



Tehama County Minutes Certification

File Number: 25-1106

Enactment Number: MISC. AGR 2025-180

HEALTH SERVICES AGENCY / PUBLIC HEALTH

10. HEALTH SERVICES AGENCY / PUBLIC HEALTH 25-1106

a) AGREEMENT - Request approval and authorization for the Executive Director to sign Amendment #2 with Chico State Enterprises (Misc. Agree. #2023-342), as amended by (Misc. Agree. #2024-171) for the provision of assisting with SNAP-ED activities that include, but are not limited to, indirect and direct education to K-12 youth, collaboration with community partners, outreach events, and school wellness policy, thereby amending section 3 to increase the compensation not to exceed amount to \$149,538.57 for 10/1/24 through 9/30/25, increasing the total maximum compensation not to exceed \$419,011.34; and to add the "FFY 2025 Tehama County 2025 (MYA v2)

Report" to the end of Exhibit B, all other provisions of Exhibit B to remain unchanged
(*Subject to receipt of required insurance documentation*)

Enactment No: MISC. AGR 2025-180

RESULT: APPROVED THE CONSENT AGENDA

MOVER: Tom Walker

SECONDER: Greg Jones

AYES: Supervisor Jones, Supervisor Burroughs, Supervisor Walker, Vice Chair Nolen, and Chairperson Hansen

RESULT: APPROVE

I, SEAN HOUGHTBY, County Clerk and ex-officio Clerk of the Board of Supervisors of the County of Tehama, State of California, hereby certify the above and foregoing to be a full, true and correct copy of an order adopted by said Board of Supervisors on 6/24/2025.

A handwritten signature in black ink, appearing to be "Seán Houghtby".

Attest:

June 27, 2025

Date Certified

**AMENDMENT #2
TO THE AGREEMENT
BETWEEN
THE COUNTY OF TEHAMA
AND CHICO STATE ENTERPRISES**

This Amendment to Agreement #2023-342, dated November 7, 2023, as amended by Misc. Agreement #2024-171, by and between the County of Tehama, through its Health Services Agency (County) and Chico State Enterprises - Center for Health Communities, a California non-profit public benefit corporation and an auxiliary organization of the California State University, Chico (Contractor) for the provision of assisting with SNAP-ED activities that include, but are not limited to indirect and direct education to K-12 youth, collaboration with community partners, outreach events, and school wellness policy, shall be amended as follows:

3. COMPENSATION

For work satisfactorily performed in accordance with the terms of this Agreement, as reasonably determined by County, Contractor shall invoice County at the actual cost incurred. The Maximum Compensation payable under Agreement shall not exceed \$419,011.34. The Compensation amount for October 1, 2023, through September 30, 2024, shall not exceed \$164,222.77; compensation amount for October 1, 2024, through September 30, 2025, shall not exceed \$149,538.57; and compensation amount for October 1, 2025, through September 30, 2026, shall not exceed \$105,250.00. Contractor shall break out administrative costs and program costs separately on the invoice. Contractor shall only be entitled to payment for actual expenditures incurred and documented. Contractor shall not be entitled to payment or reimbursement for any tasks or services performed, nor for any incidental or administrative expenses whatsoever incurred in or incidental to performance hereunder, except as specified herein. Contractor shall have no claim against County for payment of any compensation or reimbursement, of any kind whatsoever, for any service provided by Contractor after the expiration or other termination of this Agreement. Contractor shall not be paid any amount in excess of the Maximum Compensation amount set forth above, and Contractor agrees that County has no obligation, whatsoever, to compensate or reimburse Contractor for any expenses, direct or indirect costs, expenditures, or charges of any nature by Contractor that exceed the

Maximum Compensation amount set forth above. Should Contractor receive any such payment it shall immediately notify County and shall immediately repay all such funds to County. This provision shall survive the expiration or other termination of this Agreement.

