

**Board Members**

Joe Neves, District 1  
Richard Valle, District 2  
Doug Verboon, District 3 - Chairman  
Rusty Robinson, District 4 – Vice-Chairman  
Richard Fagundes, District 5



**Staff**

Kyria Martinez, County Administrative Officer  
Diane Freeman, County Counsel  
Catherine Venturella, Clerk of the Board

## Board of Supervisors Regular Meeting Agenda

**Date:** Tuesday, March 26, 2024  
**Time:** 9:00 a.m.  
**Place:** MULTI PURPOSE ROOM, Administration Building 1, Kings County Government Center  
1400 W. Lacey Boulevard, Hanford, California 93230

☎ (559) 852-2362 ❖ [bosquestions@co.kings.ca.us](mailto:bosquestions@co.kings.ca.us) ❖ website: <https://www.countyofkings.com>

The meeting can be attended on the Internet by clicking this link:

<https://countyofkings.webex.com/countyofkings/j.php?MTID=md0a36a1b63bdf37178923ab91e64d33c>

or by sending an email to [bosquestions@co.kings.ca.us](mailto:bosquestions@co.kings.ca.us) on the morning of the meeting for an automated email response with the WebEx meeting link information. Members of the public attending via WebEx will have the opportunity to provide public comment during the meeting. Remote WebEx participation for members of the public is provided for convenience only. In the event that the WebEx connection malfunctions or becomes unavailable for any reason, the Board of Supervisors reserves the right to conduct the meeting without remote access. \*WebEx will be available for access at 8:50 a.m.\*

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[www.countyofkings.com](http://www.countyofkings.com) and click on the “Join Meeting” button or by clicking this link:  
<https://youtube.com/live/-p8-9bld6xk?feature=share>

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- I. 9:00 AM **CALL TO ORDER**  
ROLL CALL – Clerk of the Board  
INVOCATION – Pastor Tim Dinkins – Grace Bible Church  
PLEDGE OF ALLEGIANCE



**II. UNSCHEDULED APPEARANCES**

*Any person may directly address the Board at this time on any item on the agenda, or on any other item of interest to the public, that is within the subject matter jurisdiction of the Board. Two (2) minutes are allowed for each item.*

**III. APPROVAL OF MINUTES**

- A.** Report out of Closed Session from the regular meeting for March 19, 2024.
- B.** Approval of the minutes from the regular meeting for March 19, 2024.

**IV. CONSENT CALENDAR**

**A. Human Resources:**

- 1. Consider approving the revised job specification for Animal Services Manager.

**B. Probation Department:**

- 1.
  - a. Consider approving the grant funding Agreement with the California Department of Health Care Services for the implementation of California Providing Access and Transforming Health program effective upon execution through March 31, 2026.
  - b. Adopt the budget change. **(4/5 vote required)**

**C. Public Health Department:**

- 1.
  - a. Consider authorizing the Director of Public Health to submit a Local Indigent Care Needs Implementation Program Grant application to the County Medical Services Program Governing Board for the performance period of July 1, 2024 through June 30, 2027;
  - b. Delegate signature authority to the Director of Public Health as necessary for the grant application, reporting, non-financial amendments, and grant closing.
- 2. Consider approving the closure of the Kings County Department of Public Health for a department-wide staff recognition event and luncheon on Wednesday, April 3, 2024 from 11:00 AM – 1:00 PM, including the offices in Hanford, Lemoore, Corcoran, and Avenal.

**D. Administration:**

- 1. Consider authorizing the Chairman to sign a letter of support for Senate Bill 1032 which would give the Housing and Community Development Department the authority to forgive specific legacy loans, at their discretion.

**V. REGULAR CALENDAR**

**A. Fire Department – Salvador Flores**

- 1.
  - a. Consider authorizing the purchase of a 105-foot aerial fire apparatus from Fire Apparatus Solutions;
  - b. Authorize the Fire Chief to sign the Apparatus Agreement;
  - c. Adopt the budget change. **(4/5 vote required)**

**B. Human Resources – Carolyn Leist/Ashley Hernandez**

- 1.
  - a. Consider approving the new job specification for Epidemiologist and set the salary at Range 237.5 (\$6,387-\$7,795 monthly);
  - b. Allocate 1.0 Full-Time Equivalency position in Budget Unit 411300.

**C. Veterans Services – Scott Holwell/Codi Pennington**

- 1. Consider adopting a Resolution proclaiming the week of March 24–30, 2024 as Veteran and Military Women’s History Week in Kings County.



**VI. BOARD MEMBER ANNOUNCEMENTS OR REPORTS**

*On their own initiative, Board Members may make a brief announcement or a brief report on their own activities. They may ask questions for clarification, make a referral to staff or take action to have staff place a matter of business on a future agenda (Gov. Code Section 54954.2a).*

- ◆ Board Correspondence
- ◆ Upcoming Events
- ◆ Information on Future Agenda Items

**VII. CLOSED SESSION**

- ◆ **Litigation initiated formally. Title:**  
Certain Underwriters of Lloyds, London et. al. v. California Department of Water Resources et. al. Kings County Superior Court Case No. 24CU0099  
**[Govt Code Section 54956.9(d)(1)]**
- ◆ **Workers Compensation Settlement: (1 Case) [Govt Code Section 54956.95]**
- ◆ **Conference with Labor Negotiator: [Govt. Code Section 54957.6]**  
**Negotiators: Kyria Martinez, Carolyn Leist, Che Johnson of Liebert Cassidy Whitmore**
  - General Unit - CLOCEA
  - Supervisor’s Unit - CLOCEA
  - Blue Collar - SEIU
  - Detention Deputy’s Association
  - Firefighter’s Association
  - Deputy Sheriff’s Association
  - Probation Officer’s Association
  - Prosecutor’s Association
  - Unrepresented Management

**VIII. ADJOURNMENT**

The next regularly scheduled meeting will be held on Tuesday, April 2, 2024 at 9:00 a.m. in the Multi Purpose Room, entrance is located across the hall from Board Chambers.

<b>FUTURE MEETINGS AND EVENTS</b>		
April 2	9:00 AM	Regular Meeting
April 9	9:00 AM	Regular Meeting
April 9	2:00 PM	Board of Equalization Regular Meeting
April 16	9:00 AM	Regular Meeting
April 23	9:00 AM	Regular Meeting
April 30	9:00 AM	Regular Meeting

*Agenda backup information and any public records provided to the Board after the posting of the agenda will be available for the public to review at the Board of Supervisors office, 1400 W. Lacey Blvd, Hanford, for the meeting date listed on this agenda.*



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Rusty Robinson, District 4 – Vice-Chairman  
Richard Fagundes, District 5



**Staff**

Kyria Martinez, County Administrative Officer  
Diane Freeman, County Counsel  
Catherine Venturella, Clerk of the Board

## Board of Supervisors Regular Meeting Action Summary

**Date:** Tuesday, March 19, 2024  
**Time:** 8:30 a.m.  
**Place:** MULTI PURPOSE ROOM, Administration Building 1, Kings County Government Center  
1400 W. Lacey Boulevard, Hanford, California 93230

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- I. 8:30 AM **YOUTH AND COUNTY GOVERNMENT DAY**
  - A. Receive an overview of Youth in County Government Day, orientation, and assignments of students to Department Heads and Board of Supervisors.



**II. 9:00 AM CALL TO ORDER**

**ROLL CALL – Clerk of the Board**

**INVOCATION – Kyria Martinez, County Administrative Officer**

**PLEDGE OF ALLEGIANCE**

**ALL MEMBERS PRESENT**

**III. UNSCHEDULED APPEARANCES**

*Any person may directly address the Board at this time on any item on the agenda, or on any other item of interest to the public, that is within the subject matter jurisdiction of the Board. Two (2) minutes are allowed for each item.*

**NONE**

**IV. APPROVAL OF MINUTES**

**A.** Report out of Closed Session from the special meeting for March 11, 2024.

**REPORT OUT: Diane Freeman, County Counsel stated that the Board took no reportable action in closed session at their March 11, 2024 meeting.**

**B.** Report out of Closed Session from the regular meeting for March 12, 2024.

**REPORT OUT: Diane Freeman, County Counsel stated on that March 12, 2024 the Board unanimously voted to cross appeal the final decision made by the Sacramento County Superior Court in case number 34-2020-80003517, titled: Sierra Club et. al. a California Department of Water Resources.**

**C.** Approval of the minutes from the special meeting for March 11, 2024.

**ACTION: APPROVED AS PRESENTED (RF, RR, JN, RV, DV - Aye)**

**D.** Approval of the minutes from the regular meeting for March 12, 2024.

**ACTION: APPROVED AS PRESENTED (JN, RR, RV, RF, DV - Aye)**

**V. CONSENT CALENDAR**

**A. Fire Department:**

1. a. Consider approving the budget adjustment for the Fire Department for the purchase of two Type 1 fire apparatus;
- b. Adopt the budget change. **(4/5 vote required)**

**B. Human Services Agency:**

1. a. Consider authorizing the Human Services Agency to apply for Homeless Housing Assistance and Prevention Round Five grant funds through Business Consumer Services administered through the California Interagency Council on Homelessness;
- b. Authorize the Human Services Agency Director to submit the application and sign necessary grant documents required to secure funds;
- c. Approve the interagency Agreement with Kings/Tulare Homeless Alliance effective upon execution for a term of up to five years to delineate roles and responsibilities in implementing the Regionally Coordinated Homelessness Action Plan with the Homeless Housing Assistance and Prevention grant funds. **[AGMT 24-032]**

**C. Public Works Department:**

1. a. Consider adopting a Resolution finding that there are no unmet transit needs in Kings County; **[RESO 24-014]**
- b. Authorize the Public Works Director to sign the claim form to allow the Local Transportation Funds to be received by the County.



**D. Sheriff's Office:**

1. Consider approving the Agreement with Trinity Services Group, Incorporated for food services for the Kings County Jail and Kings County Juvenile Center retroactively effective from March 18, 2024 through March 17, 2026. **[AGMT 24-033]**

**E. Administration:**

1. Consider denying the Claim for Damages filed by Downtown LA Law Group on behalf of Antonio Montelongo Jaurique.

**ACTION: APPROVED AS PRESENTED (JN, RF, RV, RR, DV - Aye)**

**VI.**

**REGULAR CALENDAR**

**A. County Counsel – Diane Freeman**

1. Consider authorizing the advanced step hire of Risé A. Donlon as Assistant County Counsel at Salary Range 301.5, Step 5, retroactively effective on March 18, 2024, Pay Period 7.

**ACTION: APPROVED AS PRESENTED (JN, RR, RV, RF, DV - Aye)**

**B. Information Technology Department – John Devlin**

1. Consider authorizing the Purchasing Manager to sign the purchase order with Coronet Cyber Security, Incorporated for one year of licensing renewals for the email security platform.

**ACTION: APPROVED AS PRESENTED (RF, JN, RV, RR, DV - Aye)**

**VII. 10:00 AM**

**PUBLIC HEARING**

**A. Community Development Agency – Chuck Kinney/Yesenia Kharufeh**

1. a. Hold a Public Hearing regarding the implementation, administration, and writing as requested for HOME Investment Partnerships Program, Community Development Block Grant Program, Building Equity and Growth in Neighborhood, and CalHome Program grants;  
b. Approve the Agreement with Self-Help Enterprises to implement, administer, and write as requested HOME Investment Partnerships Program, Community Development Block Grant Program, Building Equity and Growth in Neighborhood, and CalHome Program grants effective upon execution by all parties for a period of three years. **[AGMT 24-028]**

**SUPERVISOR VERBOON OPENED THE PUBLIC HEARING. NO TESTIMONY WAS RECEIVED AND THE PUBLIC HEARING WAS CLOSED.**

**ACTION: APPROVED AS PRESENTED (JN, RV, RV, RR, DV - Aye)**

**VIII.**

**BOARD MEMBER ANNOUNCEMENTS OR REPORTS**

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**Supervisor Neves stated that he attended the Sierra Pacific FFA drive thru dinner, he had great compliments for the Kings County employee clinic, assisted Supervisor Fagundes and John Devlin with the Information Technology Department St. Patrick's Day breakfast, attended the Lemoore Gem and Rock Show, was a judge in Corcoran for the Kings County 4H project competition and food Olympics, attended the Stratford seafood boil, attended the Kings Symphony Spring Concert at the historic Hanford Fox Theater, attended the Health Equity panel meeting and attended the Kings County Homeless Committee meeting.**

**Supervisor Fagundes stated that he attended the Stratford seafood boil and helped with the Information Technology Department breakfast. He stated that he was very proud and appreciative to have his granddaughter Gracie here today with him.**



**Supervisor Valle thanked Emily from Corcoran High School for being here today. He stated that he attended the unveiling of longtime Corcoran City Councilman Raymond Lerma statue at Corcoran Gateway Park and thanked everyone who attended.**

**Supervisor Verboon stated he attended the Rural Counties Representatives of California by-monthly meeting, he was the Transportation Committee guest speaker on Amtrak, he met with Senate and Assembly members, he and Supervisor Robinson met with Dennis Mills of Mid Kings River Groundwater Sustainability Agency regarding ground water extractions and introduced his co-chairman Hunter from Hanford West High School.**

