IMPACT:**

	<input type="checkbox"/> (Not Applicable)
1) Budgeted Current Fiscal Year	<u>\$0.00</u>
2) Total Anticipated Cost Current Year	<u>\$140,301</u>
3) Total Anticipated Cost Annual Year	<u>\$140,301</u>

**SOURCE**

<input type="checkbox"/> Unanticipated	<u>\$0.00</u>
<input type="checkbox"/> Revenue From Contingency	<u>\$0.00</u>
Other:	

**FUNDING SOURCE:** Proposition 56

**INSTRUCTIONS TO CLERK:**

Copy to HHS Director ✓ 1/16/2018  
 Copy to Finance Department ✓

1/2/2018 Requested update signature pages w/ updated chair sign.  
 1/10/2018 Received updated signature pages  
 1/16/2018 Sent to HHS; mailed to CDPH

**APPROVED**

1/5/2018  
 CC2018-01

Mail the following to:

- ✓ One original copy of the Std 204, Payee Data Record
- ✓ One original copy of the CCC 4/2017, Contractor Certification
- ✓ Two original copies of the grant agreement signature page only (page one of the agreement)
- ✓ One original copy of Civil Rights Laws Attachment
- ✓ One original copy of minute order authorizing execution of the agreement

California Department of Public Health (CDPH)  
Attn: Angela Wright, Grant Manager  
Oral Health Program  
MS 7208, 1616 Capitol Avenue, Suite 74.420  
Sacramento, CA 95814

✓ 1/24/2018



**COUNTY OF ALPINE**  
**Office of the County Clerk**

Teola L. Tremayne, County Clerk  
 Ex Officio Clerk to the Board of Supervisors  
 Ex Officio Registrar of Voters

January 23, 2018

California Department of Public Health (CDPH)  
 Attn: Angela Wright, Grant Manager  
 Oral Health Programs  
 MS7208, 1616 Capitol Ave, Ste 74.420  
 Sacramento, CA 95814

Re: Contract No. CC2018-01 for Oral Health Program in the amount of \$140,301 per year for the period of January 1, 2018 - June 30, 2022 for a total contract amount of \$701,505.

Enclosed is an original signature forms for the Oral Health Program in the amount of \$140,301 per year for the period of January 1, 2018 - June 30, 2022 for a total contract amount of \$701,505.

Please sign all forms and return one original grant agreement signature page to the County Clerk's office at your earliest convenience.

Feel free to contact me if you have any questions.

Sincerely,

Stephanie Fong, Assistant County Clerk  
 Alpine County



**COUNTY OF ALPINE**  
**Office of the County Clerk**

Teola L. Tremayne, County Clerk  
 Ex Officio Clerk to the Board of Supervisors  
 Ex Officio Registrar of Voters

January 24, 2018

California Department of Public Health (CDPH)  
 Attn: Angela Wright, Grant Manager  
 Oral Health Programs  
 MS7208, 1616 Capitol Ave, Ste 74.420  
 Sacramento, CA 95814

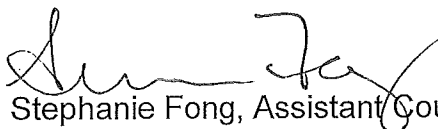
Re: Contract No. CC2018-01 for Oral Health Program in the amount of \$140,301 per year for the period of January 1, 2018 - June 30, 2022 for a total contract amount of \$701,505.

Enclosed is a minute order authorizing execution of the agreement for the Oral Health Program in the amount of \$140,301 per year for the period of January 1, 2018 - June 30, 2022 for a total contract amount of \$701,505.

Grant signature forms were mailed separately.

Feel free to contact me if you have any questions.

Sincerely,

  
 Stephanie Fong, Assistant County Clerk  
 Alpine County

Attachment: CC2018-01 - California Oral Health Program 1\_2\_2018 (Request Approval for Amendment #1 for Local Oral Health Plan)

**CALIFORNIA ORAL HEALTH PROGRAM**  
**Local Oral Health Plan**  
**Awarded By**  
**THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, hereinafter “Department”**  
**TO**  
**County of Alpine ~~County Health Department~~, hereinafter “Grantee”**  
**Implementing the project, Alpine County Local Oral Health Program,” hereinafter “Project”**  
**AMENDED GRANT AGREEMENT NUMBER 17-10682, A01**

The Department amends this Grant and the Grantee accepts and agrees to use the Grant funds as follows:

**AUTHORITY:** The Department has authority to grant funds for the Project under Health and Safety Code, Section 104750 and 131085(a).

**PURPOSE FOR AMENDMENT:** The purpose of this amendment to revise Exhibit B, 4, A. Amounts Payable, to include a lump sum total. In addition, Exhibit B is hereby replaced in its entirety with Exhibit B, A01. This amendment will also change the name of the grantee from “Alpine County Health Department” to “County of Alpine” to align and standardize grantee’s name with the new FI\$Cal accounting system.

**Amendments** are shown as: Text additions are displayed in **bold and underline**. Text deletions are displayed as strike through text (i.e., ~~Strike~~).

Exhibit B BUDGET DETAIL AND PAYMENT PROVISIONS is hereby replaced with Exhibit B, A01 in its entirety.

**PROJECT REPRESENTATIVES.** The Project Representatives during the term of this Grant will be:

<b>California Department of Public Health</b>	Grantee: <b><u>County of Alpine County Health Department</u></b>
Name: <del>Angela Wright</del> <b><u>Kimberly Steele</u></b> , Grant Manager	Name: <del>Nicole</del> <b><u>Nichole</u></b> Williamson, Director
Address: MS 7218, 1616 Capitol Avenue, Suite 74.420	Address: 75B Diamond Valley Road
City, ZIP: Sacramento, CA 95814	City, Zip: Markleeville, CA 96120
Phone: (916) 552-9898 <b><u>445-8012</u></b>	Phone: (530) 694-2235
Fax: (916) 552-9729 <b><u>636-6678</u></b>	Fax: (530) 694-2252
E-mail: <del>Angela.Wright</del> <b><u>Kimberly.Steele</u></b> @cdph.ca.gov	E-mail: nwilliamson@alpinecountyca.gov

Attachment: 17-10682 A01 Alpine CO cdph1229a (2) (Request Approval for Amendment #1 for Local Oral Health Plan)

Direct all inquiries to:

<b>California Department of Public Health, Oral Health Program</b>	Grantee: <b>County of Alpine County Health Department</b>
Attention: Angela Wright <b>Kimberly Steele</b>	Name: Nicole <b>Nichole</b> Williamson, Director
Address: MS 7218, 1616 Capitol Avenue, Suite 74.420	Address: 75B Diamond Valley Road
City, Zip: Sacramento, CA 95814	City, Zip: Markleeville, CA 96120
Phone: (916) 552-9898 <b>445-8012</b>	Phone: (530) 694-2235
Fax: (916) 552-9729 <b>636-6678</b>	Fax: (530) 694-2252
E-mail: Angela.Wright <b>Kimberly.Steele</b> @cdph.ca.gov	E-mail: nwilliamson@alpinecountyca.gov

**All payments from CDPH to the Grantee; shall be sent to the following address:**

<b>Grantee: County of Alpine</b>
<b>Attention: "Cashier"</b>
<b>Address: 75-A Diamond Valley Road</b>
<b>City, Zip: , Markleeville, CA 96120</b>
<b>Phone: (530) 694-2235</b>
<b>Fax: Not Applicable</b>
<b>E-mail: nwilliamson@alpinecountyca.gov</b>

**Either party may make changes to the information above by giving a written notice to the other party. Said changes shall not require an amendment to the agreement, but the Grantee will be required to submit a completed CDPH 9083 Governmental Entity Taxpayer ID Form or STD 204 Payee Data Record Form which can be requested through the CDPH Project Representatives for processing.**

All other terms and conditions of this Grant shall remain the same.

IN WITNESS THEREOF, the parties have executed this Grant on the dates set forth below.

Executed By:

Date: \_\_\_\_\_

\_\_\_\_\_  
 Donald Jardine **David Griffiths**, Chair  
 Alpine **e**County Board of Supervisors  
 P.O.Box 158, Markleeville, CA 96120  
**75 A Diamond Valley Rd.,**  
**Markleeville, CA 96120**

Attachment: 17-10682 A01 Alpine CO cdph1229a (2) (Request Approval for Amendment #1 for Local Oral Health Plan)

Date: \_\_\_\_\_

~~Marshay Gregory~~ **Joseph Torrez**, Chief  
Contract Management Unit  
California Department of Public Health  
1616 Capitol Avenue, Suite 74.317  
P.O. Box 997377, MS 1800- 1804  
Sacramento, CA 95899-7377

Attachment: 17-10682 A01 Alpine CO cdph1229a (2) (Request Approval for Amendment #1 for Local Oral Health Plan)



**Exhibit B**  
Budget Detail and Payment Provisions

**1. Invoicing and Payment**

- A. Upon completion of project activities as provided in Exhibit A Grant Application, and upon receipt and approval of the invoices, the State agrees to reimburse the Grantee for activities performed and expenditures incurred in accordance with the costs specified herein.
- B. Invoices shall include the Grant Number and shall be submitted not more frequently than monthly in arrears to:

~~Angela Wright~~ **Kimberly Steele**  
California Department of Public Health  
**Office of Oral Health Program**  
MS 7208 **7218**  
1616 Capitol Avenue, Suite 74.420  
P.O. Box 997377, Sacramento, CA 95899-7377

- C. Invoices shall:
  - 1) Be prepared on Grantee letterhead. If invoices are not on produced letterhead invoices must be signed by an authorized official, employee or agent certifying that the expenditures claimed represent activities performed and are in accordance with Exhibit A Grant Application under this Grant.
  - 2) Bear the Grantee's name as shown on the Grant.
  - 3) Identify the billing and/or performance period covered by the invoice.
  - 4) Itemize costs for the billing period in the same or greater level of detail as indicated in this Grant. Subject to the terms of this Grant, reimbursement may only be sought for those costs and/or cost categories expressly identified as allowable and approved by CDPH.

**2. Budget Contingency Clause**

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Grantee or to furnish any other considerations under this Agreement and Grantee shall not be obligated to fulfill any provisions of this Agreement.
- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an agreement amendment to Grantee to reflect the reduced amount.

**3. Prompt Payment Clause**

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

Attachment: 17-10682 A01 Alpine Co EXHIBIT B (Request Approval for Amendment #1 for Local Oral Health Plan)

**Exhibit B**  
Budget Detail and Payment Provisions

**4. Amounts Payable**

A. The amounts payable under this Grant shall not exceed: **\$701,505.**

- ~~1) \$140,301 for the budget period of 01/01/2018 through 06/30/2018.~~
- ~~2) \$140,301 for the budget period of 07/01/2018 through 06/30/2019.~~
- ~~3) \$140,301 for the budget period of 07/01/2019 through 06/30/2020.~~
- ~~4) \$140,301 for the budget period of 07/01/2020 through 06/30/2021.~~
- ~~5) \$140,301 for the budget period of 07/01/2021 through 06/30/2022.~~

B. Payment allocations shall be made for allowable expenses up to the amount annually encumbered commensurate with the state fiscal year in which services are fulfilled and/or goods are received.

**5. Timely Submission of Final Invoice**

A. A final undisputed invoice shall be submitted for payment no more than ninety (90) calendar days following the expiration or termination date of this Grant, unless a later or alternate deadline is agreed to in writing by the program grant manager. Said invoice should be clearly marked "Final Invoice", indicating that all payment obligations of the State under this Grant have ceased and that no further payments are due or outstanding.

B. The State may, at its discretion, choose not to honor any delinquent final invoice if the Grantee fails to obtain prior written State approval of an alternate final invoice submission deadline.

**6. Travel and Per Diem Reimbursement**

Any reimbursement for necessary travel and per diem shall be at the rates currently in effect as established by the California Department of Human Resources (CalHR).

# AGENDA TRANSMITTAL

**TO:** Board of Supervisors

**FROM:** Lowell Black, Director of Finance

**DATE OF MEETING:** August 6, 2019

**PREPARED BY:** Delana Lindsey, Assistant Auditor-Controller



**TITLE:** Request approval to dispense with bidding procedures for Leased Multi-function office equipment and approval of a 60 month operating lease agreement for replacement of six (6) Multi-function machines with Ricoh USA, Inc., under U.S. Communities contract pricing.

**SUMMARY:** An existing sixty (60) month lease with Ricoh USA Inc. for six (6) of the County's Multi-function office machines ended June 30, 2019. Negotiations have taken place exploring the newer technology available and matching with each of the affected Departments' needs for the next five (5) years. The result is that we can obtain better performing machines for a similar price. The major operating features of these machines include printing, copying, scanning as well as many other enhanced features to make office procedures faster and more productive with less down time for repairs and maintenance.

There is no apparent cost advantage to the County to competitively bid the lease of the equipment. The continuation of similar yet enhanced machine capabilities is of utmost importance to the affected County Departments. The contract was bid previously under US Communities, Contract #4400003732.

**RECOMMENDED ACTION:**

1. Approve of the dispensing with bidding procedures resolution under Alpine County code 2.32.050 and or Public Contract code section 20150 et seq. (Requires a 4/5 Vote)
2. Approve Master Lease Agreement for Multi-function office equipment with Ricoh USA Inc. under the US Communities Contract Pricing, and sign the Master Lease Agreement.

**ISSUE STATEMENT AND DISCUSSION:** The Master Lease Agreement will replace six (6) Multi-function office machines for the following departments:

County Clerk and Administration  
 Finance and Assessor-Recorder  
 Probation  
 Eastern Alpine Fire and EMS  
 Museum  
 Library

The current lease amount for these six (6) machines is \$678.88 per month, excluding tax. The new monthly lease cost will be \$671.33 per month excluding tax.

**FISCAL IMPACT:**

- 1) Budgeted Current Fiscal Year
- 2) Total Anticipated Cost Current Year
- 3) Total Anticipated Cost Annual

(Not Applicable)  
 \$8,147  
\$8,056

**SOURCE**

Unanticipated \$0.00  
 Revenue From \$0.00  
 Contingency \$0.00  
 Other:

Year

\$8,056

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**FUNDING SOURCE:** General Fund Revenues

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**INSTRUCTIONS TO CLERK:** *FINANCE, CLERK, PROBATION, EASTERN ALPINE FIRE AND EMS, MUSEUM, LIBRARY*

**RESOLUTION OF THE BOARD OF SUPERVISORS,  
COUNTY OF ALPINE, STATE OF CALIFORNIA  
MAKING SOLE SOURCE FINDING OR DISPENSING WITH PUBLIC  
BIDDING**

**RESOLUTION NO. R2019 -**

**WHEREAS**, Alpine County is a small, rural and remote county where services, supplies or equipment are difficult and costly to obtain within a reasonable distance; and

**WHEREAS**, contracts for services, supplies and equipment to the County must generally be awarded to the lowest responsible bidder pursuant to Alpine County Code 2.32.050 and or Public Contract Code section 20150 *et seq.*; and

**WHEREAS**, the County needs to lease and install the equipment listed on Exhibit A and Exhibit B (Lease Proposals), attached to this Resolution and incorporated herein by this reference ("Equipment"); and

**WHEREAS**, the Equipment is dedicated equipment specifically designed for use by Alpine County Departments which are responsible for printing critical documents such as agenda packets, information for budget purposes and disseminating public information to citizens, day to day work product; and

**WHEREAS**, this lease will be made between Ricoh USA, Inc. and the County of Alpine under the US Communities contract pricing which allows for other California public agencies to participate in such purchase contract; and

**WHEREAS**, Alpine County Code Chapter 2.32.050 provides the Board of Supervisors may, by a vote of at least four members of the board, dispense with public bidding procedures; and

**WHEREAS**, there is no statutory requirement to bid out the lease of the Equipment; and

**WHEREAS**, the Alpine County Finance Department represents that; the amounts are within the statutory limits of County Policy and Ordinance; and that staff has reviewed the specifications and the costs for the purchase of the Equipment; the purchase prices are reasonable and consistent with the prices charged for this type of equipment; due to aging, failing and technological obsolesce, the timeliness to complete the purchase of the Equipment without going to bid, will assist the County in maintaining and/or increasing operational efficiency which serves a beneficial public interest.

**NOW THEREFORE, BE IT RESOLVED** that the Board of Supervisors of the County of Alpine finds and orders as follows:

Section 1. The above recitals are true and correct.

Section 2. The Equipment is designed for the administrative needs of Alpine County and will improve work product and efficiencies of County staff which serves the beneficial interest of the public.

Section 3. Award of the contracts to lease the Equipment is consistent with the Government Code provisions relating awarding such contracts.

Section 4. There is no cost advantage to the County to competitively bid the lease of the Equipment as this lease has already been previously bid under US Communities.

Section 5. The Board hereby authorizes the leasing of the Equipment with Ricoh for the benefit of County Departments.

Passed and adopted by at least four members of the board this Second day of July, 2019 at Markleeville, California by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
David Griffith, Chair, Board of Supervisors, County of Alpine, State of California

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Teola Tremayne, County Clerk & Ex officio Clerk to the Board of Supervisors, County of Alpine, State of California  
By: Mathew Laster, Assistant County Clerk

\_\_\_\_\_  
Margaret Long, County Counsel

Attachment: Ricoh Resolution July 2019 (Request approval to dispense with bidding procedures and approval of Ricoh USA Inc. Lease)

# AGENDA TRANSMITTAL



**TO:** Board of Supervisors

**FROM:** Nichole Williamson, CAO/HHS Director

**DATE OF MEETING:** August 6, 2019

**PREPARED BY:** Janel Morales, Fiscal and Technical Specialist

**TITLE:** Request approval to dispense with public bidding procedures for the Administration CalWORKS Stage 1 Child Care services, approve the contract with Mahannah Continuing Development, Inc, dba Choices for Children, and authorize the Board Chair to sign.

## SUMMARY:

Alpine County Health & Human Services is responsible for providing CalWORKS Stage 1 child care to eligible CalWORKS recipients. Choices for Children is the only Child Care Development Alternative Payment Provider designated by the California Department of Education that provides services in Alpine County.

## RECOMMENDED ACTION:

1. Approve a dispense with public bidding procedures resolution under Alpine County Code 2.32.050 and/or Public Contract Code Section 20150 et seq. (requires 4/5 vote).

## ISSUE STATEMENT AND DISCUSSION:

Alpine County Health & Human Services is responsible for providing CalWORKS Stage 1 child care to eligible CalWORKS recipients. Choices for Children is the only Child Care Development Alternative Payment Provider designated by the California Department of Education that provides services in Alpine County. Therefore, HHS is requesting that the Board approve a dispense with public bidding procedure for this agreement.

## FISCAL IMPACT:

	<input type="checkbox"/> (Not
	<i>Applicable)</i>
1) Budgeted Current Fiscal Year	\$20,000
2) Total Anticipated Cost Current Year	<u>\$20,000</u>
3) Total Anticipated Cost Annual Year	<u>\$20,000</u>

## SOURCE

<input type="checkbox"/> Unanticipated	<u>\$0.00</u>
<input type="checkbox"/> Revenue From Contingency	<u>\$0.00</u>
Other:	

## FUNDING SOURCE:

Fund 186

## INSTRUCTIONS TO CLERK:

Please return Two original signed copies to HHS

ID 3230



**RESOLUTION NO.**

**RESOLUTION OF THE BOARD OF SUPERVISORS,  
COUNTY OF ALPINE, STATE OF CALIFORNIA  
MAKING A SOLE SOURCE FINDING OR DISPENSING WITH PUBLIC BIDDING**

**WHEREAS**, Alpine County is a small, rural and remote county where services, supplies, or equipment are difficult and costly to obtain within a reasonable distance; and

**WHEREAS**, contracts for services, supplies, and equipment to the County must generally be awarded to the lowest bidder pursuant to Alpine County Code 2.32.050 and/or Public Contract Code 20120 et seq.; and

**WHEREAS**, the County is required by Federal Temporary Assistance to Needy Families (TANF) legislation, State Assembly Bill 1542, California Work Opportunity and Responsibility to Kids (CalWORKS) provide for a system of child care; and

**WHEREAS**, the County is responsible for the local provision of Stage 1 Child Care services and consistent with the command of the State and Federal regulation, desire to contract out for the same; and

**WHEREAS**, Mahannah Continuing Development, Inc, a corporation doing business as Choices for Children, is the only local Child Care Development Alternative Payment Provider (APP) designated by the California Department of Education and is responsible for Stage 1 Child Care services; and

**WHEREAS**, the County desires to enter into contract with Choices for Children for Stage 1 Child care services; and

**WHEREAS**, Alpine County code Chapter 2.32.050 provides the Board of Supervisors may, by a vote of at least four members of the Board, dispense with public bidding procedures.

**NOW, THEREFORE, BE IT RESOLVED, BY THE Board of Supervisors of the County of Alpine, State of California, do hereby find and order as follows:**

Section 1. The above recitals are true and correct.

Section 2. The services described above are required by State and Federal legislation.

Section 3. Award of the contract to Choices for Children is consistent with the Government Code provisions relating to the award of such contracts.

Section 4. There is no cost advantage to the County to competitively bid for the services.