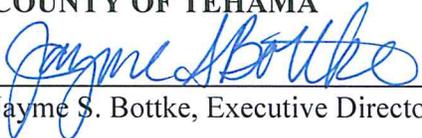
The FFY 2025 Tehama County 2025 (MYA v2) Report will be added to the end of Exhibit B, as set forth on pages 3-14 of this amendment. All other provisions of Exhibit B will remain unchanged.

It is mutually agreed that all other terms and conditions of Agreement #2023-342, and Agreement #2024-171, shall remain in full force and effect.

IN WITNESS WHEREOF, County and Contractor have executed this agreement on the day and year set forth below.

Date: 6-9-25

COUNTY OF TEHAMA



Jayme S. Bottke, Executive Director

Date: 05/06/2025

CHICO STATE ENTERPRISES

Susan W Podesta

Susan Podesta,
Director of Sponsored Contracts



FFY 2025 Tehama County 2025 (MYA v2) Report

FFY 2025 Tehama County 2025 (MYA v2) Report

Budget Name:	Tehama County Budget 2025 (MYA v2)
Budget Agency:	Tehama County
Budget Type:	LIA
Contract Number:	23-10355
MYA Number/Date:	MYA-2025-2-*-*-5443 / 11/18/2024
Modified Date:	12/02/2024 11:16:58 AM

FFY 2024 Carry-In:	\$32,478.00
FFY 2025 Award Amount:	\$162,390.01
FFY 2025 Total Budget Amount:	\$194,868.01

Expenses	Adjustment Type	FFY 2024 Budget	FFY 2024 Carry-In Budget	Last Approved Carry-In Budget	FFY 2025 Budget	Last Approved Budget	FFY 2024 Carry-In and FFY 2025 Budget Total	Last Approved Carry-In and Budget Total	Adjustment % Difference
Salaries/Benefits	Increase	\$21,484.98	\$0.00	\$0.00	\$31,356.29	\$23,363.51	\$31,356.29	\$23,363.51	34.21%
Travel	Increase	\$1,289.96	\$0.00	\$0.00	\$2,028.67	\$2,028.67	\$2,028.67	\$2,028.67	0.00%
Non-Capital Equipment/Supplies		\$1,100.01	\$75.10	\$75.10	\$127.85	\$127.85	\$202.96	\$202.96	0.00%
Materials		\$909.00	\$0.00	\$0.00	\$3,337.00	\$3,337.00	\$3,337.00	\$3,337.00	0.00%
Building/Space		\$100.07	\$0.00	\$0.00	\$114.00	\$114.00	\$114.00	\$114.00	0.00%
Maintenance		\$389.97	\$0.00	\$0.00	\$451.44	\$451.44	\$451.44	\$451.44	0.00%
Equipment and Other Capital Expenditures		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Contracts/Sub-Grants/ Agreements	Decrease	\$131,744.77	\$32,402.90	\$32,478.00	\$117,135.68	\$127,126.66	\$149,538.58	\$159,604.66	-6.31%
Total Direct Costs:		\$157,018.76	\$32,478.00	\$32,553.10	\$154,550.94	\$156,549.14	\$187,028.94	\$189,102.24	-1.28%
Indirect Cost Rate	Increase	\$5,371.24	\$0.00	\$0.00	\$7,839.07	\$5,840.88	\$7,839.07	\$5,840.88	34.21%
Total Federal Funds		\$162,390.00	\$32,478.00	\$32,553.10	\$162,390.01	\$162,390.01	\$194,868.01	\$194,943.12	0.00%

Oversight Agency: California Department of Public Health
 Budget Agency: Tehama County
 Budget Type: LIA
 Budget Name: Tehama County Budget 2025 (MYA v2)