**Supervisor Robinson stated it was a pleasure to have Dominic from Hanford High School today. He stated that he met with the Armona Community Service District regarding projects in Armona, he and Supervisor Verboon met with Chuck Kinney and Dennis Mills on water issues, he attended the Kings/Tulare Area Agency on Aging meeting with Supervisor Fagundes and Bobbie Wartson, he spoke with Craig Johnson of Salmon's Furniture on downtown Hanford homeless concerns.**

- ◆ **Board Correspondence: Kyria Martinez stated the Board received correspondence from the following: Kristine Lee, Assessor dated March 12, 2024 regarding a Taxpayer Notices per the Revenue and Taxation Code Section 1603. The Board received an invitation dated March 9, 2024 from the Bakersfield National Cemetery Support Committee to celebrate this year's annual Memorial Day Ceremony on Saturday, May 25, 2024 at 9:00 a.m. at the Bakersfield National Cemetery. The Board received correspondence from the Los Angeles County Sanitation Districts dated March 8, 2024 regarding the appointment of Riley Jones for the Vacant Tulare Lake Reclamation District. The Board received an invitation to attend the 2024 Quilt Unveiling for National Crime Victims' Rights Week on April 23, 2024 at 6:00 p.m.**
- ◆ **Upcoming Events: Kyria Martinez stated Kings County Behavioral Health will host their Family Member Support Group today, March 19th from 5:30 p.m.-7:30 p.m. at 1222 W. Lacey Blvd in Hanford. Kings County Library Hanford Branch will host its Maker Monday on March 25, 2024 from 3:30 p.m. - 4:30 p.m. where participants will learn to make Easter Bunny Buddies. Also the Hanford Library hosts story time every Wednesday at 3:00 p.m. and every Thursday at 10:00 a.m. Kings County Behavioral Health will host their Veteran's Support Group on March 26, 2024 from 5:30 p.m.-7:30 p.m. at Veterans Memorial Hall in Hanford. The Kings County District Attorney's Office Victim Witness Assistance Program will host its annual quilt unveiling in support of National Crime Victims' Rights Week on Tuesday, April 23, 2024 from 6:00 p.m.-7:30 p.m. at the Koinonia Church Learning Center Auditorium in Hanford.**
- ◆ **Information on Future Agenda Items: Kyria Martinez stated that the following items will be on a future agenda: Public Health - CMSP LICN Implementation Grant, Temporary Closure for a Department-Wide Staff Recognition Event During National Public Health Week; Human Resources -Job Revision: Animal Services Manager, New Position: Epidemiologist; Public Guardian/Veteran's Service Office -Veteran and Military Women's History Week.**





**IX. CLOSED SESSION**

- ◆ **Conference with Labor Negotiator: [Govt. Code Section 54957.6]**  
**Negotiators: Kyria Martinez, Carolyn Leist, Che Johnson of Liebert Cassidy Whitmore**
  - General Unit - CLOCEA
  - Supervisor’s Unit - CLOCEA
  - Blue Collar - SEIU
  - Detention Deputy’s Association
  - Firefighter’s Association
  - Deputy Sheriff’s Association
  - Probation Officer’s Association
  - Prosecutor’s Association
  - Unrepresented Management
- ◆ **Significant exposure to litigation: (1 Case)**  
**[Govt. Code Section 54956.9 (d)(2)(e)(3)]**  
**Additional Info: J.G. Boswell claim for damages**

**X. ADJOURNMENT**

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***FUTURE MEETINGS AND EVENTS***

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# COUNTY OF KINGS BOARD OF SUPERVISORS

GOVERNMENT CENTER HANFORD, CALIFORNIA 93230 (559) 852-2362  
Catherine Venturella, Clerk of the Board of Supervisors

## AGENDA ITEM March 26, 2024

**SUBMITTED BY:** Human Resources – Carolyn Leist/Ashley Hernandez

**SUBJECT:** REVISED JOB SPECIFICATION FOR ANIMAL SERVICES MANAGER

**SUMMARY:**

**Overview:**

The Animal Services Manager is a classification used in the Sheriff's Office that assists in the supervision and day-to-day operations of the Animal Services Division. The Koff & Associates (K&A) classification study provided recommendations to modify the minimum qualifications.

**Recommendation:**

**Approve the revised job specification for Animal Services Manager.**

**Fiscal Impact:**

None.

**BACKGROUND:**

The County retained K&A to complete a classification and compensation study. The job specification for the Animal Services Manager was updated based on their recommendations. Specifically, the minimum education requirements were modified from graduation from an accredited four-year college or university with a bachelor's degree to an associate degree in business, public administration, animal science, or a related field. The education requirements were also revised to remove the additional qualifying experience substitution for the required education. The minimum experience requirements were revised to remove the optional experience requirement of three years of experience in law enforcement or the administration of public service programs including responsibility for staff supervision, budget control, and public relations. The revised job specification also includes updates to the definition, class characteristics, examples of duties, knowledge, and abilities sections, and the supervision received and exercised were added. Additionally, consistent with current Human Resources practices, the physical demands, environmental conditions, and disaster service worker information are included.

**BOARD ACTION:**

APPROVED AS RECOMMENDED: \_\_\_\_\_ OTHER: \_\_\_\_\_

I hereby certify that the above order was passed and adopted  
on \_\_\_\_\_, 2024.

CATHERINE VENTURELLA, Clerk of the Board

By \_\_\_\_\_, Deputy.



JCN # D104  
Est.: July 2007  
Rev.: 3/24

## **ANIMAL SERVICES MANAGER**

### **DEFINITION**

Under direction, plans, organizes, coordinates, manages, and supervises the staff and operations of the Animal Services Division; plans, supervises, coordinates, and participates in the day-to-day operations of the animal shelter and field care and control services and related programs; participates in the development of the County animal services budget, policies, procedures, and strategies to improve service and care and to ensure the effective use of the County resources; provides assistance to management staff in areas of expertise; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from assigned supervisory or management personnel. Exercises direct supervision over animal services staff.

### **CLASS CHARACTERISTICS**

This is a management classification responsible for managing and supervising the County's animal services and control operations, services, programs, and animal shelter that exercises independent judgment on diverse and specialized related functions with significant accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff, assisting with budget development and administration. Incumbents coordinate key programs/projects with other County divisions and departments and external agencies and provide support to assigned management staff in a variety of areas.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Manages, plans, and oversees the daily functions, operations, and activities of the Animal Services division, including the enforcement of state laws and county ordinances governing the licensing, impounding, care, and disposal or adoption/rescue of animals; ensures division compliance with policies and procedures, standards of quality and safety, and all applicable local, state, and federal laws and regulations.
- Supervises the operation of the animal shelter including the receiving, care, and feeding of animals, their release to owners or adoptive owners, and ensuring veterinary care is obtained as appropriate; maintains cleanliness and maintenance of the shelter and equipment.
- Directs and supervises Animal Control Officers in responding to public calls and complaints about stray, vicious, diseased, or dead animals; manages responses to inquiries and complaints from citizens, veterinarians, the Sheriff's office or Health Department; supervises and conducts investigations.
- Administers and coordinates the county's rabies control, compliance, and quarantine programs in cooperation with the Health Department; supervises the administration of vaccines to dogs, cats, and other domestic species; administers humane euthanasia as necessary.

- Participates in the development and implementation of goals, objectives, policies, and priorities for the division; monitors and evaluates the efficiency and effectiveness of the animal control program and service delivery methods; identifies opportunities and recommends improvements.
- Participates in the development, administration, and oversight of the division budget, including determining funding needs for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Prepares and reviews reports that may support prosecution of criminal complaints for ordinance violations; assists with case preparation for prosecution and testifies in court as necessary.
- Participates in the selection, training, motivation, and evaluation of assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Stays abreast of developments in animal control and animal care legislation, trends, and technologies; evaluates their impact on county operations; recommends and implements policy and procedural improvements.
- Implements and supervises programs for public education on animal welfare and ownership responsibilities; serves as a liaison for the division with other county departments, divisions, and outside agencies.
- Prepares and presents staff and agenda reports and other necessary correspondence related to division activities and services; presents reports to various commissions, committees, and boards; conducts organizational and operational studies and investigations, recommending modifications to programs, policies, and procedures as appropriate.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval; handles difficult and sensitive problems and complaints professionally, identifying and reporting findings and taking corrective action.
- Ensures the procurement and maintenance of an adequate inventory of supplies, food, tools, and equipment, including security of controlled substances used in animal care; performs a variety of administrative tasks such as budget preparation, control, and management, ensuring proper documentation of transactions and all necessary records.
- Directs the establishment and maintenance of working and official division files; ensures staff compliance with county and mandated safety rules, regulations, and protocols; interprets policies and procedures to subordinates and the general public.
- Trains on, monitors, and operates a variety of animal care and control equipment and tools, including a tranquilizer gun, capture and restraining devices, medical instruments; transports animals and drives a vehicle as necessary,
- Performs related duties as assigned.

### **MINIMUM QUALIFICATIONS**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

### **EDUCATION AND EXPERIENCE**

#### **Education:**

- Equivalent to an associate degree from an accredited college or university with major coursework in business, public administration, animal science, or a closely related field.

#### **Experience:**

- Three (3) years of increasingly responsible experience working in an animal control or animal care setting, including one (1) year in a supervisory or lead capacity.

## **LICENSES AND CERTIFICATIONS**

### **Licenses:**

- Possession of a valid California driver's license issued by the Department of Motor Vehicles at the time of appointment.

## **SPECIAL REQUIREMENTS**

Qualify for security clearance through a background investigation and fingerprint check, which includes a credit check. Ability to qualify for deputization by the Kings County Sheriff's Office for the purpose of incarcerated workers. Ability to work irregular hours including emergencies, evenings, weekends and holidays and work varying shifts as necessary. Dependent upon assignment, incumbents may be required to handle and discharge tasers necessary for control of wildlife.

## **KNOWLEDGE AND ABILITIES**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of budget development and administration.
- Principles and practices of humane animal care, impoundment, quarantine, and disposition.
- Veterinary treatment protocols for various animal diseases and conditions.
- Principles of anatomy, physiology, behavior, and diseases of domestic and wild animals.
- Species and breed identification of a variety of domestic and common wild animals.
- Court procedures and operations.
- Search, seizure, and arrest procedures and laws.
- Practices of researching animal control services issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- General principles of risk management related to the functions of the assigned area.
- Recent and on-going developments, current literature, and sources of information related to animal control programs and services.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- County and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- Techniques of effective oral and written communication; proper spelling, grammar, and punctuation.
- Current equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

- Plan, organize, oversee, and manage the staff and operations of the Animal Services Division.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.

- Identify problems, research, and analyze relevant information, and develop and present recommendations and justification for solutions.
- Work tactfully and effectively with a variety of individuals, some of whom may be hostile or irate and/or from varying ethnic and socioeconomic backgrounds.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Prepare clear, effective, and accurate reports, correspondence, and other written materials.
- Establish and maintain accurate logs, records, and written records of work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to patrol service areas and tow trailers; and to walk on uneven terrain; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a field classification with frequent standing and walking. Wrist flexion and lateral rotation are necessary in combination with grasping to handle a snare and leash. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment and above-mentioned tools and equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must be able to lift, carry, push, and pull materials, objects, and live/dead animals weighing up to 75 pounds, in all cases with proper equipment and/or assistance from other staff.

### **ENVIRONMENTAL CONDITIONS**

Employees primarily work outside and may be exposed to inclement weather conditions and potentially hazardous physical substances. The principal duties of the class generally involve exposure to dangerous, diseased or injured animals. The work environment may be unpleasant and/or nauseating with possible exposure to rabid animals and animals that may have other infectious diseases. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **DISASTER SERVICE WORKERS**

All Kings County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Emergency Services Chapter 6-8 via adoption of local Ordinance No. 361 § 1, 2-25-75). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.

FLSA EXEMPTION: Exempt MEDICAL GROUP: B-1 PROBATIONARY PERIOD: One year (2080 hours).
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## ANIMAL SERVICES MANAGER

### DEFINITION

Under direction, to plan, direct and supervise the work of the Animal Control Division in the Sheriff's Office including all animal shelter and field care and control services; to train and assist subordinates in performance of their duties; and to perform related work as required.

### DISTINGUISHING CHARACTERISTICS

Animal Services Manager is a non-sworn, single position classification utilized in the Sheriff's Office to manage the Animal Control Division which includes operation of the animal shelter, administering the licensing and regulation programs, enforcement of State laws and County ordinances related to animal control; and oversight of the animal adoption, rescue, public education and outreach programs. The position reports to an Assistant Sheriff.