Passed and adopted by at least four members of the Board this 6<sup>th</sup> day of August, 2019 at Markleeville, California by the following vote:

AYES:

NOES:

ABSENT:

---

David Griffith, Chair  
Board of Supervisors, County of  
Alpine, State of California

**ATTEST:**

**APPROVED AS TO FORM:**

---

Teola L. Tremayne, County Clerk  
& Ex Officio Clerk to the  
Board of Supervisors

---

Margaret Long, County Counsel

**COUNTY OF ALPINE  
PROFESSIONAL SERVICES AGREEMENT  
FOR  
ADMINISTRATION FOR CALWORKS STAGE 1 CHILD CARE SERVICES**

This Agreement is entered into this 1<sup>ST</sup> day of July, 2019, by and between the County of Alpine, a political subdivision of the state of California (“County”), and Mahannah Continuing Development, Incorporated, a Corporation, DBA Choices for Children (“CONSULTANT”).

**RECITALS**

A. Consultant desires to perform and assume responsibility for the provision of professional services required by the County on the terms and conditions set forth in this Agreement.

B. Consultant has presented a proposal for such services to the County, **dated**, (attached hereto and incorporated herein as Exhibit “A”) and is duly licensed, qualified and experienced to perform those services.

C. Consultant agrees it has satisfied itself by its own investigation and research regarding the conditions affecting the work to be done and labor and materials needed, and that its decision to execute this Agreement is based on such independent investigation and research.

D. County desires to engage Consultant to render such services as set forth in this Agreement, only to the extent that adequate funding for such services is available.

**AGREEMENT**

**1. SCOPE OF SERVICES.**

1.1 General Scope of Services. Consultant promises and agrees to furnish to the County all labor, materials, tools, equipment, services and incidental and customary work necessary to fully and adequately supply the necessary professional (“Services”). The Services are more particularly described in Exhibit “A.”

**2. SCHEDULE OF SERVICES.**

2.1 Schedule of Services. The Services of Consultant are to commence upon execution of this Agreement by the County and shall be undertaken and completed in a prompt and timely manner, pursuant to the schedule outlined in the Scope of Work, more particularly described in Exhibit “A.” The term of this contract is July 1<sup>st</sup>, 2019 to June 30, 2020 and shall be automatically renewed year Fiscal Year for up to three (3) consecutive years. If either party wishes to not automatically renew the contract, notification must be provided in writing to the other party sixty (60) days prior to the end of the contract period.

2.2 Extension of Time. Consultant may, for good cause, request extensions of time to perform the Services required hereunder. Such extensions shall be authorized in advance by the County in writing and shall be incorporated in written amendments to this Agreement.

### 3. FEES AND PAYMENTS.

3.1 Compensation. Consultant shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement for actual expenses described in Exhibit A OR at a rate of TWNTY FIVE PERCENT (25%) of the total value of Stage 1 child care provider payments made for the term, whichever is less; for the performance of services under this Agreement. The total compensation for this agreement shall not exceed TWENTY THOUSAND DOLLARS (\$20,000) per year without County's prior written approval.

3.2 Payment of Compensation. Consultant shall submit to County a monthly itemized statement which indicates work completed and hours of Services rendered by Consultant. The statement shall describe the amount of Services and supplies provided since the initial commencement date or since the start of the subsequent billing periods, as appropriate, through the date of the statement. County shall, within forty-five (45) days of receiving such statement, review the statement and pay all approved charges thereon.

3.3 Certification of Funds; Budget and Fiscal Provisions; Termination in the Event of Non-Appropriation. This Agreement is subject to the budget and fiscal provisions of applicable laws, the County Code and rules of the County. Unless otherwise stated in the Agreement, charges will accrue only after execution of the Agreement, and the amount of County's obligation hereunder shall not at any time exceed the amount stated in the Agreement for the purpose and period stated in the Agreement.

This Agreement will terminate without penalty, liability or expense of any kind to County at the end of any fiscal year if funds are not appropriated for the next succeeding fiscal year. If funds are appropriated for a portion of the fiscal year, this Agreement will terminate, without penalty, liability or expense of any kind at the end of the term for which funds are appropriated.

This Agreement will terminate if funds that were previously appropriated for this Agreement are reduced, eliminated, and/or re-allocated by County as a result of mid-year budget reductions.

County has no obligation to make appropriations for this Agreement in lieu of appropriations for new or other agreements. County budget decisions are subject to the discretion of the County Administrative Officer and the Board of Supervisors. Contractor's assumption of risk of possible non-appropriation is part of the consideration for this Agreement

### 4. CHANGES.

4.1 The Parties may, from time to time, request changes in the scope of the Services of Consultant to be performed hereunder. Such changes, including any increase or decrease in the amount of Consultant's compensation and/or changes in the schedule must be authorized in advance by the County in writing. Mutually agreed changes shall be incorporated in written amendments to the Agreement.

## 5. RESPONSIBILITIES OF CONSULTANT.

5.1 Independent Contractor; Control and Payment of Subordinates. Consultant enters into this Agreement as an independent contractor and not as an employee of the County. Consultant shall have no power or authority by this Agreement to bind the County in any respect. Nothing in this Agreement shall be construed to be inconsistent with this relationship or status. All employees, agents, contractors or subcontractors hired or retained by the Consultant are employees, agents, contractors or subcontractors of the Consultant and not of the County. The County shall not be obligated in any way to pay any wage claims or other claims made against Consultant by any such employees, agents, contractors or subcontractors or any other person resulting from performance of this Agreement.

5.2 Conformance to Applicable Requirements. All work prepared by Consultant shall be subject to the approval of County.

5.3 Project Manager. The Consultant shall designate a project manager who at all times shall represent the Consultant before the County on all matters relating to this Agreement. The project manager shall continue in such capacity unless and until he or she is removed at the request of the County, is no longer employed by Consultant or replaced with the written approval of the County which shall not be unreasonably withheld.

5.4 Coordination of Services. Consultant agrees to work closely with County staff in the performance of Services and shall be available to County staff, consultants and other staff at all reasonable times. County agrees to work closely with Consultant's staff in the performance of Services and shall be available to Consultant's staff at all reasonable times.

5.5 Warranty. Consultant agrees and represents that it is qualified to properly provide the Services set forth in Exhibit "A" in a manner which is consistent with the generally accepted standards of Consultant's profession. Consultant further represents and agrees that it will perform said Services in a legally adequate manner in conformance with applicable federal, state and local laws and guidelines.

5.6 Interest in Contract. Consultant covenants that neither it, nor any of its employees, agents, contractors or subcontractors has any interest, nor shall they acquire any interest, direct or indirect, in the subject of the Contract, nor any other interest which would conflict in any manner or degree with the performance of its services hereunder.

Consultant shall make all disclosures required by the County's conflict of interest code in accordance with the category designated by the County, unless the County Administrator or Board of Supervisors determines in writing that Consultant's duties are more limited in scope than is warranted by the category designated by the County Code and that a narrower disclosure category should apply. Consultant also agrees to make disclosure in compliance with the County conflict of interest code if, at any time after the execution of this Agreement, County determines and notifies Consultant in writing that Consultant's duties under this Agreement warrant greater disclosure by Consultant than was originally contemplated. Consultant shall make disclosures in the time, place and manner set forth in the conflict of interest code and as directed by the County.

## 6. INSURANCE.

6.1 Time for Compliance. Consultant shall not commence Services under this Agreement until it has provided evidence satisfactory to the County that it has secured all insurance required under this Section. In addition, Consultant shall not allow any subconsultant to commence work on any subcontract until it has provided evidence satisfactory to the County that the subconsultant has secured all insurance required under this Section.

6.2 Types of Required Coverages. As a condition precedent to the effectiveness of this Agreement for work to be performed hereunder and without limiting the indemnity provisions of the Agreement, the Consultant in partial performance of its obligations under such Agreement, shall procure and maintain in full force and effect during the term of the Agreement, the following policies of insurance:

6.3 Commercial General Liability: Commercial General Liability Insurance which affords coverage at least as broad as Insurance Services Office “occurrence” form CG 0001, with minimum limits of at least \$1,000,000 per occurrence. Defense costs shall be paid in addition to the limits.

The policy shall contain no endorsements or provisions limiting coverage for (1) products and completed operations; (2) contractual liability; (3) third party action over claims; or (4) cross liability exclusion for claims or suits by one insured against another.

6.3.1 Abuse and Sexual Molestation Endorsement for Minors: If the services provided in relation to this Agreement relate in any way to minors, then this policy shall also include an endorsement for abuse and sexual molestation.

6.4 Automobile Liability: Automobile Liability Insurance with coverage at least as broad as Insurance Services Office Form CA 0001 covering “Any Auto” (Symbol 1) with minimum limits of \$500,000 each accident.

6.5 Professional Liability: Professional Liability insurance for errors and omissions with minimum limits of \$1,000,000. Covered Professional Services shall specifically include all work to be performed under the Agreement.

If coverage is written on a claims-made basis, the retroactive date shall precede the effective date of the initial Agreement and continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least three (3) years from termination or expiration of this Agreement.

### 6.6 Endorsements.

The policy or policies of insurance required by Sections 6.3 Commercial General Liability and 6.4 Automobile Liability shall be endorsed to provide the following:

6.6.1.1 Additional Insured: The indemnified parties shall be additional insureds with regard to liability and defense of suits or claims arising out of the performance of the Agreement. Additional Insured Endorsements shall not (1) be restricted to “ongoing operations”; (2) exclude “contractual liability”; (3) restrict

coverage to “sole” liability of Consultant; or (4) contain any other exclusions contrary to the Agreement.

6.6.1.2 Primary Insurance and Non-Contributing Insurance: This insurance shall be primary and any other insurance, deductible or self-insurance maintained by the indemnified parties shall not contribute with this primary insurance.

6.6.1.3 Severability: In the event of one insured, whether named or additional, incurs liability to any other of the insureds, whether named or additional, the policy shall cover the insured against whom claim is or may be made in the same manner as if separate policies had been issued to each insured, except that the limits of insurance shall not be increased thereby.

6.6.1.4 Cancellation: The policy shall not be canceled or the coverage suspended, voided, reduced or allowed to expire until a thirty (30) day prior written notice of cancellation has been served upon the County except ten (10) days prior written notice shall be allowed for non-payment of premium.

6.6.1.5 Duties: Any failure by the named insured to comply with reporting provisions of the policy or breaches or violations of warranties shall not affect coverage provided to the indemnified parties.

6.6.1.6 Applicability: That the coverage provided therein shall apply to the obligations assumed by the Consultant under the indemnity provisions of the Agreement, unless the policy or policies contain a blanket form of contractual liability coverage.

6.6.2 The policy or policies of insurance required by Section 6.5 Professional Liability shall be endorsed, as follows:

6.6.2.1 Waiver of Subrogation: A waiver of subrogation stating that the insurer waives all rights of subrogation against the indemnified parties.

6.6.2.2 Cancellation: The policy shall not be canceled or the coverage suspended, voided, reduced or allowed to expire until a thirty (30) day prior written notice of cancellation has been served upon the County except ten (10) days prior written notice shall be allowed for non-payment of premium.

6.6.3 The policy or policies of insurance required by Section 6.5 Professional Liability, Worker’s Compensation shall be endorsed, as follows:

6.6.3.1 Cancellation: The policy shall not be canceled or the coverage suspended, voided, reduced or allowed to expire until a thirty (30) day prior written notice of cancellation has been served upon the County except ten (10) days prior written notice shall be allowed for non-payment of premium.

6.7 Deductible. Any deductible or self-insured retention must be approved in writing by the County and shall protect the indemnified parties in the same manner and to the same



extent as they would have been protected had the policy or policies not contained a deductible or self-insured retention.

6.8 Evidence of Insurance. The Consultant, concurrently with the execution of the Agreement, and as a condition precedent to the effectiveness thereof, shall deliver either certified copies of the required policies or original certificates and endorsements on forms approved by the County. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. At least fifteen (15) days prior to the expiration of any such policy, evidence of insurance showing that such insurance coverage has been renewed or extended shall be filed with the County. If such coverage is cancelled or reduced, Consultant shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, file with the County evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies.

6.9 Failure to Maintain Coverage. Consultant agrees to suspend and cease all operations hereunder during such period of time if the required insurance coverage is not in effect and evidence of insurance has not been furnished to the County. The County shall have the right to withhold any payment due Consultant until Consultant has fully complied with the insurance provisions of this Agreement.

In the event that the Consultant's operations are suspended for failure to maintain required insurance coverage, the Consultant shall not be entitled to an extension of time for completion of the Work because of production lost during suspension.

6.10 Acceptability of Insurers. Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and authorized to do business in the State of California or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.

6.11 Insurance for Subconsultants. All subconsultants shall be included as additional insureds under the Consultant's policies or the Consultant shall be responsible for causing subconsultants to purchase the appropriate insurance in compliance with the terms of this Agreement, including adding the County as an Additional Insured to the subconsultant's policies.

## **7. OWNERSHIP OF MATERIALS AND CONFIDENTIALITY.**

7.1 Documents & Data; Licensing of Intellectual Property. This Agreement creates a non-exclusive and perpetual license for County to copy, use, modify, reuse or sublicense any and all copyrights, designs and other intellectual property embodied in plans, specifications, studies, drawings, estimates and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings or data magnetically or otherwise recorded on computer diskettes, which are prepared or caused to be prepared by Consultant under this Agreement ("Documents & Data").

Consultant shall require all subconsultants to agree in writing that County is granted a non-exclusive and perpetual license for any Documents & Data the subconsultant prepares under this Agreement. Consultant represents and warrants that Consultant has the legal

right to license any and all Documents & Data. Consultant makes no such representation and warranty in regard to Documents & Data which were prepared by design professionals other than Consultant or provided to Consultant by the County.

County shall not be limited in any way in its use or modification of the Documents and Data at any time, provided that any such use or modification not within the purposes intended by this Agreement shall be at County's sole risk.

7.2 Confidentiality. All Documents & Data are confidential and Consultant agrees that they shall not be made available to any individual or organization without the prior written approval of the County, except by court order.

## 8. ACCOUNTING RECORDS.

8.1 Maintenance and Inspection. Consultant shall maintain and make available for inspection by the County and its auditor's accurate records of all its costs, disbursements and receipts with respect to any work under this Agreement. Such inspections may be made during regular office hours at any time until one (1) year after the final payments under this Agreement are made to the Consultant.

## 9. SUBCONTRACTING.

9.1 Prior Approval Required. Consultant shall not subcontract any portion of the work required by this Agreement, except as expressly stated herein, without prior written approval of County. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement.

## 10. TERMINATION OF AGREEMENT.

10.1 Grounds for Termination. County may, by written notice to Consultant, terminate all or any part of this Agreement at any time and without cause by giving written notice to Consultant of such termination, and specifying the effective date thereof, at least seven (7) days before the effective date of such termination. Upon termination, Consultant shall be compensated only for those Services which have been adequately rendered to County, and Consultant shall be entitled to no further compensation. Consultant may not terminate this Agreement except for cause.

10.2 Effect of Termination. If this Agreement is terminated as provided herein, County may require Consultant to provide all finished or unfinished Documents and Data and other information of any kind prepared by Consultant in connection with the performance of Services under this Agreement. Consultant shall be required to provide such document and other information within fifteen (15) days of the request.

10.3 Additional Services. In the event this Agreement is terminated in whole or in part as provided herein, County may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.

## 11. GENERAL PROVISIONS.

11.1 Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective parties at the following address or at such other address as the respective parties may provide in writing for this purpose:

County:

County of Alpine  
99 Water Street  
Markleeville, California 96120  
Attn: County Clerk

Consultant:

Mahannah Continuing Development Incorporated  
DBA Choices for Children  
4340 Stevens Creek Blvd.; Suite 260  
San Jose, California 95129

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

11.2 Indemnification. Consultant shall defend, indemnify and hold the County, its elected officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury, in law or equity, to property or persons, including wrongful death, in any manner arising out of or incident to any alleged acts, omissions, negligence or willful misconduct of Consultant, its officials, officers, employees, agents, subcontractors and subconsultants arising out of or in connection with the performance of the Services or this Agreement, including without limitation the payment of all consequential damages and attorneys' fees and other related costs and expenses except such loss or damage which was caused by the active negligence, sole negligence or willful misconduct of the County.

Consultant shall defend, at Consultant's own cost, expense and risk, any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against the County, its directors, officials, officers, employees, agents or volunteers. Consultant shall pay and satisfy any judgment, award or decree that may be rendered against County or its elected officials, officers, employees, agents or volunteers, in any such suit, action or other legal proceeding. Consultant shall reimburse County and its elected officials, officers, employees, agents and/or volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided.

Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the County, its elected officials, officers, employees, agents or volunteers.

11.3 Laws and Regulations. Consultant shall keep itself fully informed of and in compliance with all local, state and federal laws, rules, regulations and ordinances in any manner affecting the performance of the Services, including without limitation County business license requirements and all Cal/OSHA requirements, and shall give all notices required by law. Consultant shall be liable for all violations of such laws and regulations in connection with Services. If the Consultant performs any work knowing it to be contrary to such laws, rules and regulations and without giving written notice to the County, Consultant shall be solely responsible for all costs arising therefrom. Consultant shall defend, indemnify and hold County, its elected officials, officers, employees, volunteers and agents free and harmless, pursuant to the indemnification provisions of this Agreement, from any claim or liability arising out of any failure or alleged failure to comply with such laws, rules or regulations.

11.4 Prohibited Interests. Consultant covenants that neither it, nor any of its employees, agents, contractors or subcontractors has any interest, nor shall they acquire any interest, direct or indirect, in the subject of the Agreement, nor any other interest which would conflict in any manner or degree with the performance of the Services hereunder.

11.5 Prevailing Wages. Consultant is aware of the requirements of California Labor Code section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, section 16000, et seq., (“Prevailing Wage Laws”), which require the payment of prevailing wage rates and the performance of other requirements on “public works” and “maintenance” projects. If the Services are subject to the Prevailing Wage Laws, Consultant agrees to fully comply with such Prevailing Wage Laws.

11.6 Equal Opportunity Employment. Consultant shall not engage in unlawful employment discrimination. Such unlawful employment discrimination includes, but is not limited to, employment discrimination based upon a person’s race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, gender, citizenship or sexual orientation.

11.7 Labor Certification. By its signature hereunder, Consultant certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Worker’s Compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Services.

11.8 Attorneys’ Fees. If either party commences an action against the other party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing party in such litigation shall be entitled to reasonable attorneys’ fees and all other costs of such action.

11.9 Assignment or Transfer. Consultant shall not assign or transfer any interest in this Agreement whether by assignment or novation, without the prior written consent of the County, which will not be unreasonably withheld. Provided, however, that claims for money due or to become due Consultant from the County under this Agreement may be assigned to a financial institution or to a trustee in bankruptcy, without such approval. Notice of any assignment or transfer, whether voluntary or involuntary, shall be furnished promptly to the County.

11.10 Successors and Assigns. This Agreement shall be binding on the successors and assigns of the Parties.

11.11 Amendment; Modification. No supplement, modification or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.

11.12 Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel or otherwise.

11.13 Entire Agreement. This Agreement constitutes the entire agreement between the Parties relative to the Services specified herein. There are no understandings, agreements, conditions, representations, warranties or promises with respect to this Agreement, except those contained in or referred to in the writing.

11.14 Governing Law. This Agreement shall be governed by the laws of the State of California. Venue shall be in Alpine County.

11.15 Time of Essence. Time is of the essence for each and every provision of this Agreement.

11.16 Interpretation. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party.

11.17 No Third Party Beneficiaries. There are no intended third party beneficiaries of any right or obligation assumed by the Parties.

11.18 Authority to Enter Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right and authority to make this Agreement and bind each respective Party.

11.19 Invalidity; Severability. If any portion of this Agreement is declared invalid, illegal or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

11.20 Counterparts. This Agreement may be signed in counterparts, each of which shall constitute an original.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

**COUNTY OF ALPINE**

**MAHANNAH CONTINUING  
DEVELOPMENT, INC**

**dba CHOICES FOR CHILDREN**

By: \_\_\_\_\_  
Nichole Williamson  
County Administrative Officer

By: \_\_\_\_\_  
Tina Barna, Executive Director

*Approved as to Form:*

By: \_\_\_\_\_  
Margaret Long, County Counsel

Attachment: Choices for Children Stage 1 Child Care for CalWORKS FY 19-20 (Request approval to dispense with public bidding for Stage 1





# AGENDA TRANSMITTAL



**TO:** Board of Supervisors

**FROM:** Brian Peters, Community Development Director

**DATE OF MEETING:** August 6, 2019

**PREPARED BY:** Brian Peters, Community Development Director

**TITLE:** Request approval of plans and specifications, and authorization to begin the bidding process for contract snow removal services in Bear Valley

**SUMMARY:** The County contracts for snow removal services in Bear Valley for the County roads that remain open in the winter and the County-owned parking lots. The most current contract with Clay Eastman Snow Removal LLC expired on June 30, 2019. This type of service is now considered a public work and is therefore subject to the applicable regulatory requirements for public works, including requirements for paying prevailing wage and contractor registration with the California Department of Industrial Relations. Additionally, Alpine County Code Section 2.18 requirements for soliciting bids for public works projects now apply. As such, Board approval of the plans and specifications for the work, and authorization to solicit bids is required before the Community Development Department can proceed with the bidding process. This will be a formal bid pursuant to Alpine County Code Section 2.18.080.

**RECOMMENDED ACTION:** Approve the plans and specifications, and authorization to begin the bidding process for contract snow removal services in Bear Valley.

**ISSUE STATEMENT AND DISCUSSION:** The minimum specifications for the work are attached. The staff is proposing that the contract be structured in two periods: an initial 3-year period with an option by the parties to extend the contract for an additional 5 years, for a total possible contract period of 8 years. The contract will include an annual cost adjustment for equipment use which shall be based upon the most applicable consumer price index for the region. Bonding and insurance requirements will be specified in the contract that will be included in the bid solicitation.