Dollar Difference Table

Expenses	FFY 2024 Carry-In and FFY 2025 Award Total <u>Approved</u> (Original)	FFY 2024 Carry-In and FFY 2025 Award Total <u>Revised</u> (New)	Amount Difference
Salaries/Benefits	\$23,363.51	\$31,356.29	\$7,992.78
Travel	\$2,028.67	\$2,028.67	\$0.00
Non-Capital Equipment/Supplies	\$202.96	\$202.96	\$0.00
Materials	\$3,337.00	\$3,337.00	\$0.00
Building/Space	\$114.00	\$114.00	\$0.00
Maintenance	\$451.44	\$451.44	\$0.00
Equipment and Other Capital Expenditures	\$0.00	\$0.00	\$0.00
Contracts/Sub-Grants/ Agreements	\$159,604.66	\$149,538.58	-\$10,066.08
Indirect Cost Rate	\$5,840.88	\$7,839.07	\$1,998.19
Total Federal Funds	\$194,943.12	\$194,868.01	-\$75.10

Expenses	Adjustment Reason	Adjustment Justification
Salaries/Benefits	Shifts occur within one or more budget categories with 5% and greater difference (CDSS)	Adjusted personnel salaries, fringe benefit rates and FTE to align better with anticipated expenses
Travel		
Non-Capital Equipment/Supplies		
Materials		
Building/Space		
Maintenance		
Equipment and Other Capital Expenditures		
Contracts/Sub-Grants/Agreements	Shifts occur within one or more budget categories with 5% and greater difference (CDSS)	Adjusted personnel salaries, fringe benefit rates and FTE to align better with anticipated expenses
Indirect Cost Rate	Shifts occur within one or more budget categories with 5% and greater difference (CDSS)	Increase due to additional salary/fringe costs as a result of increasing the project director's FTE

Oversight Agency: California Department of Public Health
 Budget Agency: Tehama County
 Budget Type: LIA
 Budget Name: Tehama County Budget 2025 (MYA v2)

1a) Staffing: Salaries/Benefits:

Item #	Adjustment Type	Position Title	Staff Name	Mgmt and Admin %	Direct Delivery %	FTE Rate	Annual Salary	Total Funded Salary	Benefit Rate	Total Funded Benefits	Total Funded Salary and Benefits	Last Approved Total
1	Increase	Project Director	Carissa Crawford	80%	20%	0.255	\$73,970.20	\$18,862.40	66.237%	\$12,493.89	\$31,356.29	\$23,363.51
X						0.255		\$18,862.40		\$12,493.89	\$31,356.29	\$23,363.51

Definition and basis for calculations of benefit rate(s): Includes payroll, taxes, medical/dental benefits, and retirement as a percentage of salaries.

Section Total	Original	Adjusted
Total Salaries/Benefits Carry-In Amount:	\$0.00	\$0.00
Total Salaries/Benefits Award Amount:	\$23,363.51	\$31,356.29
Total Salaries/Benefits:	\$23,363.51	\$31,356.29

Oversight Agency: California Department of Public Health
 Budget Agency: Tehama County
 Budget Type: LIA
 Budget Name: Tehama County Budget 2025 (MYA v2)

2a) Travel: In State:

Adjustment Type:	Decrease
Travel Title 1:	Tehama County
Travel Location:	Tehama County
Travel Description and Justification:	Mileage for local & regional meetings, coalitions, partnerships, etc.
Mileage Rate:	\$0.67

Item #	Position Name and Title	Presenter	Trips	FTE	Days	Nights	Per Diem	Lodging	Air	Miles	Reg. Fee	Other	Total	Last Approved Total
1	Carissa Crawford : Project Director	No	1	1	1	0	\$0.00	\$0.00	\$0.00	1245.36	\$0.00	\$0.00	\$834.39	\$945.37

Adjustment Type:	Increase
Travel Title 2:	CFHL Forum
Travel Location:	TBD
Travel Description and Justification:	CFHL Forum travel expense to attend the 3-day State sponsored LIA Forum in San Diego (Lodging State Rate \$199 +tax (20.90)).
Mileage Rate:	\$0.67

Item #	Position Name and Title	Presenter	Trips	FTE	Days	Nights	Per Diem	Lodging	Air	Miles	Reg. Fee	Other	Total	Last Approved Total
2	Carissa Crawford : Project Director	No	1	1	3	2	\$68.00	\$199.00	\$0.00	884	\$0.00	\$0.00	\$1,194.28	\$1,083.30