### EXAMPLES OF DUTIES

*Duties include but are not limited to those described below. Reasonable accommodation will be made when requested and determined by the County to be appropriate under applicable law.*

Plan, organize and supervise the staff and activities of the animal control division; ensure division compliance with policies and procedures, standards of quality and safety, and all applicable local, State and federal laws and regulations; manage the animal control program including the enforcement of State laws and County ordinances governing the licensing, impounding, care and disposal or adoption/rescue of animals; supervise and manage the operation of the animal shelter including the receiving of incoming animals, care and feeding of animals and release of animals to owners or adoptive owners; ensure veterinary care is obtained for animals as appropriate; supervise; ensure animal shelter and equipment is maintained and clean; supervise and direct Animal Control Officers in responding to calls and complaints from the public regarding stray, vicious, diseased or dead animals; respond to citizen, veterinary, Sheriff or Health Department inquiries and complaints; monitor compliance issues; supervise and conduct investigations; prepare/review reports which may support prosecution of criminal complaints for ordinance violations; may assist with case preparation for prosecution; testify in court as necessary; administer and coordinate the County's rabies control, compliance and quarantine programs; cooperate with the Health Department in the investigation of bites and quarantine of animals; monitor developments in animal control and animal care legislation, trends and technologies; evaluate their impact on County operations; recommend and implement policy and procedural improvements; implement and supervise programs for public education on animal welfare and ownership responsibilities; manage and supervise subordinate staff including staff selection, evaluation, training and schedules; may administer vaccines to dogs, cats, and other domestic species; administer humane euthanasia to animals as necessary; ensure the procurement and maintenance of an adequate inventory of supplies, food, tools and equipment; ensure security of controlled substances used in animal care; perform a variety of administrative tasks such as budget preparation, control and management; make oral and written reports and presentations; ensure proper documentation of maintenance of transactions and all necessary records; interpret policies and procedures to subordinates and the general public; assist subordinate staff with duties as necessary; drive a motor vehicle, operate a variety of animal care and control equipment and tools, including a tranquilizer gun, capture and restraining devices, medical instruments.

### MINIMUM QUALIFICATIONS

*Any combination of education, training and/or experience that would provide the required knowledge, skills and abilities may be considered as qualifying. A typical way to obtain the required knowledge, skills and abilities would be:*

Education: Equivalent to graduation from an accredited four year college or university with a bachelor's degree in business, public administration, animal science, or a related field. (Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis.)

Experience: Three years of experience working in an animal control or animal care setting performing duties equivalent to a Kings County Animal Control Officer or Animal Shelter Technician and including at least one year in a lead or supervisory capacity;

OR

Three years of experience in law enforcement or the administration of public service programs including responsibility for staff supervision, budget control and public relations.



## MINIMUM QUALIFICATIONS (continued)

License: Posses and maintain a valid appropriate California driver's license issued by the State Department of Motor Vehicles.

Special Requirements: The ability to qualify for deputization by the Kings County Sheriff's Office through a background investigation & fingerprint check, including a satisfactory driving record; the ability to lift and carry injured, live and dead animals; ability to work evenings weekends and holidays as needed. Ability to obtain and maintain a valid Euthanasia by Injection Certificate prior to completion of probationary period.

Knowledge of: Operational characteristics and functions of an animal control and adoption/rescue programs; principles and techniques of training, supervision and staff development; laws, ordinances and current practices pertaining to the licensing, impounding, quarantine, care, control and disposal of animals; current regulations and progressive methods relating to animal adoption/rescue; program development and public relations techniques; humane care, treatment and disposal of impounded animals; safe, humane and efficient handling of large and small animals; symptoms and control of common animal diseases; characteristics of animal behavior; proper care and feeding of large and small animals; safe work practices related to the handling and care of animals and facilities maintenance; principles and practices of budget development, preparation and control; proper methods of accounting for fees collected.

Ability to: Organize, implement, and direct animal control and shelter operations and activities; administer programs in an effective and cost efficient manner; demonstrate initiative and exercise sound judgment in interpreting and implementing division policies; develop creative approaches to problem resolution within existing resources; plan, organize, and implement animal control and adoption/rescue services through multi-disciplinary and multi-agency programs; identify and develop long-term strategies to fund programs and capital improvements; provide expertise in conducting investigations into complex or sensitive matters cases; collect and analyze data; interpret policies, procedures and regulations; develop appropriate conclusions, and prepare clear and comprehensive reports; effectively represent County and Department with community and other agencies; develop and maintain effective working relationships with those contacted in the performance of duties including but not limited to other agencies, veterinarians, and public groups; effectively use the media to enhance to enhance support for programs; react quickly, effectively and calmly under stressful situations; interpret and explain pertinent local, State, and federal laws regulations and ordinances, and countywide and departmental policies and procedures; communicate clearly and concisely, both orally and in writing; understand problems of the general public and furnish clear and satisfactory explanations regarding animal control/shelter policies, procedures and practices displaying a high degree of courtesy, tact, compassion and poise; supervise, train and evaluate staff; maintain confidential information in accordance with legal standards and/or county regulations; resolve conflicts and respond appropriately to complaints. Administer vaccines to dogs, cats, and other domestic species. Administer humane euthanasia to animals. Follow safe work practices; safely operate a motor vehicle and office equipment. Safely operate a variety of animal control tools and equipment including firearms.

Work Environment: Work primarily in the office at Animal Control performing administrative and management duties. Work indoors and outdoors, around animals and in varying temperatures and climates at Animal Control's shelter and occasionally in the field. Sit and work at a desk and stand at a counter providing customer service; work with money, files computers and general office equipment, communicate in person, over the phone and by radio; stand, walk, reach; lift; carry and stoop to perform maintenance and animal care duties. Exposure to cold, heat, outdoors, noise, animals, chemicals, animal fluids and waste, and animal smells. Possible exposure to rabid animals and animals that may have other infectious diseases. Drive a county vehicle; speak to groups of people about animal control, care and adoption/rescue issues. Occasionally assist in animal control field duties including walking on uneven ground and utilizing animal control tools and equipment including firearms equipment; occasionally lift and carry animals.

Overtime Status: Exempt Medical Group: C Probationary Period: One year.
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# COUNTY OF KINGS BOARD OF SUPERVISORS

GOVERNMENT CENTER HANFORD, CALIFORNIA 93230 (559) 852-2362  
Catherine Venturella, Clerk of the Board of Supervisors

## AGENDA ITEM March 26, 2024

**SUBMITTED BY:** Probation Department – Leonard A. Bakker/Wendi Dibble  
**SUBJECT:** GRANT AGREEMENT WITH CALIFORNIA DEPARTMENT OF HEALTH CARE SERVICES FOR MEDI-CAL PRE-RELEASE SERVICES

### **SUMMARY:**

#### **Overview:**

The Kings County Probation Department (KCPD) is seeking approval of the grant agreement with California Department of Health Care Services (DHCS) under the Justice-Involved Planning and Capacity Building Program for the California Providing Access and Transforming Health (PATH) program to implement Medi-Cal pre-release services under the California Advancing and Innovating Medi-Cal (CalAIM) Justice-Involved Re-Entry Initiative.

#### **Recommendation:**

**Approve the grant funding agreement with the California Department of Health Care Services for the implementation of California Providing Access and Transforming Health program effective upon execution through March 31, 2026.**

#### **Fiscal Impact:**

This agreement has no impact to the County General Fund. The grant agreement allows KCPD to receive \$1,500,000 to implement Medi-Cal pre-release services under the CalAIM Justice-Involved Initiative and to meet operational readiness requirements between April 1 2024, and March 31, 2026. The funds will be deposited into a new fund outside the General Fund so that they can be utilized for the entire performance period of the grant.

### **BACKGROUND:**

On January 26, 2023, DHCS received federal approval under the CalAIM 115 Demonstration for PATH capacity building funds to support the Justice-Involved Re-entry Initiative. Under the CalAIM 115 Demonstration, DHCS received approval to disseminate up to \$410 million in capacity building funds to support the planning and

(Cont'd)

**BOARD ACTION:**

APPROVED AS RECOMMENDED: \_\_\_\_\_ OTHER: \_\_\_\_\_

I hereby certify that the above order was passed and adopted  
on \_\_\_\_\_, 2024.

CATHERINE VENTURELLA, Clerk to the Board

By \_\_\_\_\_, Deputy.

## **Agenda Item**

### **GRANT AGREEMENT WITH CALIFORNIA DEPARTMENT OF HEALTH CARE SERVICES FOR MEDI-CAL PRE-RELEASE SERVICES**

**March 26, 2024**

**Page 2 of 2**

implementation of pre-release and re-entry services in the 90-days prior to an individual's release. The intent of the demonstration is to build a bridge to community-based care for justice-involved Medi-Cal members, offering them services to stabilize their condition(s) and establishing a re-entry plan for their community-based care prior to release.

The PATH Justice-Involved Re-entry Initiative Capacity Building Program provides funding to support the planning and implementation of the provision of targeted pre-release Medi-Cal services to individuals in state prisons, county jails, and Youth Correctional Facilities who meet the eligibility criteria as outlined in the CalAIM Section 115 Demonstration approval. PATH funds will be available to support investments in personnel, capacity, and/or Information Technology (IT) systems that are needed for collaborative planning and implementation to effectuate pre-release service processes. The funding KCPD is eligible to receive is specific to the requirements of this PATH program as it relates to Youth Correctional Facilities.

The focus area for the Youth Correctional Facilities PATH funds is to provide start-up funding to support planning and implementation of re-entry services which include: 90-day pre-release eligibility screening; 90-day pre-release service delivery; re-entry planning and coordination with the Managed Care Plan, Kings County Behavioral Health (KCBH), and other applicable community supports and services; and oversight and project management. The permissible use of funding includes but is not limited to implementation of billing systems, adoption and certification of electronic health record technology, technology and IT-related services, hiring of staff and training, and development of policies and procedures.

KCPD, Kings County Sheriff's Office (KCSO), and KCBH are all recipients of this funding and are coordinating for the purpose of establishing processes and infrastructure necessary to support the provision of establishing a Justice-Involved pre-release program within the County in accordance with the CalAIM Justice-Involved Re-entry Initiative. Each entity that receives funding is required to submit an implementation plan within 180-days detailing how the PATH funding will implement the operational criteria for the Medi-Cal pre-release services and how the funding will be applied. Although each entity has their own requirements and their own implementation plan template from DHCS, the collaborative effort of KCPD, KCSO with KCBH will ensure that the resulting projects are coordinated for efficiencies.

This agreement has been reviewed and approved by County Counsel as to form.

# California Providing Access and Transforming Health (PATH) Justice-Involved Planning and Capacity Building Program

## Acknowledgement of Grant Terms and Conditions

As an express condition of receiving grant funds from the California Department of Health Care Services (“DHCS”) under the Justice-Involved Planning and Capacity Building Program, County Of Kings, Probation Department (“Awardee”), whose business address is 1424 Forum Drive, Hanford, CA 93230 and whose Federal Tax Identification number is 94-6000814, hereby warrants and guarantees that it will comply with all applicable federal, state, and local laws and regulations, as well as with as the following terms and conditions:

### I. Use of Funding.

- a. CalAIM Pre-Release Services Implementation Plan. Awardee must use grant funds exclusively to implement Medi-Cal pre-release services under the CalAIM Justice-Involved Initiative in accordance with state law and California’s approved Medicaid 1115 Reentry Demonstration Waiver. By accepting funding covered by this agreement, Grantee agrees to complete and submit an implementation plan using the approved template, identifying how funding will be used to meet operational readiness requirements for implementing Medi-Cal pre-release services between April 1, 2024, and March 31, 2026. The awardee’s initial grant application is attached hereto and incorporated herein by reference as Appendix A.
- b. Program Guidance and Conditions. In using the funds to implement Medi-Cal CalAIM pre-release services, Awardee must follow all terms, conditions, and guidelines provided in the most recently updated Justice-Involved Planning and Capacity Building Program guidance, found at [www.ca-path.com](http://www.ca-path.com), and in these Terms and Conditions.
- c. Changes and Modifications. Changes and modifications to Appendix A must be provided by the Awardee in writing and are subject to DHCS approval. No change or modification will be valid without the prior written approval of DHCS.

**II. Role of Third-Party Administrator.** DHCS has designated Public Consulting Group LLC as the third-party administrator (“TPA”), to administer the grant program and to communicate with Awardee with respect to grant administration. Awardees acknowledge that the TPA is acting solely as a third-party administrator on behalf of DHCS and is not liable or responsible for DHCS decisions or actions. Awardee’s hereby holds harmless the TPA and its officers, agents, employees, representatives, and/or designees from and against any and all liability, actions, claims, demands, or suits, and all related costs, attorney fees, and expenses arising out of, or relating to the receipt of grant funds.

### III. Grant Amount and Method of Payment.

- a. Grant Amount. The total grant amount awarded to the Awardee must not exceed \$1,500,000 Awardee acknowledges that the grant amount has been determined by

DHCS and will not be negotiated with the TPA. Final amount awarded will be determined and communicated to the Grantee, in writing, no later than September 1, 2023.

