
Memorandum of Understanding
between
Kings County Department of Public Health
and
Kings Community Action Organization

This Memorandum of Understanding (MOU) sets forth the terms and understanding between the Kings County Department of Public Health (KCDPH) and the Kings Community Action Organization (KCAO) to share the Kettleman Family Resource Center (FRC) located at 75 5th Street, Kettleman City, CA 93239. This MOU is entered into on January ____, 2021.

Background:

Both KCDPH and KCAO serve similar populations throughout the County of Kings in California and are concerned with optimizing the general health and well being of their participants. Both organizations serve participants at separate sites in Kettleman City. From 2014 through early 2020, KCDPH WIC and KCAO collaborated to allow KCDPH WIC to co-locate with the KCAO Kettleman City FRC by parking their mobile clinic/WIC office in the parking lot of the FRC two days a month. This arrangement was interrupted in March 2020 at the onset of the Novel Coronavirus pandemic when the mobile unit was needed by the Department of Public Health to deliver healthcare services throughout the county. This MOU is an agreement between KCAO and KCDPH WIC to allow KCDPH WIC to use space in the Kettleman City FRC 2-3 days a month.

Purpose:

The purpose of this MOU is to establish the guidelines for the use of the FRC by both organizations, KCDPH WIC and KCAO.

KCAO Agrees To Provide:

1. Use of the FRC premises during normal business hours two (2) or three (3) days per month. Currently, normal business hours are Tuesday through Thursday from 9:00 am to 3:30 pm.
2. The use of designated office space which contains two desks and a file cabinet for storage to house two WIC staff, 2-3 business days per month.
3. Access to and use of staff rest rooms, lunchroom and refrigerator for KCDPH WIC staff.
4. Access to 4 working electrical outlets for KCDPH WIC staff use.

5. Access and use of the FRC waiting area by KCDPH WIC staff and participants. Permitted use is limited to the room's intended purpose.
6. Notice to KCDPH WIC of relevant changes in the FRC Program policies and procedures.
7. Information about the FRC Program services to KCDPH WIC.
8. Referrals to WIC services.
9. Direct all WIC inquires to KCDPH WIC at (559) 582-0180

KCDPH WIC Agrees to Provide:

1. The full scope of KCDPH WIC services at the FRC in Kettleman City two (2) or three (3) days a month during normal business hours.
2. All equipment and materials needed to conduct WIC business, unless otherwise specified in this MOU.
3. Internet access and IT support for KCDPH WIC staff working at the FRC in Kettleman City.
4. Notification to KCAO of days and hours of KCDPH WIC operations 90 days in advance.
5. All WIC signage.
6. Monthly count of KCDPH WIC participants receiving WIC services at the FRC in Kettleman City, CA.
7. FRC Program with relevant changes in WIC policies, procedures, and eligibility.
8. WIC staff with changes and updates in the FRC Program
9. Referrals to KCAO services.

Both Parties Agree to:

1. Appoint a representative from each program to coordinate activities relating to the terms of this agreement and to facilitate the exchange of information. These representatives will regularly communicate with one another and meet at a minimum of once during the effective period of this MOU.

For KCDPH WIC
Michelle Bieber
(559) 582-2588

For KCAO
April Hatfield
(559) 415-7222

2. Coordinate monthly calendar schedules.
3. Distribute each other's outreach materials to the target population, medical providers, and to other agencies.
4. Inform each other of workshops, presentations, etc. that may be of mutual interest.

5. Carry its own general liability, professional liability, auto, and workers' compensation insurance policies.
6. Indemnify and hold harmless the other party's employees, agents, volunteers and assigns from and against any and all claims demands, liability, judgements, awards, interest, reasonable attorneys fees, costs and expenses of whatsoever kind or nature, at any time arising out of or in any way connected with the performance of this MOU. This liability shall apply to any acts or omissions, willful misconduct or negligent conduct, whether active or passive on the part of the indemnifying party.
7. KCAO not providing KCDPH WIC with keys or alarm codes to the FRC

Terms

1. The term of this MOU shall begin on the date first written above and terminate three (3) thereafter.

Signatures

KINGS COUNTY DEPARTMENT OF
PUBLIC HEALTH WIC PROGRAM

FAMILY RESOURCE CENTER,
KETTLEMAN CITY, CA

By _____
Edward Hill
Department of Public Health, Director

By _____
Jeff Garner
Executive Director

APPROVED AS TO FORM
Lee Burdick, County Counsel

By: 
Cindy Crose Kliever, Deputy County Counsel