Section Total	Original	Adjusted
Total In-State Carry-In Amount:	\$0.00	\$0.00
Total In-State Award Amount:	\$2,028.67	\$2,028.67

Section Total	Original	Adjusted
Total In-State and Out-of-State Travel Carry-In Amount:	\$0.00	\$0.00
Total In-State and Out-of-State Travel Award Amount:	\$2,028.67	\$2,028.67
Total In-State and Out-of-State Travel:	\$2,028.67	\$2,028.67

Oversight Agency: California Department of Public Health
 Budget Agency: Tehama County
 Budget Type: LIA
 Budget Name: Tehama County Budget 2025 (MYA v2)

3a) Non-Capital Equipment/Supplies (Less than \$5,000):

Item #	Adjustment Type	Budget Item	Description and Justification	FTE	Cost Per Item	# of Items	Total	Last Approved Total
1		Office Supplies	General Office Supplies - including, but not limited to: pens, pencils, highlighters, color markers, note pads, staples, stapler, tape, tape dispenser, paper clips, paper, calculator, etc. Prorated by FTE located in TCHSA offices	0.19	\$7.91	35	\$52.60	\$52.60
2		Telecommunication Costs	Program needs for media equipment, telecommunications materials, and/or online platform access to support program delivery and virtual learning. Cover technology and licensures required.	0.19	\$3.23	245	\$150.36	\$150.36
X							\$202.96	\$202.96

Section Total	Original	Adjusted
Total Non-Capital Equipment/Supplies Carry-In Amount:	\$75.10	\$75.10
Total Non-Capital Equipment/Supplies Award Amount:	\$127.85	\$127.85

Section Total	Original	Adjusted
Total Non-Capital Equipment/Supplies <u>and</u> TSE Carry-In Amount:	\$75.10	\$75.10
Total Non-Capital Equipment/Supplies <u>and</u> TSE Award Amount:	\$127.85	\$255.71
Total Non-Capital Equipment/Supplies and TSE:	\$202.96	\$202.96

Oversight Agency: California Department of Public Health
 Budget Agency: Tehama County
 Budget Type: LIA
 Budget Name: Tehama County Budget 2025 (MYA v2)

4) Materials:

Item #	Adjustment Type	Budget Item	Description and Justification	Cost Per Item	# of Items	Total	Last Approved Total
1		Stencil/ Structured Physical Activity Materials	Create Environment change to promote physical activity and healthy eating to schools within our district and touch up on past projects that may be worn out to continue sustainable physical activity and healthy lifestyles	\$1.00	3337	\$3,337.00	\$3,337.00
X						\$3,337.00	\$3,337.00

Section Total	Original	Adjusted
Total Materials Carry-In Amount:	\$0.00	\$0.00
Total Materials Award Amount:	\$3,337.00	\$3,337.00
Total Materials:	\$3,337.00	\$3,337.00

Oversight Agency: California Department of Public Health
 Budget Agency: Tehama County
 Budget Type: LIA
 Budget Name: Tehama County Budget 2025 (MYA v2)

5) Building/Space:

Item #	Adjustment Type	Building Type	Location Name	Address	Calculation Description	FTE	Cost Per Month	# of Months	Total	Last Approved Total
1		Storage Space Rent/Lease	Public Health	1860 Walnut Street, Red Bluff, CA 96080	Based upon staff time usage calculated through the time studies; Storage space (\$50/month/FTE x 12 months; FTE = 0.19)	0.19	\$50.00	12	\$114.00	\$114.00
X									\$114.00	\$114.00

Section Total	Original	Adjusted
Total Building/Space Carry-In Amount:	\$0.00	\$0.00
Total Building/Space Award Amount:	\$114.00	\$114.00
Total Building/Space:	\$114.00	\$114.00

Oversight Agency: California Department of Public Health
 Budget Agency: Tehama County
 Budget Type: LIA
 Budget Name: Tehama County Budget 2025 (MYA v2)