Following the bidding process, the Board of Supervisors will be requested to approve a contract with the successful bidder. It is expected that the contract approval will occur at either the September 17 or October 1 Board meeting.

**FISCAL IMPACT:**

1) Budgeted Current Fiscal Year	<input type="checkbox"/>	(Not
2) Total Anticipated Cost Current Year	<i>Applicable)</i>	
	<u>\$0.00</u>	
3) Total Anticipated Cost Annual Year	<u>\$0.00</u>	

**SOURCE**

<input type="checkbox"/>	Unanticipated	<u>\$0.00</u>
<input type="checkbox"/>	Revenue From	<u>\$0.00</u>
	Contingency	<u>\$0.00</u>
	Other:	

**FUNDING SOURCE:** Funding for County snow removal in Bear Valley is split between the Road Fund (Budget 220) = 40%, and the County Service Area #1 Fund = 60%.

**INSTRUCTIONS TO CLERK:** Copy to Community Development

# AGENDA TRANSMITTAL



**TO:** Board of Supervisors

**FROM:** Teola Tremayne, County Clerk

**DATE OF MEETING:** August 6, 2019

**PREPARED BY:** Teola Tremayne, County Clerk

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**TITLE:** Request adoption of a resolution to approve the revised Bear Valley Water District Bylaws.

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**SUMMARY:** The Bear Valley Water District Bylaws may be amended by four-fifths vote of the Board of Directors with the approval of the Alpine County Board of Supervisors. The last revision of the Bear Valley Water District Bylaws was adopted by the Bear Valley Water District on 09/20/2010.

The County Clerk's Office received a request on 07/23/2019 from the Bear Valley Water District to approve the revised bylaws.

Bear Valley Water District approved the proposed revisions to the Bylaws at their 07/22/2019 meeting. The Bear Valley Water District approved and requested that the attached proposed bylaws be submitted to the Board of Supervisors for adoption.

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**RECOMMENDED ACTION:** Adoption of resolution to approve the revised Bear Valley Water District Bylaws.

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**ISSUE STATEMENT AND DISCUSSION:** None

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**FISCAL IMPACT:**

- 1) Budgeted Current Fiscal Year
- 2) Total Anticipated Cost Current Year
- 3) Total Anticipated Cost Annual Year

(Not Applicable)  
\$0.00  
\$0.00  
\$0.00

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**SOURCE**

Unanticipated \$0.00  
 Revenue From \$0.00  
 Contingency \$0.00  
 Other:

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**FUNDING SOURCE:** n/a

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**INSTRUCTIONS TO CLERK:** County Clerk, Bear Valley Water District Judi Silber  
 <Judi.Silber@bvwd.ca.gov>

ID 3224

**RESOLUTION NO.**

**RESOLUTION OF THE BOARD OF SUPERVISORS,  
COUNTY OF ALPINE, STATE OF CALIFORNIA  
APPROVING THE REVISED BEAR VALLEY WATER DISTRICT BYLAWS**

**WHEREAS**, the Bear Valley Water District was created by Resolution No. 68-39, and

**WHEREAS**, on August 5, 1968, the Board of Directors of the Bear Valley Water District adopted Bylaws of the District pursuant to Section 35302 of the Water Code; and

**WHEREAS**, the last revision to the Bear Valley Water District Bylaws was adopted by the Board of Directors in 2010, and

**WHEREAS**, amendments to said Bylaws were duly and regularly passed and adopted by the Board of Directors of the Bear Valley Water District at a meeting held on the 22<sup>nd</sup> day of July, 2019, and

**WHEREAS**, said amended Bylaws require further amending to be consistent with the various amendments to the California Water District Law; and

**WHEREAS**, the Bear Valley Water District requests that the Board of Supervisors adopt the revised Bear Valley Water District Bylaws submitted as Attachment "A".

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David Griffith, Chair  
Board of Supervisors, County of  
Alpine, State of California

**ATTEST:**

**APPROVED AS TO FORM:**

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Teola L. Tremayne, County Clerk  
& Ex Officio Clerk to the  
Board of Supervisors

---

Margaret Long, County Counsel

**BYLAWS  
OF THE  
BEAR VALLEY WATER DISTRICT**

Attachment: Bear Valley Water District Bylaws ATTACHMENT A (Bear Valley Water District Bylaws)

Adopted July \_\_, 2019

## ARTICLE I GENERAL

### Section 1. Name.

This water sanitary district shall be known as the BEAR VALLEY WATER DISTRICT (BVWD or District).

### Section 2. District Office.

The District Office shall be at 441 Creekside Drive, Bear Valley, California 95223 or as established by Resolution and may be changed from time to time by Resolution.

## ARTICLE II PURPOSE

The purpose of the BVWD is to provide services to the residents of Bear Valley consistent with the Division 13 of the California Water Code.

## ARTICLE III BOARD OF DIRECTORS

### Section 1. Number.

The governing body of BVWD shall consist of five (5) elected Directors, each of whom shall serve a term of four (4) years. Such terms of office to be established on a staggered basis. During elections every two (2) years, either two (2) or three (3) Directors are elected for the next four (4) years.

### Section 2. Qualifications.

In accordance with Water Code section 34700, each Director shall be one of the following:

- (a) A holder of title to land within the BVWD.
- (b) The legal representative of a holder of title to land within BVWD in accordance with Water Code section 34030.
- (c) A representative designated by a holder of title to land within BVWD, if the holder has filed with BVWD written evidence of that designation.

**Section 3. Responsibility.**

The Board of Directors shall govern the BVWD and establish policies for the operation of the District. The Directors shall carry out their duties as set forth in law, these bylaws, and other policies of BVWD honestly and faithfully.

**Section 4. Compensation.**

Members of the Board of Directors shall receive compensation for each day's attendance at meeting of the Board or for each day's service rendered as a director by request of the Board in an amount established by resolution of the Board of Directions, but in no case may the amount exceed the amount set forth in Water Code section 34741. Nor shall the total compensation to any Director exceed the total of six days in any calendar month, together with any expenses authorized by the Board. Compensation for all other officers who are not members of the Board of Directors shall be established by the Board.

**Section 5. Vacancies.**

Vacancies on the Board shall be filled in accordance with Government Code Section 1780.

**Section 6. Resignation.**

A director may resign at any time by giving written notice to the Board, to the President, or to the Secretary of the Board. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

## ARTICLE IV OFFICERS

**Section 1. Elected Officers.**

The elected officers shall be chosen by the Board from among the five (5) members of the Board and shall consist of a President and a Vice-President.

**Section 2. Terms of Elected Officer.**

Elected Officers of the Board shall be elected by the Board at its first meeting in a new calendar year and shall serve for one (1) year, said term to commence upon election. All elected officers shall be eligible to serve successive terms. Officers shall continue to serve in their capacity as an officer until their successor is elected.

**Section 3. Duties of Elected Officers.**

**A. President.**

1. Shall preside at all meetings of the board and such other meetings approved by the Board, and have the authority to call for short recesses during meetings unless a majority of the Directors by vote oppose a recess.
2. Shall serve as official spokesperson for the Board.
3. Shall appoint such committees and other working groups as prescribed by the Board.
4. Shall designate Directors or others to represent the Board at various meetings, hearings, and conferences.
5. Shall perform such other duties as necessary to carry out the work of the Board.
6. Shall perform such duties as prescribed by law.

**B. Vice-President.**

1. Shall serve in the absence of the President.

**ARTICLE V  
APPOINTED OFFICERS**

**Section 1. Appointed Officers.**

- A. The appointed officers of the District shall be a General Manager and a Secretary who may be the same person, but none of whom shall be a Director. The duties of the appointed officers shall be as specified in law, and as directed by the Board. The Board may also appoint a Treasurer in accordance with.
- B. Pursuant to Water Code Section 34711, the District Board of Directors may appoint a District Treasurer, who shall be responsible for the deposit and withdrawal of funds of the District.
- C. The Board may appoint such other officers as it deems necessary.

**Section 2. General Manager Duties.**

The General Manager is employed by the board to run the day-to-day business of the BVWD.

Duties of the General Manager (Manager) include, but are not limited to:



- A. Appraise and evaluate the effects of the Board policies and the manner of their execution, and the efficiency of BVWD personnel in terms of services rendered to the people of the District.
- B. Provide leadership to staff in identifying district needs, establishing priorities and determining the objectives, which will achieve the established goals of the District.
- C. Encourage and assist staff in the performance of their duties and encourage their professional growth.
- D. Ensure evaluation of personnel under his/her direction.
- E. Provide financial oversight of the District and Alpine County pursuant to funds on deposit at that agency.
- F. Lead the District management team in the preparation of an annual budget, control of expenditures, inventory control, program planning, changing priorities and public relations.
- G. Perform the function of the District's Public Information Officer.
- H. Dispatch the contractor hired for operations on all wastewater problems in BVWD that require fieldwork. The Manager will respond only if the situation is too complicated for the contractor hired for operations to handle.
- I. Keep the Board informed of all communications affecting the District.
- J. Establish regular office hours and ensure that there is at least one person in the office during those hours.
- K. Such other duties as may from time to time be assigned by the Board.

**Section 3. Secretary Duties.**

- A. The Secretary shall attend Board meetings and prepare the minutes of the Board meetings which shall record the aye and no votes taken by the members of the Board for the passage of all ordinances, resolutions, or motions.
- B. The Secretary shall prepare the agenda for the Board meetings, post agendas, public notices and proposed action documents as required by the Board and government regulations.
- C. The Secretary shall keep a record of all Board actions, including financial transactions.
- D. The Secretary is responsible for keeping the Ordinances and all changes.
- E. The Secretary shall maintain and file with the County Clerk and the Secretary of State the filings required under Government Code section 53050 for the Roster of

Public Agencies.

**Section 4. Treasurer Duties.**

- A. If a Treasurer is appointed by the Board of Directors, they shall serve at the pleasure of the Board and be responsible for those responsibilities set forth in Water Code section 34711 and any other as determined by the Board.

**ARTICLE VI  
MEETINGS**

**Section 1. Regular and Special Meetings.**

- A. The Board shall hold a regular meeting on dates and times as established by the Board from time to time by resolution. All regular meeting shall be held at the District Office. Such meetings may be altered as to date, time and place, as provided for in a Resolution adopted by the Board.
- B. Special meetings may be called by the President or by a majority of Directors.
- C. All meetings shall be conducted in accordance with the Ralph M. Brown Act.
- D. All motions made at Board meetings shall require a second to the motion prior to the Directors voting.
- E. Directors may attend any regular and special meeting telephonically as provided in the Ralph M. Brown Act.

**Section 2. Quorum.**

The Board shall be empowered to conduct the business of the District whenever there is a quorum of Directors at a properly noticed meeting. Three Directors shall constitute a Quorum.

**Section 3. Voting.**

- A. The vote of a majority of the Directors present at any meeting attended by a Quorum shall be necessary to pass any motion, adopt any resolution, or make any determination.
- B. Voting shall be by voice, show of hands, or roll call vote.
- C. Should a Director vote "Abstain" on a motion, the vote shall be considered a non-vote and not counted as an affirmative or negative vote.

**Section 4. Notice of Regular and Special Meetings.**

- A. Notices of all regular and special meetings shall be pursuant to the Ralph M. Brown Act.
- B. Notices of regular and special meetings. In the case of special meetings, the notice, written or by telephone, shall specify the specific nature of the business to be transacted.

**ARTICLE VII  
ELECTIONS**

**Section 1. Procedure of Voting.**

All District elections shall be conducted in accordance with the procedures set forth in Water Code Section 35100 et. seq.

**Section 2. Manner of Voting.**

The manner of voting in all District elections shall be as set forth in Water Code section 35003.

**Section 3. Voting in Person or by Proxy.**

Every eligible voter may vote either in person or proxy in accordance with Water Code sections 35004-35006.

**ARTICLE VIII  
PARLIAMENTARY AUTHORITY**

Rosenberg's Rules of Order, current edition and all future editions or such other authority as may be subsequently adopted by resolution of the Board is to apply to all questions of procedure and parliamentary law not specified in these Bylaws or otherwise by law.

**ARTICLE IX  
PENALTIES**

The penalty for any single violation of these bylaws shall not exceed two hundred dollars (\$200.00).

**ARTICLE X  
AMENDMENTS**

The Bylaws may be repealed or amended, or new Bylaws by either of the following methods:

(a) By four-fifths (4/5ths) vote of the total number of Directors as set forth in Article 3 Section 1 of these bylaws and approval of the Board of Supervisors of Alpine County, or

(b) By two-thirds (2/3rds) vote of the total vote of the District in writing or cast by ballot at a District election.





**bear valley**  
**WATER DISTRICT**  
 PO Box 5027, Bear Valley CA 95223

**JAMES D. BISSELL**  
**STEFANIYA BECKING**  
**GUNNAR THORDARSON**  
**JOHN BOYLE**  
**KEN BROWN**

**MINUTE ORDER 2019-07**

**BEAR VALLEY WATER DISTRICT**  
**COUNTY OF ALPINE**

TO: Teola Tremayne, County Clerk

FROM: Bear Valley Water District Board of Directors

RE: Action of July 22, 2019 Item 3. Review Draft Revised By-Laws – Discussion and Possible Action Item

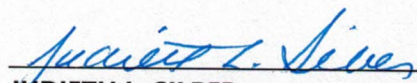
Request approval of the revised by-laws drafted by Legal Counsel Dan Schroder. The Board of Directors will be effectively asking the Alpine County Board of Supervisors to put the item on their calendar for approval per Water Code section 35302. All sections required by the Water Code are included in this draft copy of the revised by-laws. Once the Alpine County Board of Supervisors approves them, then the Board of the BVWD adopt the bylaws in a resolution.

Legal Counsel, Dan Schroeder reviewed the District’s bylaws that were approved and adopted by the District Board of Directors on August 10, 2010 as well as approved by the Alpine County Board of Supervisors on September 7, 2010. Following the review, Legal Counsel advised the District at its May 20, 2019 regular meeting that many sections of the 2010 bylaws were unnecessarily detailed, overly complicated and potentially created exposure to staff as well as its Trustees based on a myriad of sections as they had been prepared in this document. At the May meeting the Board of Directors acknowledged these deficiencies and directed Legal Counsel to prepare a draft revision of the bylaws intended to streamline them in accordance with Water Code 34700 for review by the Board at its next regular meeting

At the regular board meeting of the **Bear Valley Water District** on July 22<sup>nd</sup>, 2019, Legal Counsel, Dan Schroeder addressed the board via teleconference. The new by-laws give the District maximum flexibility, to enable growth and change without having to go through this laborious process again. Counsel recommended that the Board of Director approve the revised by-laws and send them to the Alpine County Board of Supervisors for approval. Once the county approves them, the Board of BVWD adopts the bylaws in a resolution.

**MOTION BOYLE / SECOND BECKING to approve the revised by-laws and to send them to the Alpine County Board of Supervisors for approval.**  
**ALL AYES: MOTION CARRIED**

DATED: July 22, 2019

  
 \_\_\_\_\_  
**JUDIETH L. SILBER**  
**SECRETARY BEAR VALLEY WATER DISTRICT**

Attachment: Minute Order 2019-07 (Bear Valley Water District Bylaws)

# AGENDA TRANSMITTAL



**TO:** Board of Supervisors

**FROM:** Teola Tremayne, County Clerk

**DATE OF MEETING:** August 6, 2019

**PREPARED BY:** Teola Tremayne, County Clerk

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**TITLE:** Public Hearing - Appeal of the Planning commission decision denying the application for a hardship variance to construct overhead utilities to serve 50 Pinon (Case File 2019-02).

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**SUMMARY:**

On March 28, 2019, after a duly noticed public hearing, the Planning Commission denied an application for a hardship variance to construct overhead utilities to serve 50 Pinon (Case File 2019-02).

The Planning Commission met again on June 27, 2019 to adopt Findings of Fact.

Attached for the Board's review are the following documents:

1. Planning Commission Letter of Decision.
2. Appellant's appeal letter.

Board Options:

1. Uphold the decision of the Planning Commission.
2. Reverse the decision of the Planning Commission.
3. Continue consideration of the appeal pending consideration of additional information that the Board deems necessary to make a decision.

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**RECOMMENDED ACTION:** Decision on the appeal.

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**ISSUE STATEMENT AND DISCUSSION:**

**FISCAL IMPACT:**

	<input type="checkbox"/> (Not Applicable)
1) Budgeted Current Fiscal Year	
2) Total Anticipated Cost Current Year	<u>\$0.00</u>
3) Total Anticipated Cost Annual Year	<u>\$0.00</u>

**SOURCE**

<input type="checkbox"/> Unanticipated	<u>\$0.00</u>
<input type="checkbox"/> Revenue From Contingency	<u>\$0.00</u>
Other:	

**FUNDING SOURCE:**

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**INSTRUCTIONS TO CLERK:**

Clerk and Community Development

JUL - 2 2019

Alpine County Board of Supervisors.  
Dear Sirs;

July 2, 2019

ALPINE COUNTY CLE

I am requesting a variance to the Underground Power Ordinance for 50 Pinon Road in Markleeville. My house plans are for an 800 square foot modestly priced single family home. Variance would allow about 70 feet of overhead line across County road and main Water Company line to edge of lot, then underground to house.

A variance is possible if;

- 1. Lot existed before ordinance was adopted. This lot did exist before ordinance.
- 2. The underground power requirement would cause unreasonable hardship compared to neighbors.

To supply underground power to 50 Pinon would require trenching thru County paved road and across Water Company main line. This is technically challenging and likely in excess of \$10,000 cost.

Pleasant Valley has 81 homes, 63 with overhead power. Of the 63 overhead power 29 have lines across County road. 18 homes have underground power with all but one coming from a power pole on the same side of the road. Just to get to 50 Pinon one crosses under power lines 21 times. The proposed power would come from the same primary pole the neighbor uses to cross road.

Numerous variances have been issued in the past. I received a variance in 2008 for 400 Timber Land to prevent trenching County road.

My planned house is of small size in a modest neighborhood served by overhead power. My intent is to keep costs low in an area in need of affordable housing. To require underground power creates an unreasonable hardship in a neighborhood where virtually no one else has underground power across a road and water line.

Please do grant this variance

Thank you, Nick Hartzell, P.O. Box 4, Markleeville

Attachment: Harzel Appeal Letter 07-02-2019 (10:00am Planning Appeal - Hartzell)





**COUNTY OF ALPINE**  
**Community Development**

Brian Peters, Director

March 29, 2019

Nick Hartzell  
 PO Box 4  
 Markleeville, CA 96120

Dear Nick,

On March 28, 2019 the Planning Commission denied the application for a hardship variance to construct overhead utilities to serve 50 Pinon (Case File 2019-02). County Code 13.20.090, the process to appeal decisions of the Planning Commission is described below.

**13.20.090 Hardship variance—Appeal and fee.**

Appeal from any such finding or action by the planning commission may be made in writing to the board of supervisors within ten days from the date of the commission's action. A filing fee of twenty-five dollars shall be required. (Ord. 403 § 5.4, 1981)

Appeals are required to be made in writing to the Alpine County Clerk.

Best regards,

Zach Wood

Planner III

Cc:

Nick Hartzell via email  
 County Clerk via email

Attachment: 20190329 50 Pinon Denial (10:00am Planning Appeal - Hartzell)

**STAFF REPORT**

March 28, 2019

**TO:** Planning Commission**FROM:** Planning Department**DATE:** March 25, 2019

**SUBJECT: 50 Pinon Overhead Utility Variance** – Requested hardship variance to allow construction of above ground utilities to serve new single family dwelling construction to be located at 50 Pinon in Markleeville, Ca., (APN 002-382-003). The requested variance would allow approximately 70 linear feet of above ground utilities across Pinon road. Planning Case #2019-2. Applicant: Nick Hartzell.

**RECOMMENDATION**

Approval

**SITUATION**A. Applicant

Nick Hartzell  
P.O. Box 4  
Markleeville, CA 96120

B. Background

Location: 50 Pinon  
Markleeville, CA, 96120  
General Plan Designation: Residential Medium density (RM)  
Zoning: Residential Neighborhood (RN)  
Environmental Processing: Categorical Exemption  
Previous Processing: None

C. Project description

The applicant is requesting a hardship variance from the requirement to install new utilities underground per County Code 13.20. The variance would allow the applicant to install overhead power for service to future single family dwelling construction on the property. The proposed utility service would extend to the subject lot from an existing

1

utility pole within the right of way on the south side of Pinon (Attachment 1). Electrical power and telecommunications in the Markleevillage subdivision are installed above ground along road right of ways. Residences in the vicinity are served by a combination of overhead and underground service. The subject property is gently sloping to the north, away from Pinon Rd, with mature Jeffery pines and limited understory vegetation. There is an existing overhead power pole 70 feet away, across the street, on the south side of Pinon. The applicant proposes to construct a new pole on the subject property for overhead service to the existing utility pole.

**Photos**



Looking at 50 Pinon to the NW



Existing utility pole



Looking west at existing utility



Looking west to 50 Pinon

Attachment: 20190328\_50PinonVAR\_StaffReport (10:00am Planning Appeal - Hartzell)

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D. Criteria for Decision

Section 13.20.060 of the Alpine County Code includes the following criteria for variances to the requirement to install underground utilities:

- A. Such parcel legally existed on or before the effective date of the ordinance codified in this chapter and is within an area which is developed and served by existing overhead utilities.
- B. The requirement of underground installation would involve unreasonable hardship.