- b. **Method of Payment.** Except as otherwise stated below, the TPA, on behalf of DHCS, must disburse the first installment of 10% of the awarded grant funds to Awardee via direct deposit into Awardee's provided bank account within forty-five (45) calendar days of receipt of Applicant's signed Acknowledgement, provided Awardee has provided all Awardee information, forms, and documentation required to facilitate payment. The remaining 90% of the awarded grant funds will be disbursed as follows:
- i. 60% of the total award amount will be disbursed upon review and approval of the Awardee's implementation plan. The Awardee's implementation plan must be submitted to the TPA for approval no later than 180 days after execution of this agreement. Funds will be disbursed by the TPA to the Awardee within forty-five (45) days of written notification by the TPA that the Awardee's implementation plan is approved.
  - ii. 15% of the total award amount will be disbursed upon review and approval of the Awardee's interim progress report. The Awardee's interim progress report must be submitted to the TPA for approval. Funds will be disbursed by the TPA to Awardee within forty-five (45) days of written notification by the TPA that the Awardee's interim progress report is approved.
  - iii. The remaining 15% of the total award amount will be disbursed upon review and approval of the Awardee's final progress report. The Awardee's final progress report must be submitted to the TPA for approval upon completion of all activities detailed in the Awardee's approved implementation plan and successful implementation of all operational readiness criteria for Medi-Cal pre-release services. All activities must be completed, and the final progress report submitted to the TPA no later than April 1, 2026. Funds will be disbursed by TPA to Awardee within forty-five (45) days of written notification by the TPA that the Awardee's final progress report is approved.
- c. **Reliance on Provided Information.** DHCS and the TPA are entitled to rely on the accuracy and completeness of information provided by Awardee in the disbursement of grant funds.

#### **IV. Reporting Requirements.**

- a. **Implementation plan:** Entities are required to submit an implementation plan detailing how they will use the PATH funding to implement the Operational Criteria for Medi-Cal pre-release services and submission of a detailed budget template that documents the amount of the funding requested and how the requested funding will be applied to different permissible uses. The implementation plan is due no later than 180 days (6 months) after the initial 10% of funds are disbursed.

- b. **Interim report:** Entities are required to submit an interim progress report after successfully implementing 50% of their Operational Criteria, detailing how PATH funds were spent to date, and descriptions of how the entity implemented each Operational Criteria.
- c. **Final report:** Entities are required to submit a final progress report detailing how PATH funds were spent and describing the final status of each Operational Criteria.
- d. **Failure to report.** If the entity fails to submit either the interim or final report within thirty (30) calendar days of the report becoming due, DHCS may terminate the grant pursuant to Section VII, below.

**V. Additional DHCS Terms and Conditions.**

- a. Funding received through the Justice-Involved Planning and Capacity Building Program will not duplicate or supplant funds received through other programs or initiatives or by other federal, state, or local funding sources, including but not limited to funds provided by the California Department of Corrections and Rehabilitation (“CDCR”) for the purchase of technology for state prisons, county jails, and youth correction facilities.
- b. DHCS may, in its reasonable discretion, modify payment dates or amounts and will notify Awardee of any such changes in writing.
- c. Awardee may be subject to audit or inquiry with respect to the receipt and use of grant funds at any time. Awardee must respond to inquiries, communications, and reasonable requests for additional information or documentation from DHCS or the TPA within two (2) business days of receipt (as determined by the sent date in the electronic communication) and must provide any requested information within five (5) business days, unless an alternative timeline is approved by DHCS.
- d. Awardee must alert DHCS and the TPA within two (2) business days if circumstances prevent it from carrying out any of the activities described in Appendix A. In such cases, Awardee may be required to return unused funds to DHCS.
- e. Awardee’s authorized representative for the purposes of communications related to this grant is:

WENDI DIBBLE  
DIVISION MANAGER/DIRECTOR  
KINGS COUNTY PROBATION DEPARTMENT  
1424 FORUM DRIVE  
HANFORD, CA 93230  
559-852-4328  
[Wendi.Dibble@co.kings.ca.us](mailto:Wendi.Dibble@co.kings.ca.us)

DHCS and the TPA may rely on the authority of the above-named individual to speak and act on behalf of the Awardee. The Awardee must notify DHCS and the TPA in writing no later than two (2) business days prior to implementing any change to the above- named authorized representative.

- f. Awardee will retain all records and documentation related to the receipt and use of

PATH grant funds, including all documentation used to support and detail expenditures, for no less than ten (10) years beyond the date of final payment and will make such records available for complete inspection by DHCS upon request.

- g. DHCS reserves the right to receive, use, and reproduce all reports and data produced, delivered, or generated by or about Awardee and its activities pursuant to this grant and may authorize others to do so without limitation, except as restricted by applicable law.
- h. Awardee will not discriminate on the basis of race, color, religion, caste, creed, sex, age, marital status, national origin, mental or physical disability, political belief or affiliation, pregnancy and pregnancy related condition(s), veteran status, sexual orientation, gender identity and expression, genetic information, natural and protective hairstyle, and any other class of individuals protected from discrimination under state or federal law in any aspect in the conduct of any activity funded by DHCS.

## **VI. Auditing and Recoupment**

- a. DHCS or the TPA, as appropriate, may perform audits of Justice-Involved funding disbursements. If DHCS or the TPA identifies deficiencies requiring corrective action, Grantee must comply with and timely complete a required Corrective Action Plan and other monitoring processes, as appropriate and as necessary to timely meet requirements and Operational Criteria for the CalAIM pre-release services and other requirements for receipt of PATH Justice-Involved funding.
- b. In the event that Awardee does not spend all received funds during the project period, Awardee must submit a final progress report indicating that not all received funds were spent during the project period. DHCS and the TPA will consider three (3) possible scenarios if the Awardee does not spend all funds received for any reason, including:
  - i. Permit the entity to 'rollover' a limited amount of unspent funding to other permissible uses for up to 12 months following project end date, pending approval from DHCS. The amount of funding that is rolled over and the duration of period for use may be determined by DHCS on a case-by-case basis;
  - ii. The entity may voluntarily return unused funds to DHCS; or
  - iii. If the entity is unresponsive to requests from DHCS or the TPA and will not return unused funds to DHCS or respond to the request for funding to be applied to different permissible uses, DHCS will seek an audit and recoupment of unused funds.
- c. DHCS will seek to audit entities and recoup funds in instances where DHCS identifies one (1) or more of the following:
  - i. DHCS or the TPA identify potential, fraud, waste, or abuse;
  - ii. DHCS or the TPA identify that funding was spent on impermissible uses of funds;
  - iii. DHCS or the TPA identify that funding received by the entity may be duplicative with other funding sources;



- iv. Awardee becomes ineligible to be a provider of pre-release services;
- v. Awardee reports using funding on an item or activity that was not documented in their approved grant application without seeking prior approval from DHCS;
- vi. Awardee reports significant deviations (as determined by DHCS) in how funding was applied to various approved funding uses relative to what was described in their original budget template; or
- vii. Awardee did not spend all the funds received and will not voluntarily return unused funds to DHCS or request for unused funds to be applied to other permissible uses.

**VII. Termination.** Upon written notice to Awardee, DHCS may terminate the grant award in any of the following circumstances:

- a. If Awardee fails to perform any one or more of the requirements set forth in these Terms and Conditions;
- b. If any of the information provided by Awardee to DHCS or to the TPA is untruthful, incomplete, or inaccurate;
- c. Upon Awardee's debarment or suspension by competent authority, if such debarment or suspension precludes any activity funded by the grant;
- d. Upon Awardee's indictment in any criminal proceeding;
- e. If Awardee is reasonably suspected of fraud, forgery, embezzlement, theft, or any other misuse of public funds;
- f. If DHCS does not receive or maintain sufficient funds to administer the program;
- g. If any restriction, limitation, or condition is enacted by Congress or by any other governing body or agency that impedes the funding or administration of the grant; or,
- h. For any other purpose deemed necessary or advisable by DHCS.

In the case of early termination, Awardee may be subject to audit, recoupment by DHCS of unused or misused funds, and/or preclusion from receiving additional funding, dependent upon the circumstances of the termination.

[CONTINUED ON PAGE 6 OF 6]

IN WITNESS THEREOF, AWARDEE has executed this Acknowledgment as of the date set forth below.

**AWARDEE**

\_\_\_\_\_  
Doug Verboon, Chairman (signature)

\_\_\_\_\_  
Date

**Attachments:**  
**Appendix A**



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Application ID	1044913
Submitted	Nov 3, 2023
Status	Approved
Applicant(s)	Marc Cerda (marc.cerda@co.kings.ca.us) 1424 Forum Drive Hanford, CA, 93230, US 559-852-4301 Wendi Dibble (Wendi.Dibble@co.kings.ca.us)
Program and cycle	JI Application Round 3 JI Round 3
Tags	No tags
Forms	<a href="#">PATH JI Round 3 Initial Application</a>

## Application Information

# Applicant Information

**Organization Name \***

Kings County Probation

**Name of Application Authorized Representative: \*  
(First and Last)**

Marc Cerda

**Telephone Number of Application Authorized Representative \***

559-852-4301

**Mailing Address of Application Authorized Representative \***

1424 Forum Drive  
Hanford, California 93230

**Other County agency responsible for coordinating and providing health services for individuals in correctional institutions.**

California

**If you are a delegate organization, please upload your letter of support.**

No file uploaded

**Type of Agency \***

County Probation Offices to support youth correctional facilities

**Title of Application Authorized Representative \***

Deputy Chief Probation Officer

**Email of Application Authorized Representative \***

marc.cerda@co.kings.ca.us

**County \***

Kings

**County Agency \***

Correctional Facility

**Number of facilities within county for adult jails and youth correctional facilities. \***

1

**Most recent publicly available source confirming average daily population (with attachments supporting the number they are reporting) \***

**average daily population attachments**

See 8df335d3-c475-4bc2-ba25-ab76bc3db7e6.pdf, Path 3 Funding ADP.pdf

Eligible facility will be required to provide DHCS information on their current state and operational needs in order to be eligible for funds tied to the application approval. If a correctional facility has previously completed a DHCS-technical assistance survey ([available here](#)), they have already met this requirement and do not need to send additional information.

Please confirm you have submitted your DHCS-technical assistance survey.

No answer

## Attestation & Certification

### ATTESTATION & CERTIFICATION

As the authorized representative of the entities applying for funding, each entity attests and agrees to the following conditions:

- The funding received through this program will not duplicate or supplant funds received through other programs or initiatives, or other federal, state, or local funding sources.
- The funding received through this program must not supplant funding provided for the state's Department of Corrections (DOC) for the purchase of technology for state prisons, county jails, and youth correction facilities.
- Funds from this initiative may only be spent on permissible uses of funds as documented in program guidance and this application.
- The entity will respond to general inquiries from DHCS and the TPA pertaining to this initiative within one business day of receipt, and provide requested information within five business days, unless an alternate timeline is approved or determined necessary by DHCS. Entities that fail to meaningfully engage with DHCS and the TPA in response to these inquiries may be:
- Subject to audit, and if necessary, recoupment of grant funding by DHCS to ensure adequate documentation, application, and reporting of permissible expenditures; and/or
- Precluded from receiving additional PATH funding.
- The entity is required to alert DHCS and the TPA if circumstances prevent them from carrying out activities described in this program application. In such cases, the entity may be required to return unused funds to DHCS contingent upon the circumstances.
- The entity agrees to submit an implementation plan to the TPA no more than 180 days (about 6 months) after initial funding is received, or March 31, 2024, whichever comes first.

**Signature of Authorized Representative: \***

Marc Cerda

**Date of Signature: \***

Nov 3, 2023





# COUNTY OF KINGS BOARD OF SUPERVISORS

GOVERNMENT CENTER HANFORD, CALIFORNIA 93230 (559) 852-2362  
Catherine Venturella, Clerk of the Board of Supervisors

## AGENDA ITEM March 26, 2024

**SUBMITTED BY:** Department of Public Health – RoseMary Rahn/Everardo Legaspi  
**SUBJECT:** COUNTY MEDICAL SERVICES PROGRAM GOVERNING BOARD LOCAL  
INDIGENT CARE NEEDS IMPLEMENTATION PROGRAM GRANT

**SUMMARY:**

**Overview:**

The Local Indigent Care Needs Program seeks to expand the delivery of locally directed indigent care services for low-income, uninsured, and under-insured adults that lack access to health, behavioral health, and associated support services. The principal goals are: to promote timely delivery of necessary medical, behavioral health and support services to locally identified target populations; link these populations to other community resources and support; and improve overall health outcomes for these target populations.

**Recommendation:**

- a. Authorize the Director of Public Health to submit a Local Indigent Care Needs Implementation Program Grant application to the County Medical Services Program Governing Board for the performance period of July 1, 2024 through June 30, 2027;
- b. Delegate signature authority to the Director of Public Health as necessary for the grant application, reporting, non-financial amendments, and grant closing.

**Fiscal Impact:**

There is no cost to the General Fund associated with the recommended action. The grant awards up to \$500,000 per year for the three-year period of July 1, 2024 through June 30, 2027, for a total of up to \$1,500,000.

**BACKGROUND:**

The County Medical Services Program (CMSP) was established in January 1983, when California law transferred responsibility for providing health care services to indigent adults from the State of California to California counties. This law provided counties with a population of 300,000 or fewer with the option of contracting with

(Cont'd)

BOARD ACTION :

APPROVED AS RECOMMENDED: \_\_\_\_\_ OTHER: \_\_\_\_\_

I hereby certify that the above order was passed and adopted  
on \_\_\_\_\_, 2024.

CATHERINE VENTURELLA, Clerk to the Board

By \_\_\_\_\_, Deputy.