6) Maintenance:

Item #	Adjustment Type	Maintenance Type	Location Name	Address	Calculation Description	FTE	Cost Per Month	# of Months	Total	Last Approved Total
1		Custodial/ Janitorial Services	Public Health	1860 Walnut Street, Red Bluff, CA 96080	Based upon staff time usage calculated through the time studies.	0.19	\$42.00	12	\$95.76	\$95.76
2		Copier Service and Maintenance	Public Health	1860 Walnut Street, Red Bluff, CA 96080	Postage meter and copy machine repairs based upon percentage of program usage by FTE	0.19	\$50.00	12	\$114.00	\$114.00
3		Utilities	Public Health	1860 Walnut Street, Red Bluff, CA 96080	Based upon staff time usage calculated through the time studies.	0.19	\$81.00	12	\$184.68	\$184.68
4		Building Maintenance Fees	Public Health	1860 Walnut Street, Red Bluff, CA 96080	Based upon staff time usage calculated through the time studies.	0.19	\$25.00	12	\$57.00	\$57.00
X									\$451.44	\$451.44

Section Total	Original	Adjusted
Total Maintenance Carry-In Amount:	\$0.00	\$0.00
Total Maintenance Award Amount:	\$451.44	\$451.44
Total Maintenance:	\$451.44	\$451.44

Oversight Agency: California Department of Public Health
 Budget Agency: Tehama County
 Budget Type: LIA
 Budget Name: Tehama County Budget 2025 (MYA v2)

8b) Contracts/Sub-Grants/Agreements \$25,000 or more:

Item #	Adjustment Type	Organization Name	Description of Services	Total Grant	Last Approved Total
1	Decrease	Chico State University, Center for Healthy Communities	Chico State University, Center for Healthy Communities (CSU/CHC) will provide a Health Educator that will assist with nutrition education for school wellness policy related activities. CSU/CHC staff will also coordinate and implement a nutrition education and physical activity promotion at Tehama County elem	\$149,538.58	\$159,604.66
X				\$149,538.58	\$159,604.66

Section Total	Original	Adjusted
Total Contracts/Sub-Grants/Agreements Carry-In Amount:	\$0.00	\$0.00
Total Contracts/Sub-Grants/Agreements Award Amount:	\$0.00	\$0.00
Total Contracts/Sub-Grants/Agreements:	\$0.00	\$0.00

Total	Original	Adjusted
Total Direct Costs:	\$189,102.24	\$187,028.94

Oversight Agency: California Department of Public Health
 Budget Agency: Tehama County
 Budget Type: LIA
 Budget Name: Tehama County Budget 2025 (MYA v2)

9) Indirect Costs:

Item #	Adjustment Type	Budget Option	Direct Cost Categories	Indirect Cost Rate	Calculation Method	Total Admin. / Program Dollars	Total	Last Approved Total
1	Increase	Selected Categories	Salaries/Benefits	25%	25% calculated based on Salaries, Wages and Fringe Benefits	\$31,356.29	\$7,839.07	\$5,840.88
X							\$7,839.07	\$5,840.88

Section Total	Original	Adjusted
Total Indirect Costs Carry-In Amount:	\$0.00	\$0.00
Total Indirect Costs Award Amount:	\$5,840.88	\$7,839.07
Total Indirect Costs:	\$5,840.88	\$7,839.07

Total	Original	Adjusted
Total Budget:	\$194,943.12	\$194,868.01

Oversight Agency: California Department of Public Health
 Budget Agency: Tehama County
 Budget Type: LIA
 Budget Name: Tehama County Budget 2025 (MYA v2)

E-Contract Review
Approval as to Form

Department Name: Health Services Agency

Vendor Name: Chico State Enterprises

Contract Description: For the purpose of Amendment #2 for assisting with SNAP-ED activities.

APPROVED AS TO FORM:



Date: 05/15/2025

Office of the Tehama County Counsel
Margaret Long, County Counsel