E. Issues & Staff Analysis

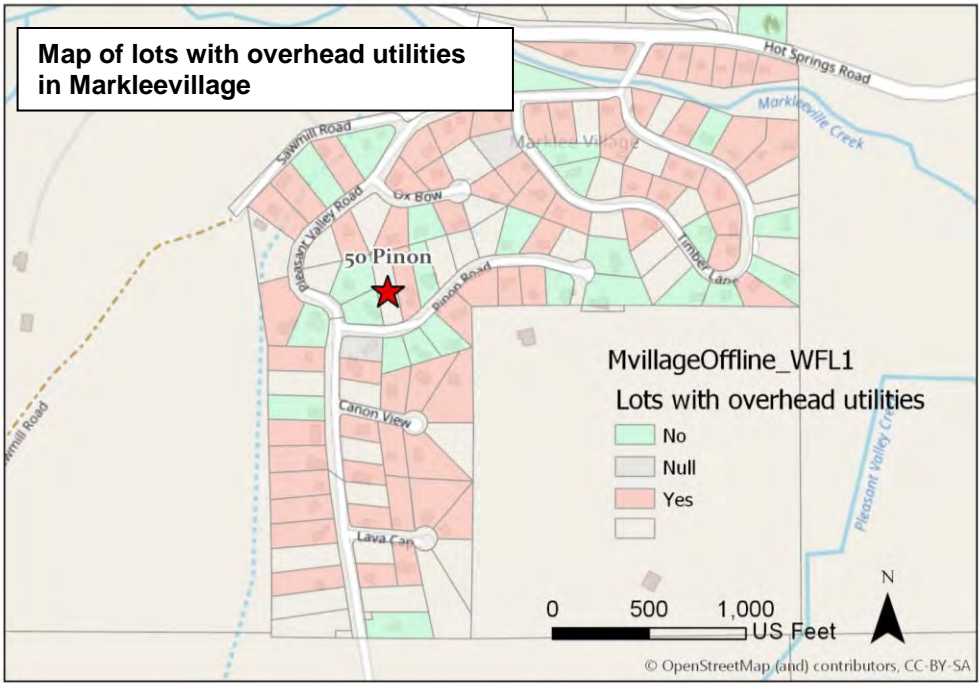
**Date of Lot Establishment:** The final map of the Markleevillage Subdivision was recorded in 1962. The overhead power ordinance was first adopted in 1979 and amended to its current form in 1981. The subject parcel existed prior to the effective date of the ordinance and is in an area which is developed and served by existing overhead utilities. Overhead utilities were established with the construction of the subdivision prior to the effective date of the ordinance.

**Hardship:** The application describes that trenching for utilities will be difficult due to the requirement to trench through Pinon Rd, a County road, and potential conflict with existing underground water lines. The application describes that of the 6 existing residences on Pinon which have underground utilities they all have existing utility poles on the same side of the street. It is staff opinion that this application meets the hardship standard in the ordinance due to the requirement to trenching across Pinon and likely conflict with existing underground water utilities.

**Neighborhood Overhead Utilities:** Staff did a windshield survey of utilities serving residences in the Markleevillage subdivision and found that a majority of the lots were served by above ground power. Many of the properties in the subdivision were developed prior to the enactment of the ordinance in 1981.

There are 66 lots with above ground utilities and 26 lots with underground out of 92 developed lots. Review of approved underground utility hardship variances found that eight variances to install above ground utilities have been granted in the vicinity.





Markleevillage Hardship Variances	
Case File	Address
82-02	170 Timber
85-04	475 Pleasant Valley
85-18	50 Canon View
90-10	230 Pinon
90-12	166 Pleasant Valley
2000-04	50 Lava Cap
2002-28	380 Timber
2008-20	400 Timber

Consistency or harmony with the neighborhood is not a requirement for the underground hardship variance. The existing conditions do support approval of a variance as above ground utility distribution and individual services exist in the neighborhood. The conditions of the property are similar to those eight properties where variances which have been approved.

**ENVIRONMENTAL REVIEW**

The project is categorically exempt from CEQA pursuant to Section 15303(a) the CEQA Guidelines - Class 3, New Construction or Conversion of Small Structures. A notice of exemption is included in Attachment 2.

Attachment: 20190328\_50PinonVAR\_StaffReport (10:00am Planning Appeal - Hartzell)

**RECOMMENDED CONDITIONS**

None

**PUBLIC NOTIFICATION**

Notice of the public hearing was mailed to the owners of adjacent property located within 300 feet. No comments have been received as of the date of this report.

**ALTERNATE ACTIONS**

1. Deny the application with specific findings addressing the criteria for decision listed in this report.
2. Continue the public hearing pending consideration of additional information necessary to make a decision.

**RECOMMENDATION**

1. Approval of the hardship variance with the following findings:
  - a. The subject parcel existed prior to the effective date of the ordinance and is in the Markleevillage subdivision which is developed and served by existing overhead utilities. Overhead utilities were established with the construction of the subdivision prior to the effective date of the ordinance.
  - b. The applicant would be required to trench through Pinon Rd to connect the proposed project with existing utilities. Underground water utilities exist in the Pinon Rd right of way which may conflict with new underground utility construction. The requirement to install unground utilities, trench across Pinon Rd, and the possible conflict with underground water utilities create an unreasonable hardship which justifies granting a variance.
2. Adopt a Notice of Exemption (Attachment 2) for the project in conformance with the requirements of the California Environmental Quality Act (CEQA).

Respectfully submitted,



Zach Wood  
Planner III

Attachments:       1.     Applicant's Materials  
                          2.     Notice of Exemption

## HARTZELL CONSTRUCTION

Nick Hartzell

530•694•2194

CA Lic. # 586451

Email: aileenb36@yahoo.com

P.O. Box

Markleeville, CA 9612

Alpine County Planning Dept.

2/14/19

Dear Sirs;

I am requesting a variance in order to instal overhead electrical service to a new house at 50 Pinon Road in Markleeville.

This parcel existed prior to adoption of underground power ordinance and is therefore allowed overhead service.

Primary hardship is the need to trench across public paved street and a main water line. This would be much more expensive than overhead power, and an "unreasonable hardship".

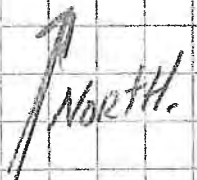
Pinon Road and next street have a total of 18 homes with electrical service. 12 of these have overhead service, 6 are underground. All 6 underground services do not cross County road.

Allowing overhead service here addresses the "exceptional circumstances", "unreasonable hardship", and "preservation of property rights." Overhead power is used in the large majority of cases and thus is not adverse to the health or safety of the neighborhood.

Thank you,

Nick Hartzell

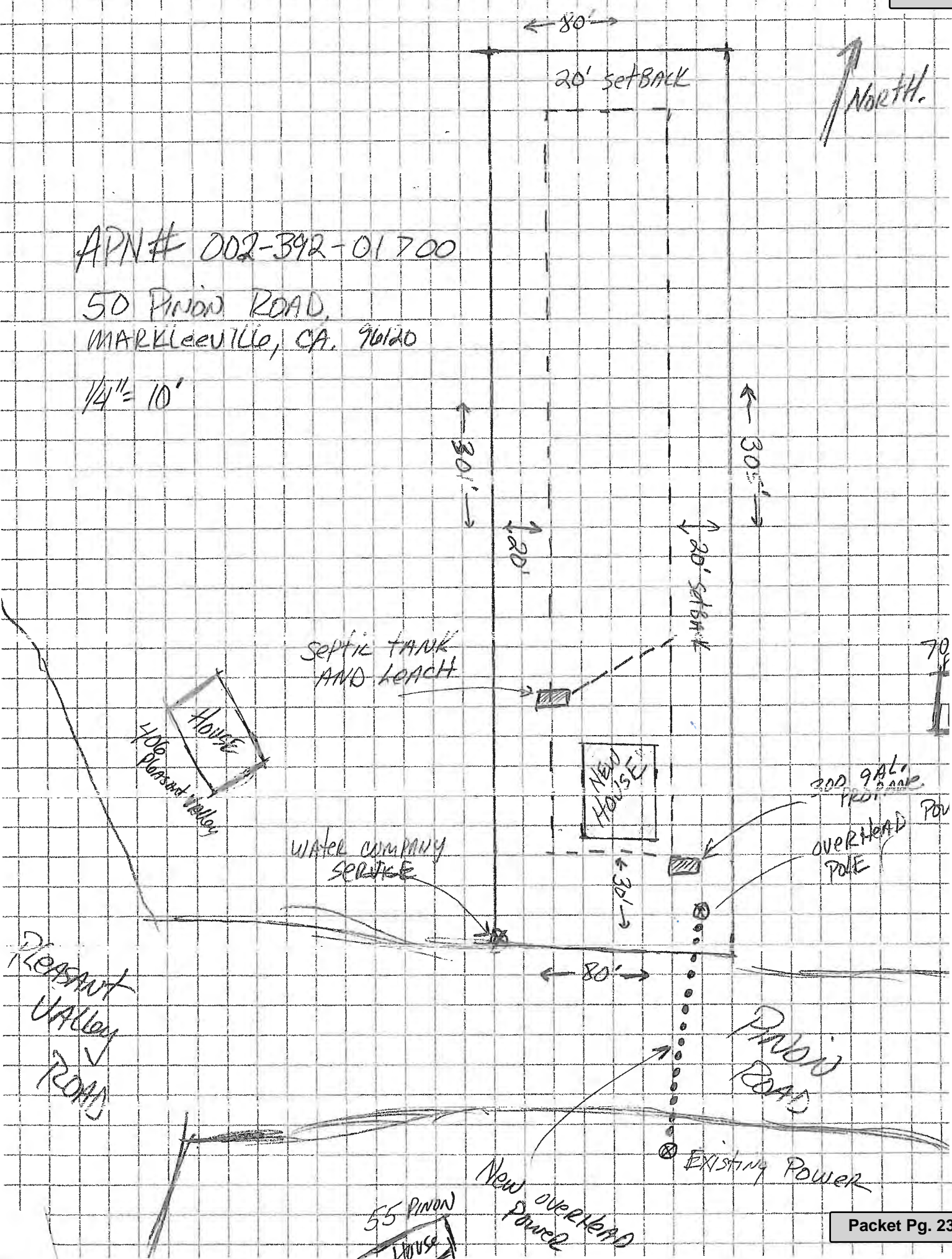




APN# 002-392-01700

50 PINON ROAD,  
MARKLEEVILLE, CA. 96120

1/4" = 10'



Attachment: 20190328\_50PinonVAR\_StaffReport (10:00am Planning Appeal - Hartzell)

Date Posted:  
Date Removed:



**ALPINE COUNTY**  
**Community Development Department**  
50 Diamond Valley Rd, Markleeville, CA 96120  
Tel 530-694-2140 Fax 530-694-2149

**NOTICE OF EXEMPTION**

- 1. APPLICANT: Nick Hartzell
- 2. ADDRESS: PO Box 4 Markleeville, CA 96120
- 3. PHONE NUMBER: 530 694 2140
- 4. LEAD AGENCY: Alpine County, California
- 5. PROJECT TITLE: 50 Pinon Overhead Utility Variance
- 6. DESCRIPTION: Requested hardship variance to allow construction of above ground utilities to serve new single family dwelling construction to be located at 50 Pinon in Markleeville, Ca., (APN 002-382-003). The requested variance would allow approximately 70 linear feet of above ground utilities across Pinon road. Planning Case #2019-2. Applicant: Nick Hartzell.

**ADMINISTRATIVE DETERMINATION:** The Planning Department has completed a preliminary review of this project in accordance with Alpine County adopted guidelines for implementing the California Environmental Quality Act (CEQA) of 1970. Based on that review, the Environmental Administrator finds that the proposed project constitutes a Categorical Exemption. Therefore, the Environmental Administrator has determined that further environmental evaluation is not required because:

[ X] The project is categorically exempt, Class 3, New Construction – Single Family residence (Section 15303(a)).

\_\_\_\_\_  
Date: \_\_\_\_\_  
Brian Peters, Planning Director  
Environmental Coordinator

Attachment: 20190328\_50PinonVAR\_StaffReport (10:00am Planning Appeal - Hartzell)



**PLANNING COMMISSION**  
**COUNTY OF ALPINE, STATE OF CALIFORNIA**  
 Administration Building, Board Chambers  
 99 Water Street, Markleeville, CA 96120

**MINUTES**  
 THURSDAY, June 27, 2019

**1. CALL TO ORDER**

Nick Hartzell called the meeting to order at 5:01 p.m. with Commissioners Kelly, Holdridge and Sweeney present.

Commissioner Aaron Johnson was absent.

A quorum was established.

**2. ORAL COMMUNICATION – GENERAL PUBLIC COMMENT**

Barbara Barton asked that the Commissioner's review the current short term rental ordinances. She said that the current ordinances are too permissive and believes there should be more control over short term rentals.

Barton stated the main reason bringing it to the attention of the Commissioners;

Short term renters may not understand the fire danger vulnerability of the area and place residents in danger.

Increased interest in buying and building vacation rentals instead of residential homes.

South Lake Tahoe passed Measure T, making short term rental ordinances quite restrictive which is causing more interest in Alpine County.

Barton is asking to be put on the next Planning Commission agenda so she can make a fuller presentation on why she think this is important.

**3. MINUTES**

**3.1. Request approval of regular meeting minutes of April 25, 2019 and May 30, 2019 meetings.**

MOTION: Kelly / SECOND: Sweeney approving the regular meeting minutes of April 25, 2019 meeting minutes.

AYES: Kelly, Sweeney, Holdridge, Hartzell  
MOTION CARRIED

MOTION: Holdridge / SECOND: Sweeney approving the regular meeting minutes of May 30, 2019 meeting minutes.

AYES: Kelly, Sweeney, Holdridge, Hartzell  
MOTION CARRIED

#### 4. UNFINISHED BUSINESS

4.1. **50 Pinon Overhead Utility Variance** - Adoption of findings of fact in harmony with the general purposes of County Code 13.20 to support the Planning Commission decision to deny the variance application on March 28, 2019. The application for a variance would allow construction of above ground utilities to serve new single family dwelling construction to be located at 50 Pinon in Markleeville, CA. (APN 002-382-003). The requested variance would allow approximately 70 linear feet of above ground utilities across Pinon road. Planning Case #2019-2. Applicant: Nick Hartzell.

Chair Hartzell recused from the Commission due to conflict of interest.  
Commissioner Holdridge introduced the item.

Motion: Sweeney/ Second Kelly of adopting the recommended findings of the staff memo dating May 24, 2019 regarding 50 Pinon Overhead Utility Variance denials with findings

Finding:

1. The project does not preserve the health, safety and general welfare of the public due to the potential for overhead utilities to cause wildfires.
2. The requirement of underground installation would not involve an unreasonable hardship.

Ayes: Holdridge, Sweeney, Kelly  
Motion Carried 3 ayes

#### 5. NEW BUSINESS

##### 5.1. **2018 Carson River Watershed Regional Floodplain Management Plan and revision of Alpine County Floodplain Ordinance**

Carson Water Sub conservancy District received a FEMA grant funding to revise floodplain ordinance for the jurisdiction in the Carson River watershed. CWSD



prepared a floodplain draft ordinance, asked Commissioners to review the draft ordinance and make a recommendation to adopt new ordinance to the Board of Supervisors.

This item was continued.

## 6. PUBLIC HEARINGS

### 6.1. **295 Crystal Springs Rd Yard Setback Variance (6:00 pm) – Variance request to allow construction of a storage shed structure up to 12 feet of the side property boundary and 16 feet of the rear property boundary located at 295 Crystal Springs Rd (APN 001-090-011). The shed is approximately 192 square feet and located in the northwest portion of the property. Planning Case #2019-09. Applicant: Linda and Gordon Meyer.**

Zach Wood introduced the item. The project is a 12x16 foot storage shed with electrical connections that will require a building permit and zoning plan check prior to permits. This lot is about 7000 Sq. feet, has a boarder with the Carson River and includes Merk creek that crosses the property. The property also has an 800 sq. ft. residence along with a 216 sq. ft. garage, well pump shed and a woodshed.

The public hearing was opened at 6:29 p.m.

Linda Gordon stated that all her immediate neighbors have signed the letter saying that, in their opinion, the shed has no hazard and has no light on the neighborhood and no negative effect on the neighborhood.

This is a storage unit and would have no other use then just storage for off season items.

Patricia Zaben- lives in in the property immediately in front of the Meyers and is here today to stand in support of Linda and Gordon Meyer and their placement of their shed.

Public hearing was closed.

Sweeney stated that in the packet there are pictures that show the dimensions of the cabin and the overhang of the roof and it looks like there is a porch, door and windows but does not show the part of the shed that is facing the river.

Public Hearing was reopened

Commissioner Kelly asked if there is any intention on making this shed into any type of vacation rental.

Linda Meyers responded no, not at all. This shed is just for personal use.

The public hearing was closed.

Motion: Kelly/ Second: Holdridge to approve rear and side setback variance (Case File 2019-09) with findings

Findings:

- a. The size of the property is a special circumstance which justifies the setback variance. The location of existing improvements and natural features are constraints which limit the area available for structures which meet the setback requirement.
- b. Granting the front yard setback variance will result in development and use of land which is in harmony with the general intent and purpose of zoning objectives and will not be materially detrimental to public health, safety or welfare or injurious to property or improvements in the vicinity. There is sufficient distance from the proposed project to adjacent properties and structures.
- c. Granting the front yard setback does not constitute a grant of special privilege inconsistent with property in the vicinity. The variance application is not a grant of special privilege for the Crystal Springs neighborhood where storage sheds are a common accessory use.

And adoption of the Categorical Exemption in compliance with the California Environmental Quality Act (CEQA).

Ayes: Kelly, Holdridge, Hartzell

No; Sweeney

Motion, 3 ayes, 1 no

**6.2. Review and possible recommendation to the Board of Supervisors regarding amendments to the Alpine County Zoning Ordinance (Title 18 of the Alpine County Code) regarding:**

- Section 18.08: Minimum dwelling unit size
- Section 18.56: Markleeville Historic District Combined Zone
- Section 18.68: Manufactured housing in residential zones
- Section 18.69: Junior Accessory Dwelling Units
- Section 18.74: Sign Regulations

Zach Wood introduced each item:

**Section 18.08: Minimum dwelling unit size**

Commissioners recommended for minimum dwelling unit size was to use 400 sq. ft. as a new metric for minimum dwelling unit sizes based on its industry designation for part model trailers and construction under that typically being units

not concenter in the code.

**Section 18.56: Markleeville Historic District Combined Zone**

Commissioners are proposing to allow projects that are less significant to be reviewed faster by staff but to consider review of all the same projects as we did before to reduce the notification period to allow a faster review process for new construction projects and to change the enforcement section. There has been a lot of discussion with the Markleeville Design committee and lot of it has to do with changing the guidelines that are adopted by resolution. We will bring these revisions to the staff once we have the draft completed.

**Section 18.68: Manufactured housing in residential zones**

One of the housing element implementation programs that we will be recommending to the Board of Supervisor is to adopt the ordinance revision allowing manufacture housing in a residential zone.

**Section 18.69: Junior Accessory Dwelling Units**

The modifications the committee is recommending have to do with secondary dwelling units, to include JADU as allowed uses in residential zones.

**Section 18.74: Sign Regulations**

Committee's recommendations are to stay content neutral and create sign requirements for Bear Valley and East Slope and the County would have a unified ordinance.

The public hearing was open at 7.05 p.m.

Gabriel Chavarin-Alpine County Resident

Chavarin asked where staff feels would be appropriate places for housing of these sizes, would they be in all neighborhoods or would they be restricted to certain areas of the county? Also how many units would be allowed on a half-acre lot and what are the allowed uses for the homes.

Chavarin also mentioned that a concern would be the resale value on these types of homes and the neighboring. He stated that he liked the 600 sq. ft. minimum dwelling size for homes especially if 400sqft housing is allowed in all areas, as it seems too small to be in some neighborhoods.

Wood mentioned that the work ongoing with opportunity's with these housing types is a reference back to tiny home on wheels, recreational vehicles and chastity based housing, which though the direction of the commission was to not use an recreational vehicles trailer based units as any type of dwelling that is equivalent to Staff talked about extending camping regulations, as well as looking at zoning requirements, limiting the use of this type of housing in residential zones but we are



still working on these types of ordinance.

If someone has a 400 sq. ft. dwelling unit and that is your minimum to establish primary dwelling use they would have to obtain a Secondary Dwelling Permit. The secondary dwelling unit could not be any larger than 40 % of 400sq. ft. If a larger home is wanted they would have to sub divide, change the zoning or get a special use permit change to multifamily housing. Most properties zoned residential, residential neighborhood. or agriculture are allowed by right in the State of California too have two units on them, a third unit is not allowed by County code or by state law.

The public hearing was closed.

Hartzell recommended adding 30 day or more in Junior Accessory Dwelling Units because if we are going to create housing, we do not need to create more vacation rentals.

Wood recommended adding language to the to the Junior Accessory Dwelling Units ordinance 18.69.040 E. Standards at the end of section one, as well add to Section F. Deed Restriction Requirement to read, "The JADU will not be rented on a short term rental basis less than 30 days".

Motion: Holdridge/ Second Hartzell to approve these 5 proposed recommended ordinances to the Board of Supervisors for processing with the recommended findings:

#### **Minimum dwelling unit size**

1. Adoption of the amendment to the zoning ordinance to reduce the minimum size of a single- family dwelling unit with the following findings:
  - a. The proposed amendment is in conformance with the Alpine County General Plan. The amendment is consistent with General Plan policies and programs:
    - i. Policy No. 25.5a. The reduced minimum dwelling unit size will not have a significant adverse effect upon existing community character. Zones which allow single family dwellings have a variety of housing sizes including existing legal non-conforming dwellings and secondary dwelling units of less than 600 square feet.
    - ii. Housing Element Implementation Program 33i. The elimination of a minimum dimension of 20 feet will allow more manufactured housing as use by right without requiring a variance from the dimension standard.
  - b. The proposed modifications are in harmony with the zoning ordinance and other applicable County ordinances.