## **Agenda Item**

### **COUNTY MEDICAL SERVICES PROGRAM GOVERNING BOARD LOCAL INDIGENT CARE NEEDS IMPLEMENTATION PROGRAM GRANT**

**March 26, 2024**

**Page 2 of 2**

the California Department of Health Services to provide health care services to indigent adults. In April 1995, California law was amended to establish the CMSP Governing Board (Governing Board) to govern and oversee CMSP. The Governing Board is composed of ten county officials and one ex-officio representative of the Secretary of the California Health and Human Services Agency. The Governing Board sets overall program and fiscal policy for CMSP for the thirty-five California counties that participate in CMSP. CMSP is funded by State Program Realignment revenue (sales tax and vehicle license fees) and County Participation Fees.

Local Indigent Care Needs (LICN) Grants support county-specific or multi-county efforts to expand the delivery of locally directed indigent care services for low-income, uninsured, and under-insured adults that lack access to health, behavioral health, and associated support services in CMSP counties. To date, twenty-three Planning Project Grants and twenty-nine Implementation Project Grants have been awarded, totaling \$40.7 million.

The Kings County Department of Public Health (KCDPH) previously applied for and was awarded a planning grant that resulted in the development of a clinical algorithm, collection of survey data, and a broad assessment of available health care related resources in outlying, rural areas of Kings County. Implementation grant funding would therefore be used to establish a network of care that is available to all residents of Kings County, regardless of where they currently live. Coordination of both private and public resources as well as physical improvements to rural, outlying clinics will be the primary focus of the implementation grant's proposal to be submitted. KCDPH intends to make a sustainable impact by maximizing grant funds by establishing coordination and collaboration between County departments, managed care plans, community-based organizations, and medical providers to make their services equally available to all residents of Kings County.

The department is requesting the delegation of signature authority to the Director of Public Health because application submission, reporting, grant adjustments, and close out procedures are accomplished through an online portal which requires account activation. If approved, the department will return to the Board for approval of the grant agreement.





# REQUEST FOR PROPOSALS

## Implementation Grant Program

### Eligible Applicants: Planning Grantees that Have Not Completed an Implementation Grant

#### County Medical Services Program Governing Board CMSP Local Indigent Care Needs Grant Program

#### I. ABOUT THE COUNTY MEDICAL SERVICES PROGRAM

The County Medical Services Program (CMSP) was established in January 1983, when California law transferred responsibility for providing health care services to indigent adults from the State of California to California counties. This law recognized that many smaller, rural counties were not in the position to assume this new responsibility. As a result, the law also provided counties with a population of 300,000 or fewer the option of contracting with the California Department of Health Services (DHS) to provide health care services to indigent adults.

In April 1995, California law was amended to establish the County Medical Services Program Governing Board (Governing Board). The Governing Board, composed of ten county officials and one ex-officio representative of the Secretary of the California Health and Human Services Agency, is authorized to set overall program and fiscal policy for CMSP. Thirty-five counties throughout California participate in CMSP: Alpine, Amador, Butte, Calaveras, Colusa, Del Norte, El Dorado, Glenn, Humboldt, Imperial, Inyo, Kings, Lake, Lassen, Madera, Marin, Mariposa, Mendocino, Modoc, Mono, Napa, Nevada, Plumas, San Benito, Shasta, Sierra, Siskiyou, Solano, Sonoma, Sutter, Tehama, Trinity, Tuolumne, Yolo, and Yuba.

CMSP is funded by State Program Realignment revenue (sales tax and vehicle license fees) received by the Governing Board and county general-purpose revenue provided in the form of County Participation Fees. CMSP members are medically indigent adults, ages 21 through 64, who meet CMSP's eligibility criteria and are not otherwise eligible for Medi-Cal. County welfare departments located in the 35 participating counties handle eligibility for and enrollment in CMSP. All CMSP members must be residents of a CMSP county, and their income level must be less than or equal to 300% of the Federal Poverty Level (based on net non-exempt income).

CMSP launched the Connect to Care Program in December 2020 to provide primary and preventive services to documented and undocumented CMSP county residents, ages 21-64, with income levels between 138% and 300% FPL. The goal for the program is to promote timely delivery of necessary primary and preventive medical services to the target population to improve health outcomes and reduce the incidence of emergency services utilization and inpatient hospitalization.

Member enrollment in Connect to Care occurs through contracted Community Health Centers, including Federally Qualified Health Centers, Rural Health Clinics, and Tribal Health Program, where many program enrollees also obtain covered primary care services.

The Governing Board currently administers other projects, including two healthcare workforce development programs, the Specialty Care Access Grant, and the Healthcare Infrastructure Development Matching Grant program.

## **II. ABOUT THE CMSP LOCAL INDIGENT CARE NEEDS PROGRAM**

Through the Local Indigent Care Needs Program (LICN Program), the Governing Board seeks to expand the delivery of locally directed indigent care services for low-income uninsured and under-insured adults that lack access to health, behavioral health, and associated support services in CMSP counties. The principal goals of the LICN Program are to promote timely delivery of necessary medical, behavioral health and support services to locally identified target populations; link these populations to other community resources and support; and improve overall health outcomes for these target populations.

### **A. Implementation Program Description**

Implementation Program Grants shall be available to CMSP county or non-profit agency applicants to support concrete, defined Implementation Plans that address the goals and objectives of the LICN Program. Applicants must have demonstrated experience bringing local stakeholders together and a demonstrated role providing health and/or human services for low-income and/or indigent residents in CMSP counties.

### **B. Target Populations**

The target populations for LICN Implementation Program efforts must focus on one or more of the following uninsured or under-insured groups within one or more CMSP count(ies):

- 1) Adults that need follow up specialty services and/or other support services following an inpatient hospital stay
- 2) Adults receiving inpatient hospital care that have limited home or community support to facilitate healing and recovery
- 3) Adults with complex health or behavioral health conditions that have housing and/or transportation challenges which impede their ability to obtain necessary health care services
- 4) Adults with health and/or behavioral health conditions released from incarceration

Within the target populations outlined above, program activities may further narrow the focus of efforts to one or more of the following sub-groups within the target populations:

- Homeless adults
- Adults with chronic health or behavioral health conditions; and/or
- Adults in need of pain management support

Projects do **not** need to only support CMSP members or CMSP-eligible individuals.

### **C. Four Alternative Components for Local Indigent Care Needs Programs**

Implementation Programs shall incorporate **at least one** of the following four program components into their program strategies:

#### 1) Local-Level Care Management

Develop Care Management interventions that:

- Provide linkage to other services and supports in the community that facilitate management of each client's needs
- Are tailored to meet individual client service needs and involve clients as decision makers in the care planning process
- Have capacity to meet with clients in community locations such as at physicians' offices, hospitals, county social services departments, homeless shelters, or client's homes (as appropriate)
- Provide data system capacity that is sufficient to comprehensively document and track Care Management services provided to clients and provide a mechanism that assures timely and appropriate identification and care management service needs

#### 2) Continuity of Care

Develop county-wide or regional Continuity of Care strategies that:

- Facilitate linkages across the continuum of care, specifically inpatient care to appropriate outpatient care. Linkages may include access to specialty care, primary care, prescription medical support, home health, hospice, long-term care, mental health treatment, substance abuse treatment, and durable medical equipment

#### 3) Enabling Services

Establish or strengthen existing mechanisms that:

- Engage clients in obtaining nutritional support, housing, transportation, legal assistance, and income assistance to support LICN Program goals through referrals to existing service providers.
- Provide access to enabling services not otherwise available in the community through new service creation or expansion of currently limited services. Equipment purchases, expansions of current facilities, and/or renovation/remodeling of current facilities may be considered under this initiative. No LICN Program grant funds may be used for the lease/ purchase of land, buildings, or new construction. (Further detail is available in the Allowable vs. Unallowable Expenses resource on the [LICN library](#)).
- Establish effective working relationships with county welfare department(s) in their service area to help facilitate applications for health coverage and other public assistance.

#### 4) Disease Management

Establish or strengthen existing mechanisms to:

- Halt or decrease the severity of the conditions of clients with chronic, ongoing health and/or behavioral health conditions through such strategies as symptom management, medication compliance, adherence to treatment plans, and lifestyle changes

#### **D. Technical Assistance Contractor Support to Grantees**

Technical Assistance (TA) services will be available to Implementation Program Grantees through the following services:

- Implementation Program conferences
- Quarterly TA conference calls and/or webinars to foster a “learning community” across grantees
- One in-person or virtual site visit during the second year of the Implementation Grant project period
- Monthly consults (calls, emails)
- Ad Hoc TA Consultant support can be provided upon request

### **III. ELIGIBLE APPLICANTS**

#### **A. Implementation Program Grants: Lead Agency Applicant and Project Partner Requirements**

Eligible applicants for this program are limited to LICN Planning Project grantees that have not yet completed an Implementation Program Grant. Additionally:

- Implementation efforts must be focused within one or more CMSP counties.
- The lead agency applicant must be either an eligible CMSP county agency or department or a not-for-profit organization. The lead agency does not need to be located within a CMSP county; however, all project performance must occur within a CMSP county.
- The lead agency applicant must possess organizational capacity to carry out its Implementation Plan in accordance with the requirements described in this RFP.
- The lead agency and all key implementation project partners must be in good standing with the Governing Board.
- Grant applicants must have support, as demonstrated by either Letters of Commitment or Memorandums of Understanding, from at least one local hospital and at least one primary care provider such as a clinic, private practice physician, or physician group.
- Grant applicants must have the demonstrated support, as evidenced by either Letters of Commitment or Memorandums of Understanding, of at least two of the following CMSP county agencies or departments: Health/Public Health, Social Services/Welfare, Mental Health, Drug and Alcohol Services and Probation.
- The lead agency applicant should have the support of other local providers of safety-net services, as demonstrated by either Letters of Commitment or Memorandums of Understanding.

#### IV. TENTATIVE PROJECT TIMELINES

Below is the anticipated timeline for the Winter 2024 Round of the Local Indigent Care Needs Grant Program. This timeline is tentative and subject to change at Governing Board discretion.

Local Indigent Care Needs Grant: Winter 2024 Grant Timeline	
Date	Activity
02/12/24	RFP Released
02/28/24	RFP Assistance Webinar at 11:00 AM PST
03/01/24	Letters of Intent due by 3:00 PM PST
03/01/24	Submission Period Opens
03/12/24	RFP Assistance Webinar (repeated) at 10:00 AM PST
04/01/24	Implementation Program Grant Applications Due by 3:00 PM PST
05/23/24	Governing Board Application Review and Approval

#### V. ALLOCATION METHODOLOGY

The Governing Board, in its sole discretion, may fund or not fund Implementation Grants in this round. Total Local Indigent Care Needs grant awards and technical assistance provided by the Governing Board may equal up to fifty-million dollars (\$50,000,000) over the life of the program. Awards up to \$500,000 per year per project may be made for Implementation Program Grants, with a total award up to \$1.5 million. Grants may be provided for up to three years.

##### ***Allowable vs. Unallowable Expenses***

Please refer to the full list of allowable vs. unallowable expenses on the [LICN library](#).

##### ***In-direct Costs/Overhead Expenses***

No project funds shall be used for administrative and/or overhead costs not directly attributable to the project. Administrative and/or overhead expenses shall equal 10% or less of the total project expenditures. Indirect costs also include office expenses attributable to managing an office, including photocopies, postage, telephone charges, utilities, facilities, educational materials, and general office supplies.

##### ***In-Kind/Matching Funds Required***

Awardees are required to provide a minimum of 10% in-kind and/or matching funds of the Implementation Grant Program amount per year. In-kind and/or matching funds may be provided solely by the lead applicant or through a combination of funding sources.

##### ***Evaluation Expenses***

Implementation Programs are required to budget a minimum of 10% total project expenditures for Evaluation Expenses. Evaluation expenses may include time spent performing data collection, analyzing data, or preparing reports.

### ***Equipment and Renovation Expenses***

**No LICN Program grant funds may be used for the lease/purchase of land, buildings, or new construction.** Equipment purchases, expansions of current facilities, and/or renovation or remodeling of current facilities may be considered under this initiative.

## **VI. AWARD METHODOLOGY**

Implementation Program Grant applications will be reviewed and scored based upon the following criteria:

- 1) Project Narrative (50% in total)
  - Statement of Need (5%)
  - Target Population (10%)
  - Proposed Project/Approach (20%)
  - Organization and Staffing (15%)
- 2) Implementation Work Plan (15%)
- 3) Budget (15%)
- 4) Logic Model (5%)
- 5) Data Collection and Evaluation Method (10%)
- 6) Letters of Commitment/ Support (5%)

The foregoing criteria are for general guidance only. The Governing Board will award Grants based on the applications the Governing Board determines, in its sole discretion, are in the best interest of CMSP and the Governing Board.

Grant applications which, in the Governing Board's sole discretion, are deficient, are not competitive, are non-responsive, do not meet minimum standards or are otherwise lacking in one or more categories may be rejected without further consideration.