- i. The reduced dwelling unit size would allow the construction of more affordable secondary dwelling units where property owners who build both a primary and secondary dwelling unit, but in reverse order.
- c. The proposed amendment would promote and protect the public health, safety, morals, comfort, convenience, and general welfare.
  - i. California Building Code Standards apply to the construction of new dwelling units. The building code has minimum standards for structure dimensions to ensure occupant safety which are consistent with proposed amendment.
  - ii. The reduced dwelling unit size increases the affordability of housing units for property owners who prefer smaller dwelling unit sizes due to reduced financing and maintenance costs.
- 2. Adoption of a Categorical Exemption in conformance with the California Environmental Quality Act.

#### **Markleeville Historic District Combined Zone**

- 1. Adoption of the amendment to Section 18.56 of the zoning ordinance with the following findings:
  - a. The proposed amendment is in conformance with the Alpine County General Plan. The amendment is consistent with General Plan policies and programs:
    - i. Policy No. 19e The proposed amendment allows streamlined review of applicable projects and increases compliance with the ordinance and Markleeville Historic Design Guidelines. The proposed amendment does not alter the property or projects subject to review.
  - b. The proposed modifications are in harmony with the zoning ordinance and other applicable County ordinances.
  - c. The proposed amendment would promote and protect the public health, safety, morals, comfort, convenience, and general welfare.
- 2. Adoption of Categorical Exemption in conformance with the California Environmental Quality Act.

#### **Manufactured housing in residential zones**

- 1. Adoption of the amendment to the zoning ordinance with the following findings:
  - a. The proposed amendment is in conformance with the Alpine County General Plan. The amendment is consistent with General Plan policies and programs:

- i. Housing Element Implementation Program 33i: Government Code 65852.3 requires manufactured homes on permanent foundations to be permitted by-right in single family zoning districts. By rescinding section 18.68.080 of the zoning code the County is consistent with the implementation program and state law.
  - b. The proposed modifications are in harmony with the zoning ordinance and other applicable County ordinances
  - c. The proposed amendment would promote and protect the public health, safety, morals, comfort, convenience, and general welfare
2. Adoption of Categorical Exemption in conformance with the California Environmental Quality Act.

### **Junior Accessory Dwelling Units**

- 1. Adoption of the amendment to the zoning ordinance to allow for junior accessory dwelling units:
  - a. The proposed amendment is in conformance with the Alpine County General Plan. The amendment is consistent with General Plan policies and programs:
    - i. Policy No. 25.5a. The reduced minimum dwelling unit size will not have a significant adverse effect upon existing community character. JADUs are constructed completely within existing single family residences.
    - ii. Housing Element Implementation Program 33a. JADUs provide a housing type which can meet the needs of low and extremely low income households.
  - b. The proposed modifications are in harmony with the zoning ordinance and other applicable County ordinances.
  - c. The proposed amendment would promote and protect the public health, safety, morals, comfort, convenience, and general welfare.
    - i. California Building Code Standards apply to the construction of new junior accessory dwelling units. The building code has minimum standards for emergency egress doorways and windows. A JADU is required to obtain a building permit to confirm that the unit meets minimum life safety requirements.
    - ii. The zoning standards which restrict the use of the JADU or primary dwelling to the property owner and the requirement to deed restrict the property will cause a JADU unit to be consistent with state law and County zoning and building codes.

- d. Recommend to the Alpine County Board of Supervisors the adoption of a Categorical Exemption, Section 15303(a), Class 3 New Construction or Conversion of Small Structures, in conformance with the California Environmental Quality Act.

### **Sign Regulations**

1. Adoption of the amendment to the zoning ordinance to amend County Code 18.74 and to rescind County Code 18.86 with the following findings:
  - a. The proposed amendment is in conformance with the Alpine County General Plan.
  - b. The proposed modifications are in harmony with the zoning ordinance and other applicable County ordinances.
    - i. The proposed revisions unify CC 18.74 and 18.86 into a single section and provide for streamlined review of sign permits.
  - c. The proposed amendment would promote and protect the public health, safety, morals, comfort, convenience, and general welfare.
2. Adoption of a Categorical Exemption in conformance with the California Environmental Quality Act.

Ayes: Holdridge, Hartzell, Kelly, Sweeney  
Motion Carries, 4 ayes

## **7. OTHER BUSINESS**

None

### **7.1. Director's Report-**

Zach Wood indicated at the previous meeting we discussed SB2 funding opportunity and we are making an application that is to draft and produce a housing element revision for the 6 cycles so we can get a housing element adopted within 12 to 18 months

We are also purposing a zoning revision to consider incremental increases in development potential for areas that have areas with existing general plan designation for higher density or existing utilities.

We are also working on allowing residential uses in commercial zones, use by right zones.

Dixon Mine Road project is due for construction the beginning of this summer where they will be installing a temporary bridge that will keep the road open while they will be demolishing the old bridge.

Peters is working a US Bicycling Route grant with some of the Foothill County partners, designating cross county bike routes that cycle tourist use that allow bikers at a local level to identify roads/state highways that connect the route.

BHS project is on schedule and will be done in the fall of this year.

**7.2. Items initiated by Commissioners**

None

**8. ADJOURNMENT**

At 7:58 p.m. the Commission adjourned to the next regular meeting at 5:00 p.m. at the Board of Supervisors Meeting Room 99 Water Street Markleeville, CA 96120

---

Nick Hartzell, Chair

Attest:

---

Carey Acuña, Administrative Assistant II  
Alpine County Community Development











## NOTICE OF PUBLIC HEARING

### Alpine County Board of Supervisors

Tuesday August 6, 2019 10:00 a.m.

Administrative Office Building Markleeville, California

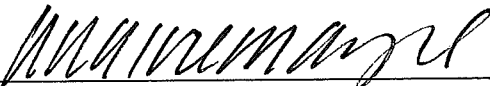
### PUBLIC HEARING – PLANNING COMMISSION APPEAL

Notice is hereby given that the Alpine County Board of Supervisors will conduct a public hearing regarding an appeal of the Planning Commission's decision on June 27, 2019, denying the application for a hardship variance to construct overhead utilities to serve 50 Pinon (Case File 2019-02).

The public hearing will be held during the regular meeting of the Alpine County Board of Supervisors on **August 6, 2019 at 10:00 a.m.**, or as soon thereafter as the matter can be heard, at the Alpine County Administrative Office Building, Board Chambers, Markleeville, California.

Members of the public are invited to attend the public hearing, and if desired, may be heard regarding the appeal. Written comments to be included in the administrative record of the proceedings may be mailed to the Alpine County Clerk, PO Box 158, Markleeville, CA 96120; or emailed to [clerk@alpinecountyca.gov](mailto:clerk@alpinecountyca.gov). All written comments must be received by Wednesday, July 31, 2019 by 5:00 pm to be included in the public hearing

DATED: July 17, 2019

  
 \_\_\_\_\_  
 TEOLA L. TREMAYNE, County Clerk and  
 Ex officio Clerk of the Board of Supervisors,  
 County of Alpine, State of California

# AGENDA TRANSMITTAL



**TO:** Board of Supervisors

**FROM:** Terry Woodrow, Supervisor District 4

**DATE OF MEETING:** August 6, 2019

**PREPARED BY:** Teola Tremayne, County Clerk

**TITLE:** Presentation by Central Sierra Child Support Agency Executive Director Julie Prado and request adoption of a resolution proclaiming August 2019 as "Child Support Awareness Month" in Alpine County.

**SUMMARY:** Central Sierra Child Support Agency Executive Director Julie Prado will conduct a short presentation and read the resolution proclaiming August 2019 as "Child Support Awareness Month" in Alpine County.

## RECOMMENDED ACTION:

**ISSUE STATEMENT AND DISCUSSION:** Adopt resolution proclaiming August 2019 as "Child Support Awareness Month" in Alpine County.

## FISCAL IMPACT:

	<input type="checkbox"/> (Not Applicable)
1) Budgeted Current Fiscal Year	
2) Total Anticipated Cost Current Year	<u>\$0.00</u>
3) Total Anticipated Cost Annual Year	<u>\$0.00</u>

## SOURCE

<input type="checkbox"/> Unanticipated	<u>\$0.00</u>
<input type="checkbox"/> Revenue From Contingency	<u>\$0.00</u>
Other:	

## FUNDING SOURCE:

## INSTRUCTIONS TO CLERK:

Email copy of signed resolution to Homuth, Leslie@Tuolumne  
<Homuth.Leslie@centralsierra.cse.ca.gov>

ID 3190

**RESOLUTION NO.**

**RESOLUTION OF THE BOARD OF SUPERVISORS,  
COUNTY OF ALPINE, STATE OF CALIFORNIA  
PROCLAIMING AUGUST 2019 AS "CHILD SUPPORT AWARENESS MONTH" IN ALPINE COUNTY**

**WHEREAS**, the vision of the Central Sierra Child Support Agency is Partnering with Families to Create Self-Sufficiency; and

**WHEREAS**, the professional staff of the Central Sierra Child Support Agency worked diligently to fulfill this vision by partnering with families involved in more than 5,100 cases and collecting over \$11 million in support last federal fiscal year; and

**WHEREAS**, the Central Sierra Child Support Agency declares its commitment to having a meaningful impact on the families it serves; and

**WHEREAS**, the Central Sierra Child Support Agency is engaged in educating its customers regarding their cases and the community regarding the services it provides; and

**WHEREAS**, the Central Sierra Child Support Agency affirms the important role it plays in partnering with parents to support the well-being of children; and

**WHEREAS**, the Central Sierra Child Support Agency encourages parents to be accountable for their children, providing them many opportunities to succeed; and

**WHEREAS**, Child Support Awareness Month recognizes and acknowledges parents who work diligently to support their children to provide both emotional and stable financial stability, thus having a positive impact on their children; and

**WHEREAS**, the Central Sierra Child Support Agency thanks its partner agencies and recognizes its child support professionals, who strive to continuously improve their customer service and make a difference in the lives of the children in our community;

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** that the Board of Supervisors, County of Alpine, State of California, does hereby designate the month of August 2019 to be declared "Child Support Awareness Month" in Alpine County and applauds the Central Sierra Child Support Agency for its continued service to the families throughout our community

---

David Griffith, Chair  
Board of Supervisors, County of  
Alpine, State of California

**ATTEST:**

**APPROVED AS TO FORM:**

---

Teola L. Tremayne, County Clerk  
& Ex Officio Clerk to the  
Board of Supervisors

---

Margaret Long, County Counsel

# AGENDA TRANSMITTAL



**TO:** Board of Supervisors

**FROM:** Nichole Williamson, CAO/HHS Director

**DATE OF MEETING:** August 6, 2019

**PREPARED BY:** Michelle Beckwith, Administrative Assistant

**TITLE:** Presentations by Public Health Officer Dr. Richard Johnson, M.D. , MPH and Behavioral Health Services Director Gail St. James on Medical and Health Emergency Response: Mutual Aid and Recovery and Psychological First Aid, in the immediate aftermath of a disaster.

## SUMMARY:

Medical and Health Emergency Response: Mutual Aid and Recovery -This presentation is a description of the medical and health response and recovery resources available to us when a disaster strikes Alpine County.

Recovery and Psychological First Aid-Psychological First Aid is an evidence-informed, flexible intervention used for survivors and responders in the immediate aftermath of a disaster. This model is designed to reduce the initial distress caused by traumatic events and to foster short and long term adaptive function and coping.

This will be a brief introduction, with an invitation for anyone interested to complete the certification process, and be available to support the Behavioral Health Services Department crisis team.

## RECOMMENDED ACTION:

Presentations only.

## ISSUE STATEMENT AND DISCUSSION:

### FISCAL IMPACT:

	<input type="checkbox"/> (Not Applicable)
1) Budgeted Current Fiscal Year	
2) Total Anticipated Cost Current Year	<u>\$0.00</u>
3) Total Anticipated Cost Annual Year	<u>\$0.00</u>

### SOURCE

<input type="checkbox"/> Unanticipated	<u>\$0.00</u>
<input type="checkbox"/> Revenue From Contingency	<u>\$0.00</u>
Other:	

## FUNDING SOURCE:

## INSTRUCTIONS TO CLERK:

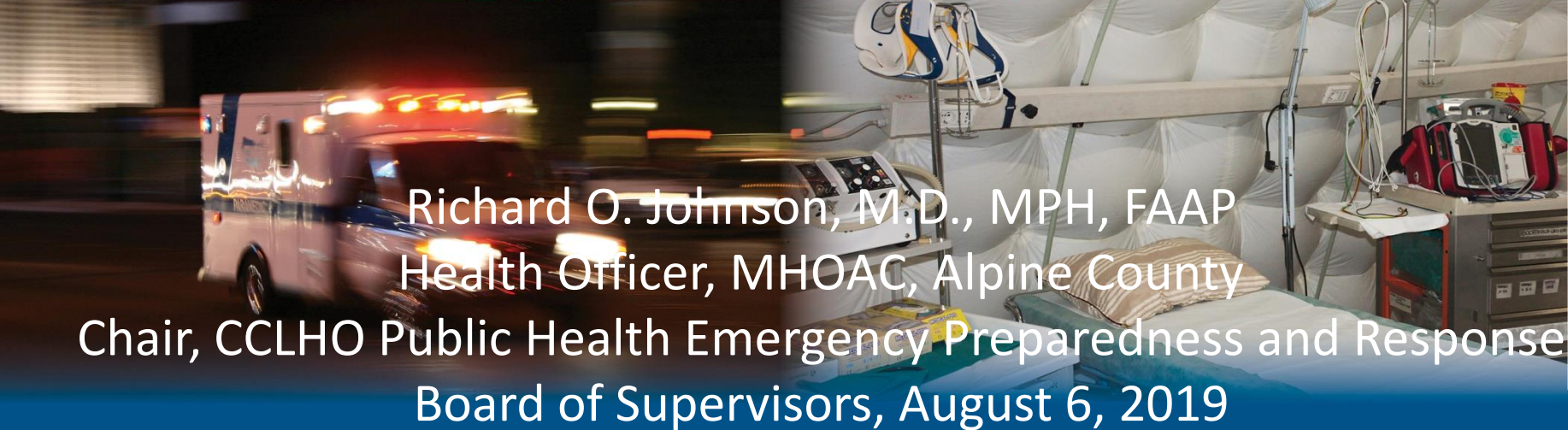
CAO



# Medical and Health Emergency Response

## Mutual Aid and Recovery

9.2.a



Richard O. Johnson, M.D., MPH, FAAP  
Health Officer, MHOAC, Alpine County  
Chair, CCLHO Public Health Emergency Preparedness and Response  
Board of Supervisors, August 6, 2019

Attachment: Alpine BOS MHER and R 8.6.19 (9:35 AM Presentation by Dr. Johnson



# Outline

- Disasters and risk
- The foundation: SEP, EOM, and MHOAC Manual
- What is a MHOAC and RDMHS/C?
- Information flow – situation reporting
- Medical and health resource requesting
- MHOAC functions
- Healthcare Coalitions
- What's new:
  - Behavioral health
  - Environmental health
  - Training
  - Recovery – tools and lessons learned

# Definition of “Disaster”

- A *disaster* is a “serious and possibly sudden event on such a scale that the stricken community needs extraordinary efforts to cope with it, often with outside help”



# Disasters are a threat to the public's health:

- abrupt or prolonged increases in illness, injury, or death
- disruption or destruction of the healthcare infrastructure (including space, stuff, and staff)
- population displacement – either in or out
- psychological distress
- changes in the environment – often longstanding if not permanent





# Definition of “Resilience”

- Resilience is the capacity to withstand stress and catastrophe
  - The ability to return to original form
  - The ability to bounce back
  - Note: not avoidance, but working through – flexibility, endurance, persistence, fortitude, etc.



Attachment: Alpine BOS MH ER and R 8.6.19 (9:35 AM Presentation by Dr. Johnson



Attachment: Alpine BOS MHER and R 8.6.19 (9:35 AM Presentation by Dr. Johnson









Attachment: Alpine BOS MHER and R 8.6.19 (9:35 AM Presentation by Dr. Johnson



Attachment: Alpine BOS MHER and R 8.6.19 (9:35 AM Presentation by Dr. Johnson

# Prolonged Power Outages

Region	Incidents	Aff	Served	%	Estimated Restoration Times
	1	0	1	0%	
Alpine	0	0	477	0%	
El Dorado	0	0	23712	0%	
Mono	0	0	656	0%	
Nevada	0	0	1316	0%	
Placer	1	0	16673	0%	LINEMAN AND CREW WORKING ON LOCATION
Plumas	0	0	1774	0%	
Sierra	0	0	779	0%	
Total	2	0	45388	0%	

Attachment: Alpine BOS MHER and R 8.6.19 (9:35 AM Presentation by Dr. Johnson





# Pandemic Influenza, 2009-?10



Attachment: Alpine BOS MHER and R 8.6.19 (9:35 AM Presentation by Dr. Johnson

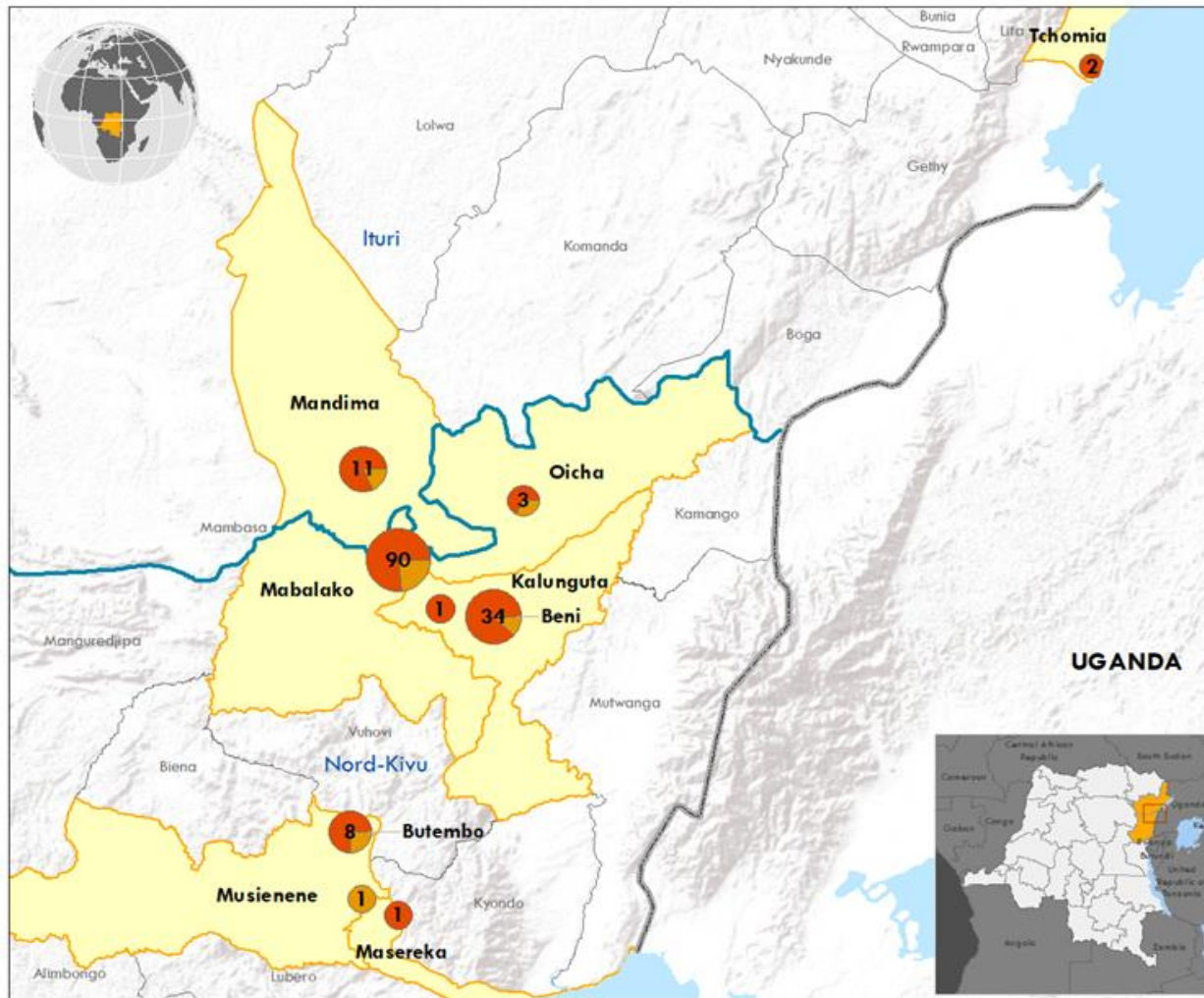
“WHO concerned as Congo faces “perfect storm” for Ebola to spread”  
 “Ebola response faces “grave obstacles” as count hits 150”

Ebola virus disease cases by health zone, North Kivu and Ituri provinces, Democratic Republic of the Congo, data as of 25 September 2018



Map date: 26 September 2018

Boundaries and Locations Subject to Confirmation



© World Health Organization 2018. All rights reserved.

The boundaries and names shown and the designations used on this map do not imply the expression of any opinion whatsoever on the part of the World Health Organization concerning the legal status of any country, territory, city or area or of its authorities, or concerning the delimitation and dashed lines on a map represent approximate border lines for which there may not yet be full agreement.

Data Source: World Health Organization, The Ministry of Health Democratic Republic of the Congo, OpenStreetMap  
 Map Production: WHO Health Emergencies Programme  
 Request ID: DRCE\_NK\_001

# Urban to Rural Evacuation: Planning for Rural Population Surge

## *4.3 Conclusions*

Many urban residents will evacuate their homes and communities following a disaster or public health emergency. Close to one-third of urban residents intend to evacuate against government advice, and between 77% and 91% of urban residents intend to evacuate if the government suggests or orders an evacuation. In each scenario, 55% of respondents indicated that they would be likely to travel to a rural destination. The consequences of such an evacuation of an urban area could be disastrous, and particularly so for surrounding communities with limited infrastructure, which would quickly be overwhelmed by even a small fraction of an evacuation.



# California Public Health and Medical Emergency

9.2.a

## Operations Manual (EOM)

July 2011



Attachment: Alpine BOS MHER and R 8.6.19 (9:35 AM Presentation by Dr. Johnson

[https://www.cdph.ca.gov/Programs/EPO/Pages/Resource\\_Publications.aspx](https://www.cdph.ca.gov/Programs/EPO/Pages/Resource_Publications.aspx)

For Official Use Only (FOUO)

Packet Pg. 265

# State of California Emergency Plan (SEP)

## Oct 1, 2017

9.2.a

### 10.6.4.PUBLIC HEALTH AND MEDICAL MUTUAL AID SYSTEM

The Emergency Medical Services Authority (EMSA) and the California Department of Public Health (CDPH) coordinate inter-regional and State agency activity relating to mutual aid as described in the *California Public Health and Medical Emergency Operations Manual (EOM)*.

The EOM establishes a coordinated system to provide public health and medical resources e.g., medical equipment and supplies, medical transportation, or healthcare personnel from both the private and public sectors to requesting local jurisdictions impacted by the disaster. In addition to EMSA and CDPH, this coordination system includes the Regional Disaster Medical and Health Coordination (RDMHC) Program within each of California's six mutual aid regions (established by the California Health and Safety Code, Division 2.5, Chapter 3, Article 4, Section 1797.152), the Medical Health Operational Area Coordination (MHOAC) Program within the Operational Area (established by the California Health and Safety Code, Division 2.5, Chapter 3, Article 4, Section 1797.153), and partners at the local level including local health departments (LHDs), local environmental health departments (EHDs), and local emergency medical services agencies (LEMSAs). Incidents with public health and medical impact often require the coordinated involvement of public health, environmental health, health care providers, and emergency medical services.



# Purpose of the EOM

- Primary focus is the standardization of operational processes between:
    - Operational Areas (OAs) and the MHOACs
    - Mutual Aid Regions and the RDMHC Programs
    - State (e.g., CDPH and EMSA)
- ..during **unusual events** and **emergency system activations**, for
- ..**Situation Reporting and Resource Requesting**
- .. in coordination with Emergency Management at each SEMS level

# EOM Organization

- Section I: Public Health and Medical Response Functions
  - Common operational processes that support coordinated statewide response when incidents involve the Public Health and Medical System
    - Incident Considerations
    - Communication & Information Management
    - Resource Management
    - Multi-Agency Coordination
    - Disaster Finance

# EOM Organization

## Section II: Function Specific Topics

1. Communicable Disease
2. Drinking Water
3. Food Emergencies
4. Hazardous Materials (HazMat)
5. Health Care Facilities
6. Health Care Surge in the Continuum of Care
7. Patient Movement
8. Mass Fatality
9. Nuclear Power Plant Emergencies
10. Nuclear Weapon Detonation
11. Public Health Labs
12. Risk Communication

## Health & Safety Code Section 1797.153

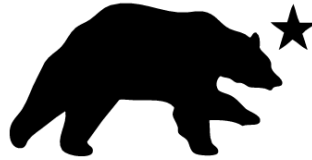
- Chaptered 2006
- Authorize the county health officer and the local EMS agency administrator to jointly act as the medical health operational area coordinator, or appoint another to perform that role
- Designates the medical health operational area coordinator, in cooperation with various agencies, as the entity responsible for ensuring the development of a medical and health disaster plan



# RDMHC Program

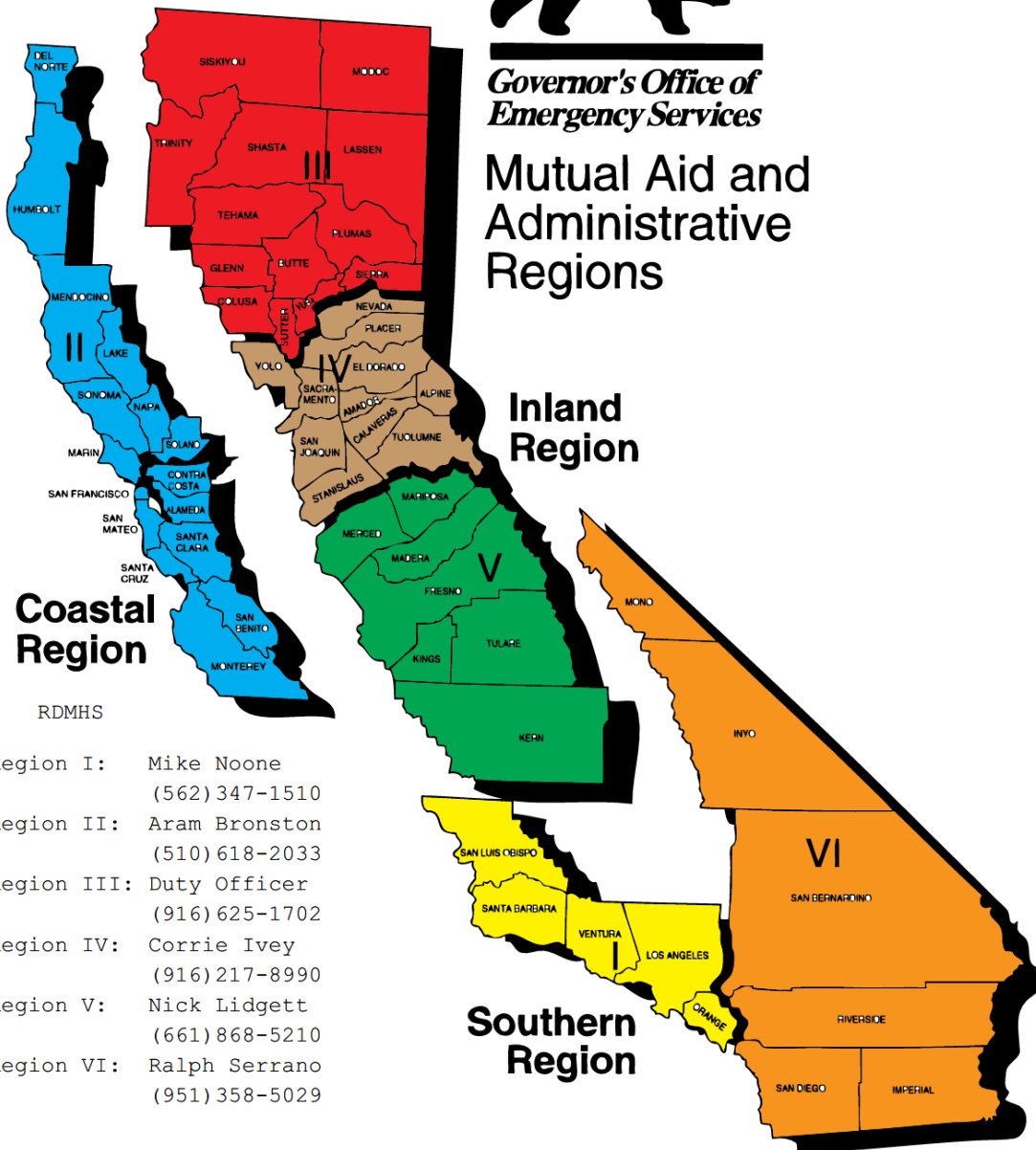
- Maintains a 24/7 point of contact
- Coordinates with the MHOAC Programs within the Mutual Aid Region
- Ensures the availability of public health and medical emergency resource directories within each Operational Area in coordination with the MHOAC Programs
- Coordinates information sharing, situational reporting, and medical and health resource management





Governor's Office of  
Emergency Services

# Mutual Aid and Administrative Regions



## Coastal Region

## Inland Region

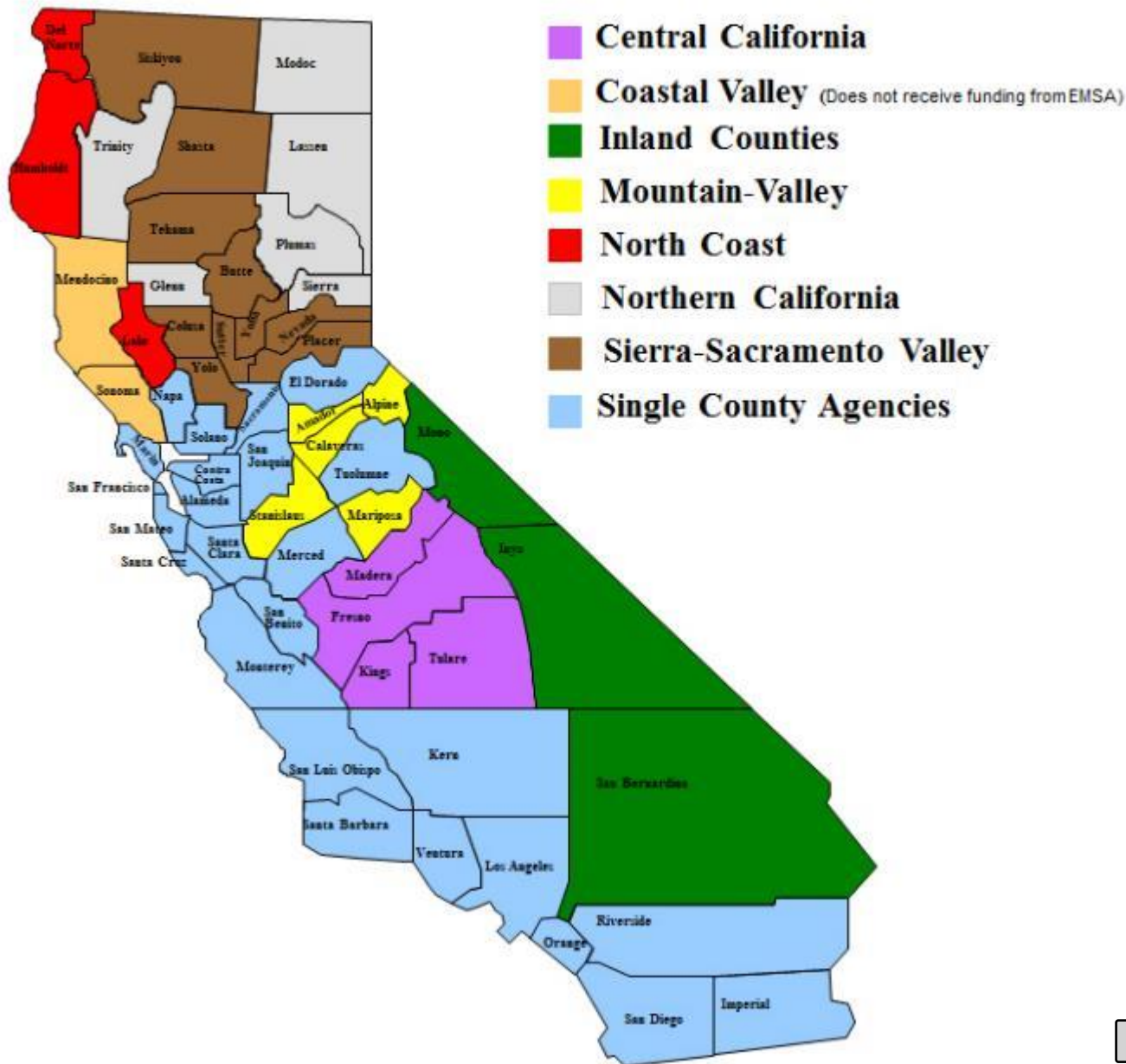
## Southern Region

### RDMHS

- Region I: Mike Noone  
(562) 347-1510
- Region II: Aram Bronston  
(510) 618-2033
- Region III: Duty Officer  
(916) 625-1702
- Region IV: Corrie Ivey  
(916) 217-8990
- Region V: Nick Lidgett  
(661) 868-5210
- Region VI: Ralph Serrano  
(951) 358-5029

Attachment: Alpine BOS MH ER and R 8.6.19 (9:35 AM Presentation by Dr. Johnson

# California Local Emergency Medical Services Agencies



Attachment: Alpine BOS MH ER and R 8.6.19 (9:35 AM Presentation by Dr. Johnson

# State Level Public Health and Medical Coordination

9.2.a

- CDPH is the lead state agency for public health and environmental health
- EMSA is the lead state agency for medical, including emergency medical services
- Cal OES, CHHS, and other state agencies, in coordination with CDPH and/or EMSA, provide support as needed




Attachment: Alpine BOS MH ER and R 8.6.19 (9:35 AM Presentation by Dr. Johnson



# Unusual Events

- An incident that significantly impacts or threatens public health, environmental health, EMS or other components of the medical system
  - May be self-limiting or a precursor to emergency system activation
  - The EOM definition of an “*unusual event*” is applied based the circumstances of the incident
  - This condition differs from the specialized use of this term in reference to nuclear reactors

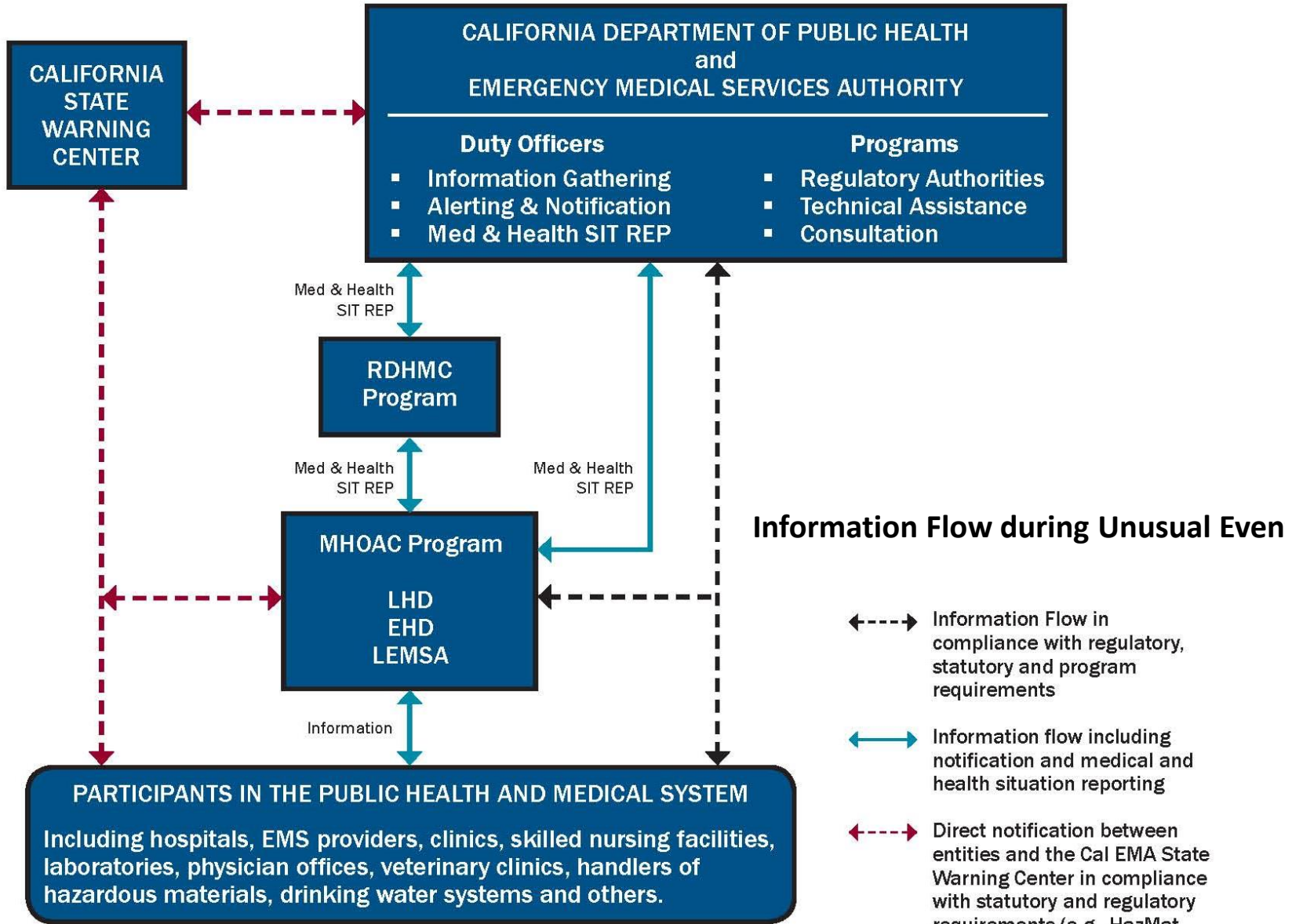


How deep  
is the mud?

A.T.

Depends on who you ask!

EOM Section 1, Page 32



Attachment: Alpine BOS MH ER and R 8.6.19 (9:35 AM Presentation by Dr. Johnson





# REGIONAL DISASTER MEDICAL HEALTH COORDINATION FLASH REPORT

## MEDICAL HEALTH OPERATIONAL AREA COORDINATION PROGRAM

**Incident Name:**

**Type of Incident:**

**Mutual Aid Region: IV**

**Operational Area:**

**Reporting Entity:**

**Date:**

**Time:**

Prepared By	MHOAC Contact Information
Name	Name:
Position	Phone:
Phone:	Email:

**Brief Incident Summary**

**A. Report ID #**

1. Update ID:	2. SSRID:
378	051-051

**B. Report Type**

1. Advisory: No Action Required

2. Alert: Action Required see "Critical Issues"

**C. UPDATED REPORT Date/Time**

1. Date:	2. Time:
11/2/2009	14:40

**D. Incident / Event Information**

1. Mutual Aid Region: MUTUAL AID REGION 6	2. Jurisdiction (OA) Mono	3. Abrv: XMN
4. Incident / Event Name: Operation Flu Stomper	6. Incident Date: 9 / 8 / 2009	5. Incident Time: 8:00:00 AM
7. Incident Location / Address: Mono County	8. Incident City: Multiple Cities	
9. Incident Type: DISEASE OUTBREAK	10. Estimated Population Affected: 13000	
11. Incident Level: <input checked="" type="checkbox"/> Level I - Op Are <input type="checkbox"/> Level II - Regio <input type="checkbox"/> Level III - State <input type="checkbox"/> Does Not Apply		

1. Report Creator: drrickjohn
2. Position: PUBLIC HEALTH OFFICER (d
3. Phone: (760) 924-1828
4. Cell, Pager, Alt Phone: (760) 914-0496
5. Email: drrickjohn@gmail.com

**F. Current Operational Area Medical and Health System Condition:**

<input type="checkbox"/> GREEN - Normal Operations: Situation Resolved	<input checked="" type="checkbox"/> ORANGE - Modified Services: Assistance from within OA	<input type="checkbox"/> BLACK - Impaired Services: MAJOR Assistance Needed
<input type="checkbox"/> YELLOW - Under Control: NO Assistance Required	<input type="checkbox"/> RED - Limited Services: SOME Assistance Required	<input type="checkbox"/> GREY - Unknown

Attachment: Alpine BOS MHER and R 8.6.19 (9:35 AM Presentation by Dr. Johnson

**H. Current Situation: (Free Text - Provide detailed Situational Awareness information)**

- National: 48 states with widespread activity, 22 children died in the US last week, 22 persons died in CA last week  
 50% of those with the flu and chronic medical conditions did not seek medical care  
 6% of deaths have been pregnant, although 1% of the population is pregnant

- local: increased proportion of doctors visits in pediatrics for influenza-like illness, increased testing and Tamiflu prescriptions, increase in school absenteeism, no increase in EMS transports, Emergency Room visits, or hospitalization

- lack of H1N1 vaccine in the face of significant levels of illness is both frustrating and disappointing, with much community angst. Waiting lists of high priority groups have been established. Almost 200 doses given so far to the highest tiers of priority groups.

**I. Current Priorities: ("NONE" or "Nothing to Report" is acceptable.)**

- daily surveillance continues, with the addition of more schools in the Eastern Sierra School District

- most seasonal vaccine given, will continue to deliver according to supply and target groups

- 220 doses of H1N1 vaccine received, 1100 expected shortly - will be given to top priority groups: protective shield around infants less than 6 months of age, pregnant females, special needs children, essential healthcare workers and those with face-to-face close contact with potentially contagious persons, including Mono County EMT-P's and Public Health

- Mono County EMT-P's completing on-line training to be vaccinators, according to EMSA and ICEMA approved increase scope of practice. As soon as vaccine in sufficient quantity is available, they will begin to vaccinate the first responder community, to include fire departments, law enforcement, CERT, and ski patrol

- Continue risk communication messages regarding vaccine and anti-virals and personal behavior to minimize disease.

**J. Critical Issues: ("NONE" or "Nothing to Report" is acceptable.)**

- Monitor supply of Pediatric Tamiflu - consider placing the limited supply at Mammoth Hospital to be reserved for use by pediatric inpatients only. Order more of the pre-allocated supply from the SNS through the CDHOM Medical Mutual Aid process as necessary.