***The application process is competitive and not all applications may be funded or funded in the amounts requested. All proposals will be ranked in order of their ability to promote timely delivery of necessary medical, behavioral health and support services to locally identified target populations, to link these populations to other community resources and support, and to improve overall health outcomes for these target populations.***

***An applicants' Implementation Grant proposal must achieve a minimum score of 85% and must achieve a ranking, in comparison with all other submitted proposals, that merits funding approval.***

## **VII. GRANT PROPOSAL FORMAT AND REQUIREMENTS**

### **A. Implementation Program Grant Cover Sheet**

Please complete the Implementation Grant Cover sheet template located on the [LICN library](#).

## **B. Project Summary**

Create a Project Summary and describe the proposed project concisely to include the following items:

- 1) Project goals
- 2) Project objectives
- 3) The project's overall approach (including target population and key partnerships),
- 4) Any prior efforts to address the target population
- 5) Any previous applicant experience working with CMSP
- 6) Anticipated outcomes and deliverables
- 7) The project's sustainability plan once the grant has ended

## **C. Implementation Program Grant Proposal Narrative**

This document may not exceed 10 pages and must include:

- 1) Clear Statement of Problem or Need Within Community

All Implementation Programs should focus on identified needs of one or more eligible target populations within the community. Please describe the target population, and any sub-populations, to be served in the proposed project. Define the characteristics of the target population and discuss how the proposed project will identify members of the target population. Please include the total estimated number of individuals your organization will serve each year over the three-year grant period. Include background information relating to the proposed CMSP county or counties to be served, unique features of the community or communities, and other pertinent information that helps explain the problem or need within the community.

Please identify current sources of health and behavioral health care for the target population(s), strengths in the health care delivery system, and existing or foreseen challenges in the delivery system. Applicants should use county-level and/or community-level data and other relevant data to demonstrate need.

- 2) Description of Proposed Project

Provide a summary of current and prior efforts to address the needs of the target population(s). Also, describe the range of project activities to be performed that will meet the remaining needs of the target population.

All activities discussed should correspond with the items listed in the *Logic Model* (see Section VII. D. below) and the *Implementation Work Plan and Timeline*. This section should be used to clearly describe steps necessary for program development efforts to be effectively undertaken and for program implementation to be carried out. This section should also describe which one or more of the following core LICN Program components will be incorporated into the program:

- Local-level Care Management
- Continuity of Care
- Linkages to Enabling Services
- Disease Management

As part of describing the proposed project, create a workplan and timeline for completion of all implementation, contracting, consultant/staff recruitment, evaluation, reporting, and sustainability planning activities.

Use the required Implementation Work Plan and Timeline template available for download on the [LICN library](#). The template may be incorporated into the Project Narrative document or be submitted as a separate document.

### 3) Description of Planning Efforts

Provide a detailed description of how your organization is adequately prepared to implement this project. List any programmatic changes the organization will need to make or objectives that will need to be met before grant program can be implemented.

### 4) Organization and Staffing

This section should describe and demonstrate organizational capability to implement, operate, and evaluate the proposed project. Additionally, information provided should clearly delineate the roles and responsibilities of the applicant organization(s) and key partners and include the following:

- An organizational chart and description of organizational structure, lines of supervision, and management oversight for the proposed project, including oversight and evaluation of consultants and contractors
- Identification of a project manager with day-to-day responsibility for key tasks such as leadership, monitoring ongoing progress, preparing project reports, and communicating with other partners; and,
- The roles, qualifications, expertise, and auspices of key personnel
- Describe the lead agency and all key partner roles within the delivery system.
- Identify additional organizations and/or agencies with which the lead agency wishes to establish relationships with through the implementation process.
- Identify any staff that will need to be recruited and hired upon Project inception.

**The organizational chart should only include staff, key partners, and additional partners to be recruited for the proposed project.**

### 5) Sustainability Planning

Awarded Implementation Grant projects will be required to produce a sustainability plan during the second year of the grant. Please outline initial ideas about how some or all the proposed grant activities can be sustained into the future after grant funding ends.



- What organization or funding sources will the applicant utilize after the three-year grant period ends?
- What key partners will assist in sustaining this project effort?
- Will the project rely on any state-funded programs to support its continuation?

#### **D. Logic Model**

All applicants are required to submit a logic model. A logic model is a series of statements linking target population conditions/circumstances with the service strategies that will be used to address those conditions/circumstances, and the anticipated measurable outcomes. Logic models provide a framework through which both program staff and the TA consultant can view the relationship between conditions, services, and outcomes. All logic models should include a description of the 1) target population; 2) program theory; 3) activities; 4) outcomes; and 5) impacts. All logic models should include **quantifiable** outcome measures as detailed in the logic model resource.

The required Logic Model template is available as a Word document for download in the [LICN library](#). This document may not exceed two pages.

#### **E. Data Collection and Reporting**

All applicants shall create a document that presents their plan for data collection, analysis, and reporting. This document must specify data to be collected and reported, and how that data set will be used to document the outcomes and impacts expected to be achieved through the Project, as described in the Logic Model. Data must include demographic data in addition to the project's chosen data sets. Examples of demographic data points could include age, gender, nationality, income-level, and geographic distribution. If awarded, each Project will be required to report upon this core set of data elements. For sample data set ideas, see the informational resource Appendix C Data Collection located on the [LICN library](#).

#### **F. Budget and Budget Narrative**

Complete the required Grant Budget and Budget Narrative template. The budget narrative must detail expense components that make up total operating expenses and the source(s) of in-kind and/or direct matching funding. Please describe all administrative costs and efforts to minimize use of project funds for administrative and overhead expenses. No project funds shall be used for administrative and/or overhead costs not directly attributable to the project. Administrative and/or overhead expenses shall not exceed 10% of total project expenditures. In the Budget Narrative, briefly explain any expenses whose purpose may be ambiguous to a reviewer.

The required Implementation Grant Budget and Budget Narrative template is available for download on the [LICN library](#). Please note, prior to contracting, the Governing Board reserves the right to request copies of the applicant's most recent audited financial statements.

## **G. Letters of Commitment or Memorandums of Understanding**

Letters of Commitment are required from all key partners and will be utilized in scoring. Letters should detail the key partner's understanding of the proposed Implementation Program and their organizations' role in supporting or providing direct services. Implementation Programs must have support, as demonstrated by either Letters of Commitment or Memorandums of Understanding, from at least one local hospital and one primary care provider such as a clinic, private practice physician, or physician group. If the applicant organization is a hospital or primary care provider, it does not need to obtain a Letter of Commitment from another hospital or primary care provider or find another partner to fill this role.

In addition, Implementation Program Grants must have support, as demonstrated by either Letters of Commitment or Memorandums of Understanding, of at least two of the following CMSP county agencies or departments: Health/Public Health, Social Services/Welfare, Mental Health, Drug and Alcohol Services, and Probation. Implementation Program Grants serving more than one CMSP county will need to obtain the minimum of two Letters of Commitment or Memorandum of Understanding from CMSP county agency or departments within each county to be served.

Finally, the lead agency applicant should have the support of other local providers of safety-net services. Additional Letters of Commitment or support from other interested agencies and stakeholders may be provided.

All letters of commitment or support must be submitted as a part of the application. Any letters submitted outside of the application will **not** be considered in scoring the application. An example Letter of Commitment is available for download on the [LICN library](#).

## **H. Authorized Signature**

The Grant Proposal Authorized Signature document is located on the [LICN library](#).

## **VIII. PROPOSAL INSTRUCTIONS**

**A.** All proposals must be complete at the time of submission, must follow the required format and use the forms and examples provided:

- 1) The type font must be Arial, minimum 11-point font.
- 2) Text must appear on a single side of the page only with margins at a minimum of 0.5."
- 3) Assemble the application in the order and within the page number limits listed with the Proposal Format & Requirements section.
- 4) Clearly paginate each document.

**B.** All proposal documents and templates are available for download on the [LICN library](#).

**C.** The proposal must be signed by a person with the authority to legally obligate the Applicant.

D. Submit all proposals via email to [grants@cmspcounties.org](mailto:grants@cmspcounties.org).

The following documents **must be submitted** to [grants@cmspcounties.org](mailto:grants@cmspcounties.org):

- 1) Implementation Grant Cover Sheet
- 2) Grant Proposal Summary
- 3) Grant Proposal Narrative
- 4) Implementation Work Plan & Timeline
- 5) Implementation Grant Budget and Budget Narrative
- 6) Logic Model
- 7) Data Collection and Reporting
- 8) Letter of Commitment
- 9) Grant Proposal Authorized Signature

Templates for items 1 and 4-9 may be found on the [LICN library](#).

E. Do not provide any materials that are not requested, as reviewers will not consider those materials.

F. All proposals are due by **Monday, April 1, 2024, at 3:00 PM PST**. They must be complete and received at [grants@cmspcounties.org](mailto:grants@cmspcounties.org) by this deadline.

## IX. PROPOSAL ASSISTANCE

### A. RFP Assistance Webinar Information

To assist potential applicants, Governing Board staff will conduct two webinars. Applicants are encouraged to participate in at least one of the webinars and to bring any questions they have regarding LICN Program requirements or the proposal process.

Dates, times, and links to the webinars are as follows:

#### RFP Assistance Webinar

**Wednesday, February 28, 2024, at 11:00 AM PST**

<https://us06web.zoom.us/j/86182854488?pwd=JbvMm6wqt6fpm8lVHkDXVXtpCzUP25.1>

Zoom Meeting Number: 861 8285 4488

Zoom Password: LICN

#### RFP Assistance Webinar (repeated)

**Tuesday, March 12, 2024, at 10:00 AM PST**

<https://us06web.zoom.us/j/82858932218?pwd=9RSHsqtfTabzH6pbPjNqwrquJB567C.1>

Zoom Meeting Number: 828 5893 2218

Zoom Password: LICN

### B. Frequently Asked Questions (FAQ)

CMSP staff will post a Frequently Asked Questions document to the [LICN library](#) following the first webinar and will update it following the second.

### **C. Letter of Intent (LOI)**

The Governing Board requests that all likely grant applicants submit a Letter of Intent (LOI) to the Board. While the LOI is not required, receipt of an LOI from all likely applicants will assist the Governing Board in planning for application reviews and processing. Please submit the LOI no later than **March 1, 2024, 3:00 PM PST** to [grants@cmspcounties.org](mailto:grants@cmspcounties.org). There is no required format or template for the LOI. In the LOI, likely applicants should state that they intend to apply for an Implementation Program Grant and provide the name of the CMSP county or counties they anticipate serving.

### **D. Project Contact Information**

Please direct any questions regarding the RFP to:

Laura Moyer, Grants Administrator  
CMSP Governing Board  
1545 River Park Drive, Suite 435  
Sacramento, CA 95815  
(916) 649-2631 ext. 110  
[grants@cmspcounties.org](mailto:grants@cmspcounties.org)

### **X. GENERAL INFORMATION**

- A.** The Governing Board shall have no obligation to provide Grant funding or continue to provide Grant funding at any time.
- B.** All proposals become the property of the Governing Board and will not be returned to the Applicant unless otherwise determined by the Governing Board in its sole discretion.
- C.** Any costs incurred by the responding Applicant for developing a proposal are the sole responsibility of the responding Applicant and the Governing Board shall have no obligation to compensate any responding Applicant for any costs incurred in responding to this RFP.
- D.** Proposals may remain confidential during this process only until such time as determined by the Governing Board in its sole discretion. Thereafter, the Governing Board may treat all information submitted by a responding Applicant as a public record. The Governing Board makes no guarantee that any or all a proposal will be kept confidential, even if the proposal is marked “confidential,” “proprietary,” etc.
- E.** The Governing Board reserves the right to do the following at any time, at the Governing Board’s sole discretion:
  - 1) Reject all applications or cancel this RFP
  - 2) Waive or correct any minor or inadvertent defect, irregularity, or technical error in any application
  - 3) Request that certain or all Applicants supplement or modify all or certain aspects of their respective applications or other materials submitted

- 4) Modify the specifications or requirements for the Grant program in this RFP, or the required contents or format of the applications prior to the due date
- 5) Extend the deadlines specified in this RFP, including the deadline for accepting applications
- 6) Award, or not award, any amount of Grant funding to any Applicant





# COUNTY OF KINGS BOARD OF SUPERVISORS

GOVERNMENT CENTER HANFORD, CALIFORNIA 93230 (559) 852-2362  
Catherine Venturella, Clerk of the Board of Supervisors

## AGENDA ITEM March 26, 2024

**SUBMITTED BY:** Department of Public Health – Rose Mary Rahn/Everardo Legaspi  
**SUBJECT:** TEMPORARY CLOSURE FOR A DEPARTMENT-WIDE STAFF  
RECOGNITION EVENT DURING NATIONAL PUBLIC HEALTH WEEK

**SUMMARY:**

**Overview:**

The Kings County Department of Public Health (KCDPH) is requesting temporary closure of all offices for a department-wide staff recognition event and lunch in honor of National Public Health Week (NPHW).

**Recommendation:**

Approve the closure of the Kings County Department of Public Health for a department-wide staff recognition event and luncheon on Wednesday, April 3, 2024 from 11:00 AM – 1:00 PM, including the offices in Hanford, Lemoore, Corcoran, and Avenal.

**Fiscal Impact:**

There is no impact to the County General Fund associated with the recommended action.