Attachment: Alpine BOS MH ER and R 8.6.19 (9:35 AM Presentation by Dr. Johnson

# State to Region and OA Sit Rep

## PUBLIC HEALTH AND MEDICAL (CA EMERGENCY SUPPORT FUNCTION 08) SITUATION REPORT

### 2019 RIDGECREST EARTHQUAKE

DATE OF REPORT: July 7, 2019

### CALIFORNIA DEPARTMENT OF PUBLIC HEALTH EMERGENCY MEDICAL SERVICES AUTHORITY

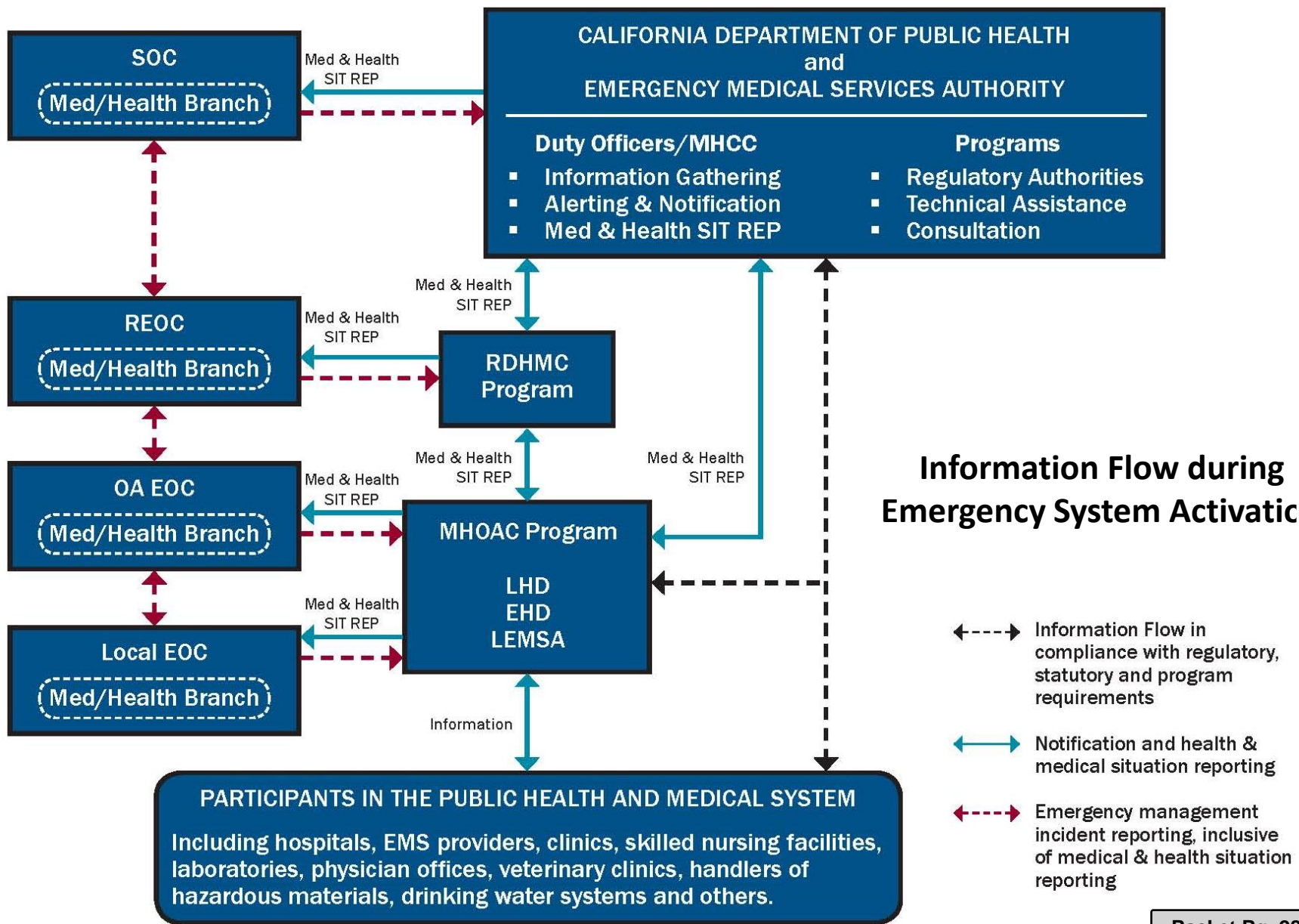
New information is highlighted in yellow.

#### EXECUTIVE SUMMARY

On July 6, 2019, the California Department of Public Health (CDPH) and the California Emergency Medical Services Authority (EMSA) activated the Medical and Health Coordination Center (MHCC) at Level 3 (low) in response to the 2019 Ridgecrest Earthquakes. The MHCC is coordinating with CA-ESF 08 partners and stakeholders to provide a comprehensive overview of earthquake response activities in California. The MHCC continues to collect situation reports from state departments and local health jurisdictions related to the earthquake response.

At approximately 10:34 am on July 4, 2019 a magnitude (M) 6.4 earthquake occurred roughly eight miles West-Southwest of Searles Valley near the city of Ridgecrest. The M6.4 earthquake has been followed by many aftershocks, and occurred on the Little Lake Fault, located in an active seismic area. At 8:19 pm on July 5, 2019 a M7.1 earthquake occurred approximately 11 miles North-Northeast of Ridgecrest on the China Lake Naval Weapons Center. The M7.1 earthquake is now considered to be the main shock.





Attachment: Alpine BOS MH ER and R 8.6.19 (9:35 AM Presentation by Dr. Johnson

# Region IV Medical Health Operational Area Coordinators and Public Health Officers

9.2.a

## Region IV Emergency Contact (MHOAC/PHO) Phone List

Region IV RDMHC	Region IV RDMHS	California Office of Emergency Services
Kristin Weivoda	Vacant	State Warning Center

**NOTE: For Urgent or immediate notification to RDMHC/S Program contact as follows:**

### Medical and Health Situation Reports (SITREPs):

All SITREPs should be emailed, at a minimum, to the following:

- [CDPHdutyofficer@CDPH.ca.gov](mailto:CDPHdutyofficer@CDPH.ca.gov)
- [EMSAdutyofficer@EMSA.ca.gov](mailto:EMSAdutyofficer@EMSA.ca.gov)
- [RDMH4Officer@yolocounty.org](mailto:RDMH4Officer@yolocounty.org) (RDMHC and RDMHS) (If sending after business hours or weekends, follow up the email with a phone call to ensure receipt – see notification information in the box above.)

### Medical and Health Resource Requests (MHRR)

Immediate need: Call the RDMHC/S program to coordinate MHRR person-to-person. Complete the MHRR form and forward to your local OES for entry into Cal-EOC with an email copy to [CDPHdutyofficer@CDPH.ca.gov](mailto:CDPHdutyofficer@CDPH.ca.gov), [EMSAdutyofficer@EMSA.ca.gov](mailto:EMSAdutyofficer@EMSA.ca.gov), and [RDMH4Officer@yolocounty.org](mailto:RDMH4Officer@yolocounty.org) unless otherwise instructed.

Planned need: Complete MHRR form and forward to your local OES for entry into Cal-EOC and simultaneously email a copy to [CDPHdutyofficer@CDPH.ca.gov](mailto:CDPHdutyofficer@CDPH.ca.gov), [EMSAdutyofficer@EMSA.ca.gov](mailto:EMSAdutyofficer@EMSA.ca.gov), and RDMHC/S Program at [RDMH4Officer@yolocounty.org](mailto:RDMH4Officer@yolocounty.org). Follow up with a phone call to ensure receipt by RDMHC/S Program.

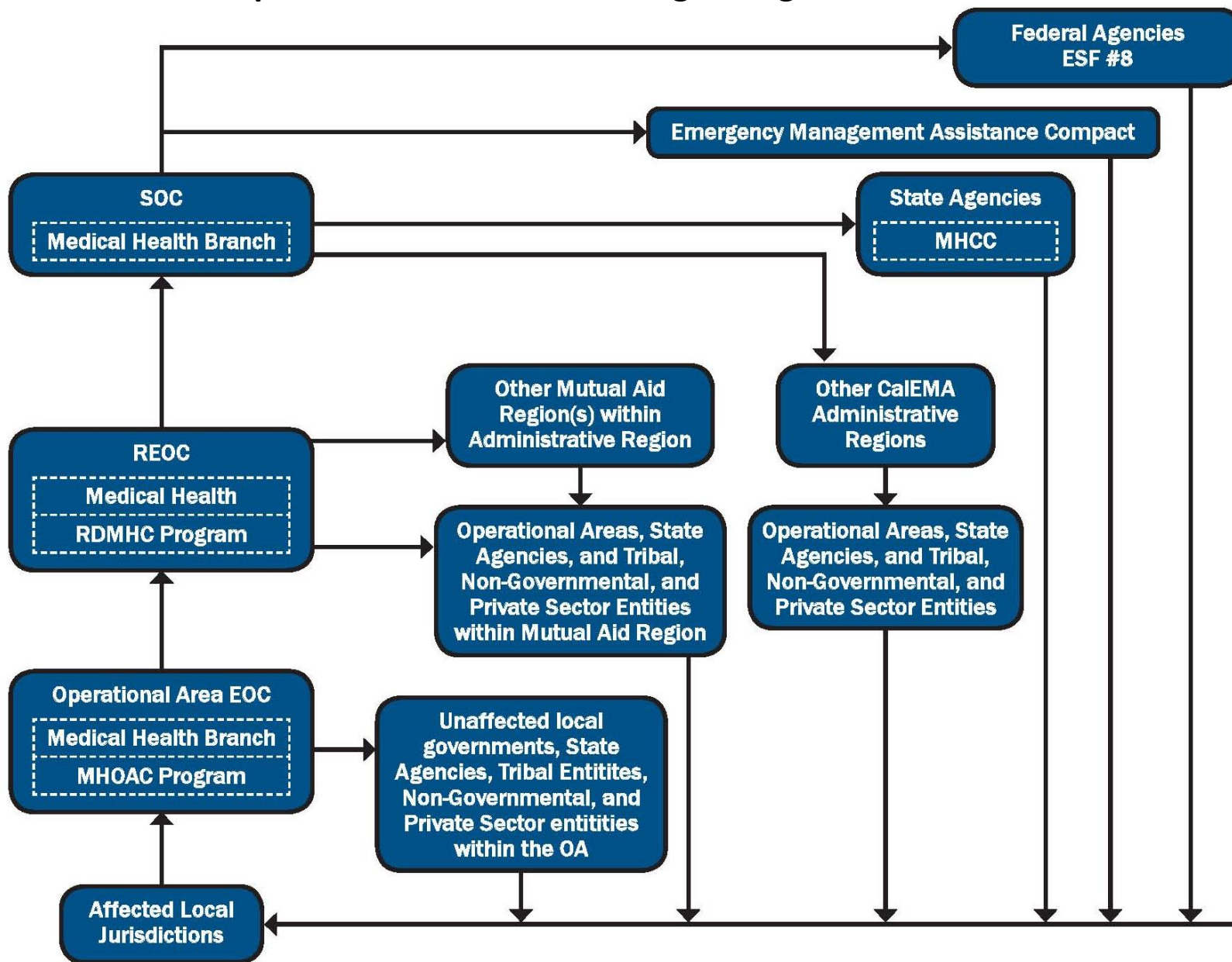


Attachment: Alpine BOS MHER and R 8.6.19 (9:35 AM Presentation by Dr. Johnson

# Resource Request: Medical and Health Op Area (MHOAC) to Region/State

R E Q U E S T O R	1. Incident Name:			2a. DATE:	2b. TIME:	
	3. Requestor Name, Agency, Position, Phone / Email:			2c. Requestor Tracking #: (Assigned by Requesting Entity)		
	4a. Describe Mission/Tasks:		4b. Delivery/Reporting/Staging Information:			
	5. ORDER SHEETS - USE ATTACHED		<input type="checkbox"/> 6a. SUPPLIES/EQUIPMENT	<input type="checkbox"/> 6b. PERSONNEL	<input type="checkbox"/> 6c. OTHER:	
M H O A C	7a. OA/MHOAC must confirm that the verification questions in the PH&M EOM have been reviewed and answered.			7b. MHOAC/OA EOC Contact Information: (Tele #, E-Mail, FAX, etc.)		
	<input type="checkbox"/>	This request meets the submission criteria as stated in the PH&M EOM.				
	<input type="checkbox"/>	The creation of this request was in consultation with the RDMHC Program.				
	8. MHOAC/OA EOC Review: (NAME, POSITION, AND SIGNATURE) [SIGNING INDICATES: 1) THE NEED HAS BEEN VERIFIED; 2) RESOURCES ARE NOT AVAILABLE AT THIS LEVEL; and, 3) THE REQUEST IS COMPLETE)			9. Describing the actions taken on this request so far.		
NAME:	POSITION:	SIGNATURE:				

# Flow of Resource Requests and Assistance During Emergencies



Attachment: Alpine BOS MH ER and R 8.6.19 (9:35 AM Presentation by Dr. Johnson

# MHOAC PROGRAM MANUAL (template)

Rick Johnson, MD, MPH • Health Officer

Nancy Lapolla • EMS director

Stephanie Murti • MHOAC Project Coordinator  
2016

Ada Chan • MHOAC Project Coordinator 2017



Nancy LaPolla, [nlapolla@smcgo.org](mailto:nlapolla@smcgo.org), 650-573-2579

# MEDICAL AND HEALTH OPERATIONAL AREA COORDINATION (MHOAC) PROGRAM MANUAL

Alpine

County

MHOAC

Program



# MHOAC inserted into ICS/SEMS System

The following pages are examples of Incident Command System forms:

- 202 (Incident Objectives)
- 203 (Organization Assignment List)
- 204 (Assignment List – Operations)
- 205 (Communications Plan)
- 205a (Communications List)
- 206 (Medical Plan)
- 207 (Organization Chart)
- 208 (Safety Message/Plan)
- 213 (General Message)
- 214 (Activity Log)

For a complete list of ICS forms, please see: <http://www.nwccg.gov/publications/ics-forms>

It is strongly recommended that documents are easily accessible by MHOAC programs either online, via USB drive, or paper copies in case of emergencies.

# MHOAC Function

EMS/  
ICEMA

Public  
Health

Environmental  
Health

Behavioral/  
Mental Health  
9.2.a

- 1) Assessment of immediate medical needs
- 2) Coordination of disaster medical and health resources
- 3) Coordination of patient distribution and medical evaluations
- 4) Coordination with inpatient and emergency care providers
- 5) Coordination of out-of-hospital medical care providers
- 6) Coordination and integration with fire agency personnel, resources and emergency fire pre-hospital medical services
- 7) Coordination of providers of non-fire based, pre-hospital emergency medical services

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Attachment: Alpine BOS MH ER and R 8.6.19 (9:35 AM Presentation by Dr. Johnson

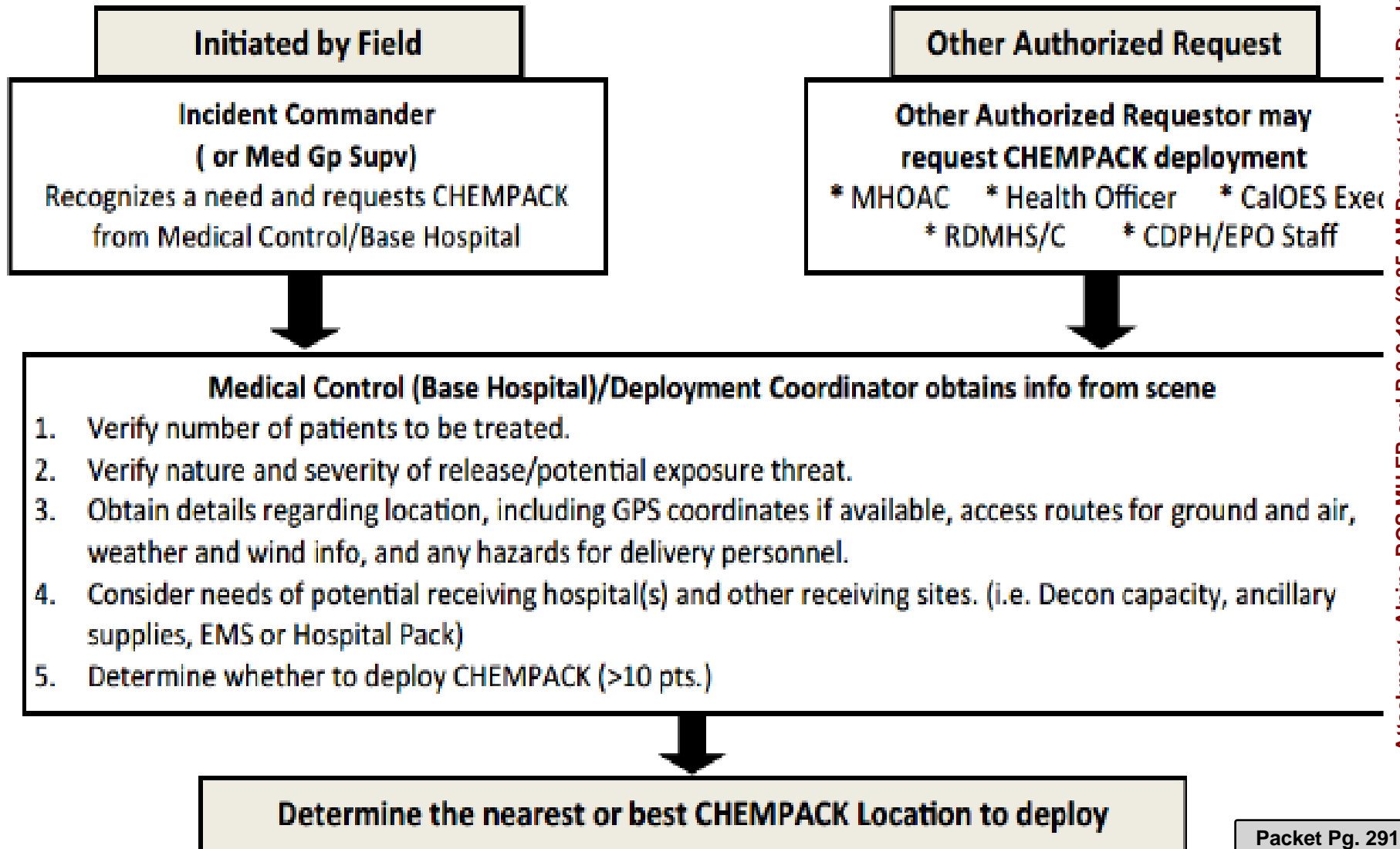


8) Coordination of the establishment of temporary field treatment sites	+	+		9.2.a
9) Health surveillance and epidemiological analyses of community health status		+		
10) Assurance of food safety			+	
11) Management of exposure to hazardous agents	+	+	+	
12) Provision or coordination of Behavioral/Mental Health services		+		+
13) Provision of medical and health public information and protective action recommendations		+		
14) Provision or coordination of vector control services			+	
15) Assurance of drinking water safety			+	
16) Assurance of the safe management of liquid, solid, and hazardous waste			+	
17) Investigation and control of communicable disease		+		

Attachment: Alpine BOS MH ER and R 8.6.19 (9:35 AM Presentation by Dr. Johnson

# CROSS-BORDER CHEMPACK ACTIVATION PROTOCOL

## California based incident



# WHAT ARE HEALTHCARE COALITIONS?

- A collaborative network of healthcare organizations and their respective public and private sector response partners within a defined region.
- Healthcare Coalitions serve as a multi-agency coordinating group that assists Emergency Management and Emergency Support Function (ESF) #8 with preparedness, response, recovery, and mitigation activities related to healthcare organization disaster operations.
- Capability #1 in the 2012 HPP guidance

# Healthcare Coalition: El Dorado, Amador, Alpine Counties

9.2.a

- hospitals
- EMS
- Emergency Management (OES)
- Local public health
- Local environmental health
- Local Behavioral health
- Local social services
- Community clinics, dialysis, urgent care, provider offices
- Long-term care facilities
- Home health, hospice
- Other organizations (FBO, CBO – ARC, Salvation Army)
- Fire
- Law
- Others
- Relationships: CA-NV Border Counties Coalition, Quad County Coalition, EMCC (Barton)

Attachment: Alpine BOS MH ER and R 8.6.19 (9:35 AM Presentation by Dr. Johnson

New EOM Chapters:

[EOM Biological Hazards](#)

[EOM BioWatch](#)

[EOM Disaster Behavioral Health](#)

[EOM Disaster Behavioral Health Resource Typing Aides](#)

[EOM Public Health and Medical Emergency Powers](#)

New REVISED EOM Chapters

[EOM Drinking Water](#)

[EOM Risk Communication](#)

# PUBLIC HEALTH AND MEDICAL EMERGENCY POWERS

## INTRODUCTION

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This guide identifies the various types of emergencies relevant to the State of California and the powers and responsibilities assigned by statute to various state and local officials during a proclaimed emergency.<sup>1</sup> The officials addressed within this document include:

- 1) The Governor of the State of California
- 2) The Secretary of the California Health and Human Services Agency (CHHS)
- 3) The Director of the California Department of Public Health (CDPH). The Director is by statute the State Public Health Officer<sup>2</sup>
- 4) The Director of the Emergency Medical Services Authority (EMSA)
- 5) The board of supervisors of the 58 counties/city councils
- 6) The local health officers (LHO)
- 7) The administrator/medical officers of a local emergency medical services agency (LEMSA)
- 8) The Regional Disaster Medical and Health Coordinators (RDMHCs)
- 9) The Medical and Health Operational Area Coordinators (MHOACs)



# Potential Behavioral Health Mission Tasks

- How would your OA Respond to the following missions?
- Behavioral Health Mission Support Team
  - Backfill of Behavioral Health/Mental Health Department Staff
  - Community Outreach and Community Meetings
  - Family Assistance Centers
  - Field Disaster Psychiatric Hospital and/or BH Response in a Disaster Medical Shelter
  - Disaster Substance Abuse Outreach and Community Support
  - Employee/Disaster Responder Mental Health Support
  - Hospital Surge
  - Local Assistance Centers/ Outreach Teams
  - Public Health Points of Distribution (PODS)
  - School Disaster Mental Health Crisis Response
  - Shelters (Disaster Shelters) – Including BH and Spiritual Care

## California Resource Typing for Mental/Behavioral Health and Spiritual Care

### *Specific Resource Types for Mental/Behavioral Health and Spiritual Care*

Draft 3 as of 12/27/17

Resource	Eligibility Category	CA Licensing Board/License Verification	Source	Mission/Task
Behavioral Health Specialist – Licensed	Psychiatrist (MD)	Medical Board of CA <a href="https://search.dca.ca.gov/">https://search.dca.ca.gov/</a>	<ul style="list-style-type: none"> <li>County Department of Mental/Behavioral Health staff and contract providers</li> <li>County Departments of Health and Public Health</li> <li>California Disaster Healthcare Volunteers (DHV) including Medical Reserve Corps</li> <li>US Public Health Services (USPHS)</li> <li>American Red Cross Disaster Mental Health</li> <li>Professional Organizations for each license type</li> </ul>	<ul style="list-style-type: none"> <li>Backfill for County state staff</li> <li>Community Educa – Outreach</li> <li>Crisis Teams</li> <li>Staff mental health</li> <li>Disaster Shelters</li> <li>Local Assistance Centers</li> <li>Family Assistance Centers</li> <li>Public Health Point Distribution (POD)</li> <li>Hospital Surge</li> <li>Recovery – BH/MI follow-up evaluation and trauma focused treatment</li> </ul>
	Psychologist (PhD), (PsyD)	Dept of Consumer Affairs Board of Psychology <a href="https://search.dca.ca.gov/">https://search.dca.ca.gov/</a>		
	Licensed Clinical Social Worker (LCSW)	Department of Consumer Affairs Board of Behavioral Sciences <a href="https://search.dca.ca.gov/">https://search.dca.ca.gov/</a>		
	Licensed Marriage and Family Therapist (LMFT)	Department of Consumer Affairs Board of Behavioral Sciences <a href="https://search.dca.ca.gov/">https://search.dca.ca.gov/</a>		
	Licensed Professional Clinical Counselor (LPCC)	Department of Consumer Affairs Board of Behavioral Sciences <a href="https://search.dca.ca.gov/">https://search.dca.ca.gov/</a>		
	Licensed Educational Psychologist (LEP)	Department of Consumer Affairs Board of Behavioral Sciences <a href="https://search.dca.ca.gov/">https://search.dca.ca.gov/</a>		

Attachment: Alpine BOS MH ER and R 8.6.19 (9:35 AM Presentation by Dr. Johnson

# California Resource Typing for Mental/Behavioral Health and Spiritual Care by Disaster Mission

Mission Type	Resource Type	Suggested Staffing Ratio	Source	Notes
<b>School Disaster Mental Health Crisis Response</b>	BH Specialist – <b>School Psychologist and School Counselor</b>  BH Supervisor  (Also consider: Disaster Spiritual Care <b>Professional Chaplains</b> or <b>Endorsed Spiritual Provider(s).</b> )	Staffing is based on the scope of the disaster.  Pair local responders with “mutual aid” staff.  Plan for crisis counseling for students, staff, parents, community meetings, student/staff hospital visits, funerals, and referrals for local ongoing BH trauma treatment.  Consider adding Disaster Spiritual Care staff to the resource request, if appropriate. Pair DSC with BH staff.	<ul style="list-style-type: none"> <li>• Schools/school-based crisis response teams</li> <li>• County Department of MH/BH staff and contract providers</li> <li>• American Red Cross Disaster Mental Health and Spiritual Care teams and other VOADs with qualified BH and DSC staff</li> </ul>	<ul style="list-style-type: none"> <li>• BH response to schools is usual staffed by school-based MH/BI staff. However, in a large scale disaster, shooting, terrorist attack etc., schools may request BH staff to assist.</li> <li>• Local BH departments may need request mutual aid if they do not have enough staff to cover the needs.</li> <li>• Specify child/teen trauma specialist and/or school-based BH experience on the resource request.</li> <li>• Due to the traumatic nature of school-based disasters as well as the high visibility of these events, BH and DSC staff with previous disaster and/or school crisis response experience are preferred.</li> </ul>

**EMS/MEDICAL RESOURCES  
California Project - June 1, 2007**

**Medical Personnel – Teams (Pre-Event Coordinated)**

<b>RESOURCE: California Medical Assistance Teams (CalMATs)</b>						
<b>CATEGORY: EMS/Disaster Medical</b>				<b>KIND: Medical Personnel – Teams (Pre-Event Coordinated)</b>		
<b>MINIMUM CAPABILITIES:</b>		<b>TYPE I</b>	<b>TYPE II</b>	<b>TYPE III</b>	<b>TYPE IV</b>	<b>OTHER</b>
<b>COMPONENT</b>	<b>METRIC</b>					
	Work Environment	Austere conditions (tents for patient care and for staff shelter)	Austere Conditions	Austere Conditions or Fixed Facility	Fixed Facility (hospital, clinic, etc.)	
	# of staff	35+	5 – 8	5 - 8	Varies	
	Patients per day	200+	30+	Varies	Varies	
	Patient Acuity	E.R./Urgent Care	Urgent Care/Temporary medical care needs	Routine medical care	E.R./Hospital Inpatient	
	Primary Mission	Hospital E.R. Replacement	Wildfire medical support; Small urgent care clinic;	Mobile Task Force for shelter visits, community outreach, etc.	Hospital staff replacement or augmentation	
	Equipment	Full CalMAT cache	Local Response Cache	Jump Kits	None	
	Logistics Support Status	Self sufficient (staff and patient care) for 72 hours	Requires full staff support; self sufficient patient care support for 72 hours	Requires full staff support; limited self sufficient for patient care support for 24 hours	Requires full staff and patient care support	
	Response Time	12 hours	8 hours	8 hours	Varies	
<b>Comments</b>						

Attachment: Alpine BOS MH ER and R 8.6.19 (9:35 AM Presentation by Dr. Johnson



# MRC Volunteers



Attachment: Alpine BOS MH ER and R 8.6.19 (9:35 AM Presentation by Dr. Johnson

# Region IV Disaster Medical Health Coordination Program








9.2.a

## Regional Emerging Infectious Disease Transportation Plan

## California Mutual Aid Region IV Intra-Region Cooperative Agreement For Emergency Medical and Health Disaster Services

Attachment: Alpine BOS MH ER and R 8.6.19 (9:35 AM Presentation by Dr. Johnson



SEMS Level	Emergency Function/Recovery Function						
State	ESF-10 Hazardous Materials and Oil Handles Request		ESF-8 Public Health and Medical Handles Request			ESF-6 Mass Care	
Regional	REOC Assists with Resource Requests		RDMHS Assists with Resource Requests				
Op Area	OA OES processes Resource Requests		MHOAC processes Resource Requests				
Local							

**DISASTER RELATED ENVIRONMENTAL HEALTH PROGRAMS**

Attachment: Alpine BOS MH ER and R 8.6.19 (9:35 AM Presentation by Dr. Johnson

# Trainings



## California Environmental Health Training in Emergency Response (EHTER) Awareness Level CA-047-RESP

Tim Streeper attended on July 23-24

# Tim Streeper

- Congratulations to Tim!
- Tim recently was recently certified by the California Specialized Training Institute (CSTI) and the California Office of Emergency Services (Cal OES) as an

## **Emergency Management Specialist**

and

Tim and I were recently granted Ham Radio Licenses at the Technician level

SACRAMENTO STATE, SCHOOL OF NURSING  
PRESENTS

# SHELTER PREPAREDNESS: ASSESSMENT AND TRIAGE FOR PUBLIC HEALTH NURSES

Tamara DuPuis, PHN, will attend this month

# Wildfire Cleanup Information for California Health Officials

Attachment: Alpine BOS MH ER and R 8.6.19 (9:35 AM Presentation by Dr. Johnson

**DRAFT: April 20, 2019**

**Ver 2.1**

# Wildfire Smoke: Public Health Considerations

DRAFT: April 24, 2019

Ver 2.3



# Local Recovery Tools

## Sonoma County Complex Fires Health Screening Level Guidance, Cleanup Goals and Background Data Sets

### AN EMERGENCY ORDINANCE OF THE COUNTY OF VENTURA ESTABLISHING LOCAL STANDARDS AND PROCEDURES FOR CLEANUP OF DEBRIS GENERATED BY THE THOMAS FIRE

**“If we don’t  
hang together  
– we will all  
hang  
separately”  
- Ben Franklin**





Attachment: Alpine BOS MHER and R 8.6.19 (9:35 AM Presentation by Dr. Johnson



# Public Health

Prevent. Promote. Protect.

Richard O. Johnson, M.D., MPH, FAAP

Contact info: [rjohnson@alpinecountycalifornia.gov](mailto:rjohnson@alpinecountycalifornia.gov), cell: 760-914-0496

Office: 530-694-2235

# Psychological First Aid (PFA)

# What is PFA?

- Psychological First Aid is an evidence-informed, flexible intervention used for survivors and responders in the immediate aftermath of a disaster.
- It's designed to reduce the initial distress caused by traumatic events and to foster short and long term adaptive function and coping.



# Psychological First Aid

Psychological First Aid creates and sustains an environment of:

- Safety
- Calming
- Connectedness to Others
- Self-efficacy or empowerment
- Hopefulness



# The Action Principles of PFA

Principle	Actions
<b>LOOK</b>	<ul style="list-style-type: none"><li>• Check for safety.</li><li>• Check for people with obvious urgent basic needs.</li><li>• Check for people with serious distress reactions.</li></ul>
<b>LISTEN</b>	<ul style="list-style-type: none"><li>• Approach people who may need support.</li><li>• Ask about people's needs and concerns.</li><li>• Listen to people, and help them to feel calm.</li></ul>
<b>LINK</b>	<ul style="list-style-type: none"><li>• Help people address basic needs and access services.</li><li>• Help people cope with problems.</li><li>• Give information.</li><li>• Connect people with loved ones and social support.</li></ul>



# Before the crisis responders arrive

## Support Behavioral Health and Support Staff

Provide all employees and support staff with:

- a) factual information about the incident
- b) a level of detail about their level of safety and what to expect

# Before the crisis responders arrive

Discuss with employees and support staff:

Immediate expectations, including, work and leave schedules, to allow employees to have this information when they notify families and friends of their status.

# Before the crisis responders arrive

## Discuss Vicarious Trauma

- Provide general information about the common emotional responses such as anxiety, and inability to sleep.
- Emphasize that these feelings are normal and will usually ease with time, however, debriefing and counseling will be available is needed.

# Introduce yourself

- Be fully present and listen.
- Stabilize emotions, address needs and concerns, encourage good coping.
- Help people to meet their basic needs such as a phone to contact family members, connect to others for support, restrooms, hydration and food.
- Provide realistic assurance and hopefulness.



## Do's of Psychological First Aid

- **Offer respect.** Politely observe first, don't intrude. Then ask simple respectful questions to find out how you may be of help.
- **Be prepared.** Affected people may avoid or cling to you.
- **Speak calmly.** Be patient, responsive, and sensitive.
- **Speak clearly.** Use simple, concrete terms; don't use acronyms. If necessary, speak slowly.
- **Point out strengths.** Acknowledge the positive features of what the person has done to keep safe and reach the current setting.
- **Deal with immediate needs.** Adapt the information you provide to directly address the person's immediate goals and clarify answers repeatedly as needed.
- **Share helpful information.** Give information that is accurate and age-appropriate for your audience. If you don't know, tell them this and offer to find out.



## Don'ts of Psychological First Aid

- **Don't be a mind reader.** Do not make assumptions about what the survivor is thinking, feeling or experiencing.
- **Don't assume trauma.** Do not take for granted that everyone exposed to a disaster will be traumatized.
- **Don't pathologize.** Do not label anyone with symptoms or diagnoses.
- **Don't talk down to a survivor.** Do not patronize survivors, or focus on their helplessness, weaknesses, mistakes, or disabilities.
- **Don't assume they need you.** Do not think that all survivors want or need to talk to you.
- **Don't debrief.** Do not probe for painful or gory details of what happened.
- **Don't spread rumors.** Do not speculate or offer unsubstantiated information.
- **Don't be faddish.** Do not suggest fad interventions. Stay with the tried-and-true basics of meeting immediate needs with respect and sensitivity.

# Remember throughout and post disaster to:

- Be tolerant
- Keep boundaries
- Respect People's Privacy
- Maintain appropriate proximity and eye contact
- Pay attention to cultural differences
- Know when and how to make a referral
- Ask for help
- Take care of yourself

# CERTIFICATE of ACHIEVEMENT

This is to certify that

**Gail St.James**

has completed the course

**Psychological First Aid Online**

August 11, 2016

*Janifer Wood Maze*  
Janifer Wood Maze, PhD  
Program Administrator

Credit: 6 CE Earned

11150 W. Olympic Blvd, Suite 660  
Los Angeles, CA 90064  
Phone: (310) 235-2633



This program is approved by the National Association of Social Workers (NASW Provider #: 886476741-9781) for 6 continuing education contact hours. The National Center for Child Traumatic Stress is approved by the American Psychological Association to sponsor continuing education for psychologists. The National Center for Child Traumatic Stress maintains responsibility for this program and its content. California Board of Behavioral Sciences approved CE provider: #PCE 4117. The Semel Institute at UCLA is an accredited provider approved by the California Board of Registered Nursing (Provider # CEP 381). Registered Nurses attending the course may report up to 6 hours of credit as required by the Board of Registered Nursing. For Physicians: CME Consultants, in association with the Semel Institute at UCLA, approved this educational activity for a maximum of 6.0 AMA PRA category 1 Credit™.

Attachment: Psychological First Aid (PFA) Presentation (9:35 AM Presentation by Dr.



# PFA Resources

- Psychological First Aid, Field Operations Guide
  - [http://ncptsd.va.gov/ncmain/ncdocs/manuals/PFA\\_2ndEditionwithappendices.pdf](http://ncptsd.va.gov/ncmain/ncdocs/manuals/PFA_2ndEditionwithappendices.pdf)
- Minnesota Department of Health
  - <http://www.health.state.mn.us/oep/responsesystems/behavioral.html>

# AGENDA TRANSMITTAL



**TO:** Board of Supervisors

**FROM:** Nichole Williamson, CAO/HHS Director

**DATE OF MEETING:** August 6, 2019

**PREPARED BY:** Michelle Beckwith, Administrative Assistant

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**TITLE:** Presentation by Town of Mammoth Lakes Council Member John Wentworth on The Eastern Sierra Sustainable Recreation Partnership (ESSRP).

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**SUMMARY:**

<https://www.essrp.org/>

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**RECOMMENDED ACTION:**

Presentation only

---

**ISSUE STATEMENT AND DISCUSSION:**

---

**FISCAL IMPACT:**

	<input type="checkbox"/> (Not Applicable)
1) Budgeted Current Fiscal Year	<u>\$0.00</u>
2) Total Anticipated Cost Current Year	<u>\$0.00</u>
3) Total Anticipated Cost Annual Year	<u>\$0.00</u>

---

**SOURCE**

<input type="checkbox"/> Unanticipated	<u>\$0.00</u>
<input type="checkbox"/> Revenue From Contingency	<u>\$0.00</u>
Other:	

---

**FUNDING SOURCE:**

---

**INSTRUCTIONS TO CLERK:**



# AGENDA TRANSMITTAL

**TO:** Board of Supervisors

**FROM:** Brian Peters, Community Development Director

**DATE OF MEETING:** August 6, 2019

**PREPARED BY:** Brian Peters, Community Development Director




---

**TITLE:** Request update of three bridge projects in Alpine County: Highway 89 Bridge over Markleeville Creek; Dixon Mine Road Bridge over Wolf Creek, and; Hot Springs Road Bridge over Hot Springs Creek

---

**SUMMARY:** Staff will provide an update on the three bridge projects listed in the agenda.

---

**RECOMMENDED ACTION:** Information and discussion only, no action requested.

---

## ISSUE STATEMENT AND DISCUSSION:

Highway 89 Bridge over Markleeville Creek: Caltrans is proposing to replace this bridge. The project initially was a rail replacement and widening to add space for pedestrians and bicycles crossing the bridge. Caltrans completed environmental review in December 2018 when the project was still being proposed as a rail replacement and widening. Since then, Caltrans has proposed a complete bridge replacement. The new bridge is proposed to be 56 feet long and 41 feet wide, compared to the existing bridge which is just over 41 feet long and 28 feet wide. The increased width will provide space for combined pedestrian/bicycle lanes in both directions. According to Caltrans, the project is expected to go out to bid in early 2020, with a 2-year construction period during which the bridge will be constructed in 2 phases. This will enable the bridge to remain open for traffic throughout most of the construction period. The bridge replacement is being funded through the Caltrans State Highway Operation and Protection Program, better known as "SHOPP."

After discussions between Community Development staff and Caltrans District 10 staff, Caltrans has agreed to hold a public workshop meeting in Markleeville in September or October this year. The workshop will include presentation by Caltrans on the project and an opportunity to ask questions. We are currently working with Caltrans staff to find a date and time for the meeting. We are also working with Caltrans and the Alpine Watershed Group to provide compatibility between the bridge replacement and the planned Markleeville Creek Restoration Project. The Alpine Watershed Group is continuing to pursue funding for the restoration project. Also, Caltrans has agreed to allow the Markleeville Water Company water line to be connected to the new bridge. The Markleeville Public Utility District no longer wants to have a wastewater line connected to the bridge.

Dixon Mine Road Bridge over Wolf Creek: The contract for replacing this bridge was awarded by the Board of Supervisors to Q&D Construction. Initial staging for construction began on July 22. Construction is expected to be complete in November 2019. Q&D Construction is going to place a temporary bridge over the creek during the construction period. There will be limited vehicle access across the temporary bridge during construction, and the temporary bridge will be blocked to vehicle

passage when construction is not occurring. Pedestrians, equestrians, cyclists and ATV/OHV riders will be able to cross over the temporary bridge during the construction period. This project is entirely funded through the federal Highway Bridge Program. There is no local match requirement. The total project cost including design, permitting, construction and construction management is just over \$2.5 million. The construction cost is between \$1.6 and \$1.7 million.

Hot Springs Road Bridge over Hot Springs Creek: The Community Development Department is working with the design engineers and environmental consultants to complete the design and the required federal environmental review process pursuant to NEPA (National Environmental Policy Act). The project is expected to go out to bid in late winter or early spring with a 2-year construction period beginning in summer 2020 during which the bridge will be constructed in 2 phases. This will enable the bridge to remain open for traffic throughout most of the construction period. This project is funded through the federal Highway Bridge Program and has a local match requirement of 11.47%. The total project cost including design, permitting, construction and construction management is just over \$4.1 million. The construction cost is projected to be just under \$3 million. The match for construction is \$434,000 which is proposed to come from the County's share of the STIP (State Transportation Improvement Program). Approximately \$35,000 in Local Transportation Funds was used as match for the design and environmental work.

The Dixon Mine Road and Hot Springs Road bridges require the County to expend funds and then be reimbursed through Caltrans. The typical lag for reimbursement once we submit invoices to Caltrans is 45-60 days. Community Development has continued to keep the County Finance Department informed of the status of these projects.

<b>FISCAL IMPACT:</b>	<input type="checkbox"/> (Not Applicable)	<b>SOURCE</b>	
1) Budgeted Current Fiscal Year		<input type="checkbox"/> Unanticipated	<u>\$0.00</u>
2) Total Anticipated Cost Current Year	<u>\$0.00</u>	<input type="checkbox"/> Revenue From Contingency	<u>\$0.00</u>
3) Total Anticipated Cost Annual Year	<u>\$0.00</u>	Other:	<u>\$0.00</u>

**FUNDING SOURCE:**

**INSTRUCTIONS TO CLERK:**

# AGENDA TRANSMITTAL



**TO:** Board of Supervisors

**FROM:** Nichole Williamson, CAO/HHS Director

**DATE OF MEETING:** August 6, 2019

**PREPARED BY:** Michelle Beckwith, Administrative Assistant

**TITLE:** Closed Session: Conference With Labor Negotiator - (GC§ § 54954.5 And 54957.6) Agency Negotiator: Margaret Long. Employee: District Attorney

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**SUMMARY:**

---

**RECOMMENDED ACTION:**

---

**ISSUE STATEMENT AND DISCUSSION:**

---

**FISCAL IMPACT:**

	<input type="checkbox"/> (Not Applicable)
1) Budgeted Current Fiscal Year	
2) Total Anticipated Cost Current Year	<u>\$0.00</u>
3) Total Anticipated Cost Annual Year	<u>\$0.00</u>

---

**SOURCE**

<input type="checkbox"/> Unanticipated	<u>\$0.00</u>
<input type="checkbox"/> Revenue From Contingency	<u>\$0.00</u>
Other:	

---

**FUNDING SOURCE:**

---

**INSTRUCTIONS TO CLERK:** Personnel