**BACKGROUND:**

Each year the first full week of April is designated as NPHW which recognizes the contributions of public health across the United States and highlights issues that are important to improving the nation's health. Between April 1-7, the American Public Health Association will highlight the theme of “Protecting, Connecting and Thriving: We Are All Public Health.” The initiative also serves to raise awareness about public health and prevention strategies.

To promote a supportive work environment for staff and honor the contribution of all KCDPH employees, the department is holding a staff recognition event that will feature a free lunch and staff award ceremony. Recognizing KCDPH employees honors staff’s ability to effectively carry out KCDPH’s mission and advance the health of the community.

(Cont’d)

**BOARD ACTION:**

APPROVED AS RECOMMENDED: \_\_\_\_\_ OTHER: \_\_\_\_\_

I hereby certify that the above order was passed and adopted  
on \_\_\_\_\_, 2024.

CATHERINE VENTURELLA, Clerk to the Board

By \_\_\_\_\_, Deputy.

## **Agenda Item**

### **TEMPORARY CLOSURE FOR A DEPARTMENT-WIDE STAFF RECOGNITION EVENT DURING NATIONAL PUBLIC HEALTH WEEK**

**March 26, 2024**

**Page 2 of 2**

If approved, KCDPH will temporarily close all department offices from 11:00 AM – 1:00 PM, on Wednesday, April 3, 2024, to ensure all staff members can attend. This temporary closure will include KCDPH offices in Hanford, Lemoore, Corcoran, and Avenal. Signs will be prominently displayed at all KCDPH entrances a week in advance, and voicemail greetings will be adjusted on the meeting day to inform callers about the temporary closure. The department will issue notices online and on the department website to provide the public with advance notice. Additionally, there will be on-call support in the event of emergency services or response needed.





# COUNTY OF KINGS BOARD OF SUPERVISORS

GOVERNMENT CENTER HANFORD, CALIFORNIA 93230 (559) 852-2362  
Catherine Venturella, Clerk of the Board of Supervisors

## AGENDA ITEM March 26, 2024

**SUBMITTED BY:** Administration – Kyria Martinez/Matthew Boyett

**SUBJECT:** LETTER OF SUPPORT FOR SENATE BILL 1032

**SUMMARY:**

**Overview:**

Senate Bill 1032 is a piece of legislation authored by Senator Padilla that would give the Housing and Community Development Department (HCD) the authority to forgive specific legacy loans, at HCD's discretion.

**Recommendation:**

**Authorize the Chairman to sign a letter of support for Senate Bill 1032 which would give the Housing and Community Development Department the authority to forgive specific legacy loans, at their discretion.**

**Fiscal Impact:**

There is no fiscal impact with this recommended action.

**BACKGROUND:**

HCD administers a number of loan programs authorized by the legislature in the 1980's and 1990's that were created to preserve existing affordable housing across the state. These programs offered loans to public housing providers (housing agencies) with terms that attempted to strike a balance between providing impactful funding and ensuring the rents charged by the housing agencies on these properties would remain affordable. All of these programs are closed and HCD no longer offers these loans.

While it was easy to obtain the loan, terms that allowed housing agencies to forgo making any payments on the loan effectively trapped these housing agencies in an endless debt cycle with no exit path. The loans were set up with the premise that the housing agencies would only pay against the loan interest. The notion being that

(Cont'd)

BOARD ACTION :

APPROVED AS RECOMMENDED: \_\_\_\_\_ OTHER: \_\_\_\_\_

I hereby certify that the above order was passed and adopted  
on \_\_\_\_\_, 2024.

CATHERINE VENTURELLA, Clerk to the Board

By \_\_\_\_\_, Deputy.

## **Agenda Item**

### **LETTER OF SUPPORT FOR SENATE BILL 1032**

**March 26, 2024**

**Page 2 of 2**

housing entities could use excess future cash flows to pay down the principal. In reality, these affordable housing units seldom experience excess cash flows due to the rent affordability restrictions required by the loan program and the cost of maintaining the units. Given the reality of how these loans currently function, SB 1032 aims to provide HCD the authority to forgive these as means to provide relief to the impacted housing agencies.

In a high number of cases, housing agencies that would benefit from loan forgiveness serve as the main affordable housing providers in their regions. Without loan forgiveness, these housing agencies will default on these loans, effectively increasing the possibility that a housing agency will need to close affordable housing sites which serve the most vulnerable residents of their communities, which will ultimately lead to more homelessness across the state. Currently, Kings County has three affordable housing sites that would fall under HCD's discretion for loan forgiveness under SB 1032: Kettleman City Apartments, Corcoran Station, and Cedarbrook Apartments (Hanford Cedarbrook Apartments).

Housing is an important element of economic development and essential for the health and wellbeing of the communities in the county. SB 1032 would not require HCD to forgive any specific loans, but instead will give them the authority to choose to forgive certain legacy loans that are most at risk, per their discretion. Specifically, SB 1032 will allow housing providers to preserve current affordable housing units without the need to evict low-income residents out of their homes.



JOE NEVES – DISTRICT 1  
LEMOORE & STRATFORD

RICHARD VALLE – DISTRICT 2  
AVENAL, CORCORAN, HOME GARDEN  
& KETTLEMAN CITY

DOUG VERBOON – DISTRICT 3  
NORTH HANFORD, ISLAND DISTRICT  
& NORTH LEMOORE

RUSTY ROBINSON – DISTRICT 4  
ARMONA & HANFORD

RICHARD FAGUNDES – DISTRICT 5  
HANFORD & BURRIS PARK

# COUNTY OF KINGS BOARD OF SUPERVISORS

MAILING ADDRESS: KINGS COUNTY GOVERNMENT CENTER, HANFORD, CA 93230  
OFFICES AT: 1400 W. LACEY BLVD., ADMINISTRATION BUILDING # 1, HANFORD  
(559) 852-2362, FAX: (559) 585-8047  
Web Site: <http://www.countyofkings.com>

March 26, 2024

The Honorable Nancy Skinner  
Chair, Senate Housing Committee  
1021 O Street, Suite 3330  
Sacramento, CA 95814

**RE: SB 1032 (Padilla) Housing finance: portfolio restructuring: loan forgiveness.  
As introduced on February 6, 2023 – SUPPORT**

Dear Senator Skinner:

The County of Kings is proud to support SB 1032, which will give the Housing and Community Development Department (HCD) the authority to forgive specific legacy loans, per HCD's discretion.

Currently, the County has three affordable housing sites which would fall under HCD's authority for potential loan forgiveness under SB 1032: Kettleman City Apartments, Corcoran Station, and Cedarbrook Apartments (Hanford Cedarbrook Apartments). These three properties are vital to the already low supply of affordable housing in our area, and are located in underserved communities. Preserving such important pieces of affordable housing infrastructure for our communities is important as our county continues to deal with the impacts of homelessness.

HCD administers a number of loan programs authorized by the Legislature in the 1980's and 1990's that were created to preserve existing affordable housing across the state. These programs offered loans to public housing providers (housing agencies) with terms that attempted to strike a balance between providing impactful funding and ensuring the rents charged by the housing agencies on these properties would remain affordable. All of these programs are closed and no longer offer loans.

While it was easy to obtain the loan, terms that allowed housing agencies to forgo making any payments on the loan effectively trapped these housing agencies in an endless debt cycle with no exit path. The loans were set up with the premise that the housing agencies would only pay against the loan interest. The notion being that housing entities could use excess future cash flows to pay down the principal. In reality, these affordable housing units seldom experience excess cash flows due to the rent affordability restrictions required by the loan program and the cost of maintaining the units. Given the reality of how these loans currently function, it is time to provide HCD the authority to forgive these as means to provide relief to the impacted housing agencies.

In a high number of cases, housing agencies that would benefit from loan forgiveness serve as the main affordable housing providers in their regions. Without loan forgiveness, these housing agencies will default on these loans, effectively increasing the possibility that a housing agency will need to close affordable housing sites which serve the most vulnerable residents of their communities, which will ultimately lead to more homelessness across the state.

Housing is an important element of economic development and essential for the health and wellbeing of our communities. SB 1032 would not require HCD to forgive any specific loans, but instead will give them the authority to choose to forgive certain legacy loans that are most at risk, per their discretion. Specifically, SB 1032 will allow housing providers to preserve current affordable housing units without the need to evict low-income residents out of their homes.

For these reasons, the County of Kings is proud to support SB 1032.

Sincerely,

Doug Verboon  
Chairman of the Board of Supervisors  
County of Kings

CC: The Honorable Members, Senate Housing Committee  
Mehgie Tabar, Consultant, Senate Housing Committee  
Kerry Yoshida, Consultant, Senate Republican Caucus  
Alexis Castro, Legislative Director, Office of Senator Stephen Padilla  
Cece Sidley, Fellow, Office of Senator Stephen Padilla  
Mark Neuburger, Legislative Advocate, California State Association of Counties



# COUNTY OF KINGS BOARD OF SUPERVISORS

GOVERNMENT CENTER HANFORD, CALIFORNIA 93230 (559) 852-2362  
Catherine Venturella, Clerk of the Board of Supervisors

## AGENDA ITEM March 26, 2024

**SUBMITTED BY:** Fire Department – Salvador Flores

**SUBJECT:** PURCHASE OF ONE 105-FOOT AERIAL FIRE APPARATUS

**SUMMARY:**

**Overview:**

The Fire Department is pursuing the purchase of one new 105-foot aerial fire apparatus for Station 9, located in Kettleman City. This purchase will maintain the continued mission of the agency to facilitate the highest level of response to any emergency within the jurisdiction. Additionally, it supports a dependable and reliable emergency vehicle fleet.

**Recommendation:**

- a. Authorize the purchase of a 105-foot aerial fire apparatus from Fire Apparatus Solutions;
- b. Authorize the Fire Chief to sign the Apparatus Agreement;
- c. Adopt the budget change. (4/5 vote required)

**Fiscal Impact:**

There is no impact to the General Fund. The purchase of this vehicle totals \$1,778,701 and will be funded through two funds. The Community Development Block Grant (CDBG) will fund \$1,750,000 and \$28,701 will be funded through the California Emergency Services (CalOES) pass-through funding that was awarded to the Fire Department from the State Budget process and accounted for in the Fire Fund, Fund 300122. In order to proceed with the purchase, a chassis prepayment of \$659,029 is required which will be advanced from the CalOES pass-through funding at the time of signing the Apparatus Agreement. Upon receipt of the new fire apparatus, the CDBG grant will pay for the remainder of the vehicle and reimburse the CalOES pass-through fund all but \$28,701 of the initial prepayment, which will be covered by the Fire Fund.

**BACKGROUND:**

The Fire Department has an opportunity to purchase one 105-foot aerial fire apparatus to replace one older apparatus located at Station 9. The apparatus being replaced has served the community of Kettleman City as a

(Cont'd)

BOARD ACTION:

APPROVED AS RECOMMENDED: \_\_\_\_\_ OTHER: \_\_\_\_\_

I hereby certify that the above order was passed and adopted  
on \_\_\_\_\_, 2024.

CATHERINE VENTURELLA, Clerk to the Board

By \_\_\_\_\_, Deputy.

## **Agenda Item**

### **PURCHASE OF ONE 105-FOOT AERIAL FIRE APPARATUS**

**March 26, 2024**

**Page 2 of 2**

frontline unit since its purchase. This purchase will aid the Fire Department in continuing to facilitate a reliable and dependable fire fleet and support life safety services in Kettleman City as well as the unincorporated area. Additionally, this vehicle will be available to respond in support of the State Master Mutual Aid Agreement for assistance with fires outside of the county.

Currently, Fire Apparatus Solutions sells and distributes Smeal Fire Apparatus which is the current type of apparatus utilized by the department. They are the only highly regarded provider that will deliver a new 105-foot aerial apparatus to the agency in 600 days or less. Additionally, since they are already deployed in the department, it reduces the need to stock different service and maintenance parts. This purchase will allow for the standardization of features and operation and increase employee efficiency.

The total cost for the 105-foot aerial apparatus is \$1,778,701. Furthermore, the County Purchasing Manager has overseen the Request for Proposals (RFP) process and approves of the purchase of the 105-foot aerial fire apparatus from Fire Apparatus Solutions.

KINGS COUNTY  
OFFICE OF THE AUDITOR-CONTROLLER  
BUDGET APPROPRIATION AND TRANSFER FORM

Auditor Use Only	
Date	
J/E No.	
Page	of

**(A) New Appropriation**

Expenditures:						
FUND NAME	DEPT. NAME	ACCOUNT NAME	FUND NO.	DEPT. NO.	ACCOUNT NO.	APPROPRIATION AMOUNT
FIRE	FIRE	Asset equipment	300120	241000	94000	1,778,701.00
TOTAL						

Funding Sources:						
FUND NAME	DEPT. NAME	ACCOUNT NAME	FUND NO.	DEPT. NO.	ACCOUNT NO.	APPROPRIATION AMOUNT
FIRE	FIRE	Revenue transfer in	300120	241000	89000	1,778,701.00
TOTAL						

**(B) Budget Transfer:**

Transfer From:						
FUND NAME	DEPT. NAME	ACCOUNT NAME	FUND NO.	DEPT. NO.	ACCOUNT NO.	Amount to be Transferred Out
TOTAL						

Transfer To:						
FUND NAME	DEPT. NAME	ACCOUNT NAME	FUND NO.	DEPT. NO.	ACCOUNT NO.	Amount Transferred In
TOTAL						

Explanation: (Use additional sheets or expand form for more data entry rows or additional narrative, if needed.)

Dept. of Finance Approval \_\_\_\_\_ Department Head 

Administration Approval  Board Approval \_\_\_\_\_

BOS meeting date: \_\_\_\_\_



## Apparatus Agreement

2/2/2024

Kings County Fire Department,

It is with great pleasure that we present you with this Proposal for One (1) Spartan/Smeal 105' Rear Mount Aerial. Below is the cost breakdown:

(1) Spartan/Smeal 105' Rear Mount Aerial	<b>\$1,695,284.00</b>
<b>Chassis Prepayment Discount</b>	<b>(\$36,822.00)</b>
<b>Pre-tax Total</b>	<b>\$1,658,462.00</b>
<b>Sales Tax @ 7.25%</b>	<b>\$120,238.50</b>
<b>Total Purchase</b>	<b>\$1,778,700.50</b>

Signing this agreement constitutes the purchase of One (1) Spartan/Smeal 105' Rear Mount Aerial for the total cost of \$1,778,700.50.

The expected build completion time is 600 days.

Upon signing this agreement, a chassis prepayment of \$659,029.00 will be required.

Tax rates are subject to change and the tax will be determined at the time of registration. Any changes to the price will be documented on a Change Order which may increase or decrease the price during the build process. California Tire Fee is included. FAS will register the Vehicle.

Pricing is good for 30 days. Fire Apparatus Agreement and or a Purchase Order needs to be submitted to Fire Apparatus Solutions.

Signature below represents agreement of the Terms.

Kings County Fire Department:

Fire Apparatus Solutions:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

*Scott Beck* 2/2/24  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

**Scott Beck**

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

**Sales Manager**





# COUNTY OF KINGS BOARD OF SUPERVISORS

GOVERNMENT CENTER HANFORD, CALIFORNIA 93230 (559) 852-2362  
Catherine Venturella, Clerk of the Board of Supervisors

## AGENDA ITEM March 26, 2024

**SUBMITTED BY:** Human Resources – Carolyn Leist/Ashley Hernandez

**SUBJECT:** NEW JOB SPECIFICATION FOR EPIDEMIOLOGIST

**SUMMARY:**

**Overview:**

The Epidemiologist will be a new classification for the Public Health Department that will specialize in public health data analytics related to communicable and chronic diseases impacting the county.

**Recommendation:**

- a. Approve the new job specification for Epidemiologist and set the salary at Range 237.5 (\$6,387-\$7,795 monthly);
- b. Allocate 1.0 Full-Time Equivalency position in Budget Unit 411300.

**Fiscal Impact:**

The cost for the new position for the remainder of fiscal year 2023-24 is approximately \$14,740 for salary only. The cost will be absorbed within the department's current budget through the Future of Public Health (FOPH) funding, so there is no impact to the County General Fund.

**BACKGROUND:**

The Epidemiologist will direct, coordinate, oversee, lead, and participate in the work of staff performing public health data extraction, analysis, and data software oversight. The classification will perform analysis and report public health data, including communicable diseases, chronic diseases, injuries, and exposure to hazardous materials. Additionally, this classification will prepare comprehensive surveillance programs and studies to determine patterns of disease and health conditions of county residents and/or targeted populations. The Public Health Department is currently utilizing a contracted professional service to perform these duties. The current contract is set to expire on June 30, 2024. The Public Health Department would benefit from staffing a full-time Epidemiologist and currently has funding available through FOPH. The job specification for the Epidemiologist classification was reviewed by the union.

**BOARD ACTION:**

APPROVED AS RECOMMENDED: \_\_\_\_\_ OTHER: \_\_\_\_\_

I hereby certify that the above order was passed and adopted  
on \_\_\_\_\_, 2024.

CATHERINE VENTURELLA, Clerk of the Board

By \_\_\_\_\_, Deputy.



## **EPIDEMIOLOGIST**

### **DEFINITION**

Under general direction, coordinates, oversees, leads, and participates in the work of staff performing public health data extraction, analysis, and data software oversight; plans, coordinates, and performs analysis and reporting of public health data including communicable diseases, chronic diseases, injuries, and exposure to hazardous materials; conducts epidemiological investigations to determine the probable cause of disease outbreaks and administers the County's epidemiological program; prepares comprehensive surveillance programs and studies to determine patterns of disease and the health condition of County residents and/or targeted populations; provides complex staff assistance to management staff in areas of expertise; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned management personnel. Exercises technical and functional direction over and provides training to lower-level staff. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This classification exercises independent judgment on diverse and specialized disease investigation and education functions with significant accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for coordinating, overseeing, leading, and participating in the work of assigned staff and providing support to management staff in a variety of areas. This class is distinguished from program manager classifications in that the latter have full management authority in planning, organizing, and directing the full scope of services within an assigned program.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, conducts, and evaluates epidemiologic studies to determine patterns of disease in the community; conducts and coordinates field investigations of outbreaks of disease and/or environmental hazards; conducts surveillance activities to identify and monitor disease trends within assigned geographical areas and/or targeted populations.
- Provides lead direction, training, counsel, and work review to assigned staff; organizes and assigns work, sets priorities, and evaluates performance; serves as a resource to staff.
- Monitors activities of the work unit; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Coordinates assigned services and operations with those of other divisions and outside agencies.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Participates in annual budget preparation; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors expenditures.

- Provides staff assistance to management; prepares and presents staff reports and other written materials; directs the establishment and maintenance of reports, records, databases, and files; ensures the proper documentation of operations and activities.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies; recommends corrective actions to resolve issues.
- Develops procedures, protocols, data collection instruments, and data management tools to conduct epidemiological or chronic disease research and surveillance activities.
- Assesses risks of communicable disease outbreaks and/or environmental hazards.
- Serves as a subject matter and technical expert on epidemiology; provides complex staff support to management staff on epidemiological studies, trends, and patterns; makes recommendations for disease controls procedures and prevention strategies.
- Prepares and maintains reports and statistical information to present to the state department of public health and other outside local, state, and federal agencies; serves as the departmental and County liaison with outside public health agencies on disease prevention, detection, and control.
- Oversees and directs the development of educational material for community outreach and education related to communicable diseases and environmental health risks.
- Represents the County in meetings with members of other public and private organizations, community groups, contractors, developers, and the public.
- Performs related duties as assigned.

#### **MINIMUM QUALIFICATIONS**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

#### **EDUCATION AND EXPERIENCE**

##### **Education:**

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in biology, nursing, public health, business administration, or a closely related field.

##### **Experience:**

- Two (2) years of progressively responsible experience in communicable disease control; planning, conducting, and evaluating epidemiologic studies; or analyzing public health statistics. (Substitution: Equivalent to a master's degree from an accredited college or university with major coursework in epidemiology, biostatistics, or a closely related field may be substituted for required experience.)

#### **LICENSES AND CERTIFICATIONS**

##### **Licenses:**

- Possession of a valid California driver's license issued by the Department of Motor Vehicles at the time of appointment.

#### **SPECIAL REQUIREMENTS**

Qualify for security clearance through a background investigation and fingerprint check. Ability to work irregular hours including evenings and weekends as necessary, and travel within and outside the County.

#### **KNOWLEDGE AND ABILITIES**

##### **Knowledge of:**

- Principles and practices of leadership.



- Principles of providing functional direction and training.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Basic principles and practices of budget administration and monitoring.
- Principles, practices, methods, and techniques of researching analyzing public health data and epidemiological trends.
- Principles and practices of epidemiology including the development, protocols, and parameters of epidemiological studies.
- Techniques of developing scientific reports and presenting technical data to a variety of audiences.
- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to assigned areas of responsibility.
- Principles and procedures of record keeping.
- County and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- Techniques of effective oral and written communication; proper spelling, grammar, and punctuation.
- Current equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Identify problems, research, and analyze relevant information, and develop and present recommendations and justification for solutions.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Design and conduct complex public health studies.
- Identify trends and patterns in communicable diseases and develop sound evidence-based recommendations.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Prepare clear, effective, and accurate reports, correspondence, and other written materials.
- Maintain accurate logs, records, and written records of work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle and visit various County sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push

and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels and controlled temperature conditions. Employees may work outdoors and are occasionally exposed to loud noise levels and cold and/or hot temperatures. Incumbents may be exposed to blood and bodily fluids in the performance of their assigned duties. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**DISASTER SERVICE WORKERS**

All Kings County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Emergency Services Chapter 6-8 via adoption of local Ordinance No. 361 § 1, 2-25-75). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.

FLSA EXEMPTION: Non-Exempt MEDICAL GROUP: C PROBATIONARY PERIOD: One year (2080 hours).
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Department Head Signature

3.12.2024

Date



Human Resources Director Approval

3/13/2024

Date





# COUNTY OF KINGS BOARD OF SUPERVISORS

GOVERNMENT CENTER HANFORD, CALIFORNIA 93230 (559) 852-2362  
Catherine Venturella, Clerk of the Board of Supervisors

## AGENDA ITEM March 26, 2024

**SUBMITTED BY:** Veterans Services – Scott Holwell/Codi Pennington

**SUBJECT:** VETERAN AND MILITARY WOMEN’S HISTORY WEEK

**SUMMARY:**

**Overview:**

Veterans Services is requesting the Board to declare the week of March 24 – 30, 2024 as Veteran and Military Women’s History Week in Kings County in order to honor all current women military members and veterans for their sacrifice and contributions to the United States (U.S.) Armed Forces.

**Recommendation:**

**Adopt a resolution proclaiming the week of March 24–30, 2024 as Veteran and Military Women’s History Week in Kings County.**

**Fiscal Impact:**

None.

**BACKGROUND:**

Kings County military women and veterans are part of a long and proud legacy of military service, and the fourth week of March is an important time to recognize their significant contributions to the U.S. Armed Forces and local communities. Even before the enactment of the Women’s Armed Services Integration Act of 1984, women have consistently answered the call to service. Since the American Revolution, throughout each major U.S. conflict, and during times of peace, women have always defended the freedoms and citizens of this nation. Female active-duty military and veterans in Kings County are diverse in character, integrity, resourcefulness, courage, and conviction. They are recognized leaders, steadfast volunteers, and devoted family members. It is the County’s duty to recognize the contributions and sacrifices of all who have served and continue to serve in the U.S. Armed Forces. Staff requests that the Board adopt a resolution recognizing March 24 – 30, 2024 as Veteran and Military Women’s History Week in Kings County.

The resolution has been reviewed and approved by County Counsel as to form.

**BOARD ACTION:**

APPROVED AS RECOMMENDED: \_\_\_\_\_ OTHER: \_\_\_\_\_

I hereby certify that the above order was passed and adopted  
on \_\_\_\_\_, 2024.

CATHERINE VENTURELLA, Clerk of the Board

By \_\_\_\_\_, Deputy

BEFORE THE BOARD OF SUPERVISORS IN AND FOR THE  
COUNTY OF KINGS, STATE OF CALIFORNIA

\*\*\*\*\*

IN THE MATTER OF PROCLAIMING                      RESOLUTION NO.  
MARCH 24 – 30, 2024 AS VETERAN  
AND MILITARY WOMEN’S HISTORY  
WEEK IN KINGS COUNTY /

WHEREAS, women play critical economic, cultural, and social roles in every sphere of life and constitute a significant portion of the labor force, working both in and out of the home, as well as courageously serving in our country’s armed forces; and

WHEREAS, approximately two (2) million women in the United States are veterans; and

WHEREAS, California has the third largest population of women veterans in the country; and

WHEREAS, approximately one-thousand three hundred fifty (1,350) women in Kings County are veterans; and

WHEREAS, in 1943, Congress introduced and passed legislation to establish the Women's Army Corps (WAC), which provided full military status to women making these contributions; and

WHEREAS, in 1967, the Women's Armed Services Integration Act was amended to lift restrictions on the number and ranks of women in the military; and

WHEREAS, women are now the fastest growing segment of the veteran community; and

WHEREAS, women veterans have served in every branch of the military and in various roles, including ordnance, gunners, police, pilots, ship handlers, truck drivers, and fuel suppliers; and

WHEREAS, women veterans bring a unique skill set and perspective to military service, have selflessly and courageously served their country, and deserve recognition for their incredible sacrifices and service.



NOW, THEREFORE, BE IT RESOLVED as follows:

1. That the Kings County Board of Supervisors hereby proclaims March 24 - 30, 2024, as Veteran and Military Women's History Week in Kings County.

The foregoing resolution was adopted upon motion by Supervisor \_\_\_\_\_, seconded by Supervisor \_\_\_\_\_, at a regular meeting held this 26<sup>th</sup> day of March 2024, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Doug Verboon, Chairman  
Board of Supervisors  
County of Kings, State of California

IN WITNESS WHEREOF, I have set my hand this 26<sup>th</sup> day of March, 2024.

\_\_\_\_\_  
Catherine Venturella,  
Clerk to the Board