

# TEHAMA COUNTY BOARD OF SUPERVISORS

Robert Burroughs, District 1  
Tom Walker, District 2, Chairman  
Steve Zane, District 3  
Matt Hansen, District 4  
Greg Jones, District 5, Vice Chair



Gabriel Hydrick  
Chief Administrator

Margaret Long  
County Counsel

Sean Houghtby  
Clerk of the Board  
(530) 527-3287

Board Chambers  
727 Oak Street, Red Bluff, CA 96080  
(530) 527-4655  
<http://www.tehama.gov>

## AGENDA FOR TUESDAY, MARCH 10, 2026

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The Board of Supervisors welcomes you to their meetings which are regularly scheduled for each Tuesday. Your participation and interest are encouraged and appreciated. Members of the public may address the Board from the podium on items on the agenda when the matter is called. The Board reserves the right to limit the time devoted to any item on the agenda and to limit the time of any speaker.

The Board wishes to ensure that business is conducted in an orderly fashion and the public is asked to be courteous and polite when addressing the Board and to be respectful to others attending the Board meeting. The Board has adopted a Code of Conduct for the public attending these meetings. The Code of Conduct is posted in the Chambers and online at <https://www.tehama.gov/wp-content/uploads/2025/09/PUBLIC-CODE-OF-CONDUCT.pdf>. Any disorderly conduct which disrupts, disturbs, or otherwise impedes the orderly conduct of the Board meeting is prohibited.

Members of the public who are unable to attend in person may participate, listen and watch in the following ways:

- 1) To participate in the Board meeting, the public may listen and comment over the phone by calling: (530) 212-8376, conference code 933876. Press 5\* to raise your hand to comment.
- 2) Members of the public who are unable to attend in person may watch and listen via the web at: <https://tehamacounty.legistar.com/Calendar.aspx>. To comment on an upcoming agenda item, call (530) 212-8376, conference code 933876. Press 5\* to raise your hand to comment at the time the item is called.

The audio and live video streaming is being offered as a convenience. The Board meeting will continue even if there is a disruption. If there is a disruption, the public is encouraged to consider an alternate option listed above. If you have trouble connecting or accessing the meeting, contact the Board office for assistance at (530) 527-4655.

Please refer to the last page of the agenda for information on how to participate in the

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meeting, as well as the various options being made available for members of the public to provide comment.

The County of Tehama does not discriminate on the basis of disability in admission to, access to, or operation of its buildings, facilities, programs, services, or activities. Questions, complaints, or requests for additional information regarding the Americans with Disabilities Act (ADA) may be forwarded to the County’s ADA Coordinator: Tom Provine, County of Tehama, 727 Oak St., Red Bluff, CA 96080, Phone: (530) 527-4655. Individuals with disabilities who need auxiliary aids and/or services or other accommodations for effective communication in the County’s programs and services are invited to make their needs and preferences known to the affected department or the ADA Coordinator. For aids or services needed for effective communication during Board of Supervisors meetings, please contact the ADA Coordinator two business days prior to the day of the meeting. This notice is available in accessible alternate formats from the affected department or the ADA Coordinator.

The Agenda is divided into two sections:

**CONSENT AGENDA:**

These items include routine financial and administrative actions and are usually approved by a single majority vote. Any Board member, staff member or interested person may request that an item be removed from the Consent Agenda for discussion on the Regular Agenda.

**REGULAR AGENDA:**

These items include significant financial and administrative actions of special interest that are usually approved individually by a majority vote. The Regular Agenda also includes noticed hearings and public hearings. The times on the agenda are approximate.

**9:00 AM CALL TO ORDER / PLEDGE OF ALLEGIANCE**

**PLEASE TURN OFF OR MUTE YOUR CELL PHONE**

**PUBLIC COMMENT**

This is a time set aside for members of the public to directly address the Board of Supervisors on any item of interest to the public that is within the subject matter jurisdiction of this board. No action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subdivision (b) of section 54954.2 of the government code. This board has chosen to exercise its discretion and limit each speaker to three (3) minutes. Public Comment may be limited to the first 30 minutes of the meeting and if there are more speakers than this time limit will allow, the Chair may request that remaining speakers wait until the end of the meeting, at which point public comment may be reopened.

Members of the public will be allowed to address the Board of Supervisors regarding items appearing on the agenda at the time the item is called.

**ANNOUNCEMENT OF AGENDA CORRECTIONS**

**PREVIOUS REPORTABLE ACTIONS FROM CLOSED SESSION**

**BOARD OF SUPERVISORS STANDING AND AD HOC COMMITTEE**

Receive reports from the following standing and ad hoc committees, and discussion and possible direction to the committees regarding future meetings and activities within each committee's assigned scope:

**Personnel Procedures & Guidelines Ad Hoc Committee (Burroughs, Walker)**

**City of Red Bluff/Tehama County Ad Hoc Committee (Walker, Burroughs)**

**Rent Control Ordinance Ad Hoc (Jones, VACANT)**

**REPORTS OF MEETINGS ATTENDED INCLUDING AB1234**

**ANNOUNCEMENTS BY COUNTY DEPARTMENTS**

This is an opportunity for a County Department to provide information to the Board and the general public. These announcements are to be as brief and concise as possible and not used to seek direction from the Board.

**CONSENT AGENDA**

1. **GENERAL WARRANT REGISTER - 2/15/26 - 2/21/26** [26-0260](#)

2. **TEHAMA COUNTY AIR POLLUTION CONTROL DISTRICT** [26-0270](#)

a) AGREEMENT - Request approval and authorization for the Air Pollution Control Officer to sign Amendment No. 1 to Misc. Agree. 2025-173 with TruePoint Solutions, thereby extending the termination date for implementation to 10/31/26

3. **COMMUNITY ACTION AGENCY** [26-0272](#)

a) TRANSFER OF FUNDS: COMMUNITY ACTION AGENCY (CAA), B-51- From Salary & Wages (5062-51010) \$1,564.79; to Pay in Lieu/Miscellaneous Payouts (5062-51015) \$1,564.79

4. **HEALTH SERVICES AGENCY / PUBLIC HEALTH** [26-0281](#)

a) AGREEMENT - Request approval and authorization for the Executive Director to sign the Interagency Memorandum of Understanding with Tehama County Department of Education (TCDOE) Help Me Grow (HMG) program for the purpose of providing home visiting services to eligible families using the Parents as Teachers model, with the maximum compensation payable under this agreement not to exceed \$489,532.25, effective 7/1/25, and shall terminate on 6/30/27

5. **DEPARTMENT OF AGRICULTURE** [26-0286](#)

a) AGREEMENT - Request approval and authorization for the Chairperson to sign Amendment No. 1 to Misc Agree. 2026-012 for the Cooperative Service Agreement No.

26-7306-7593-RA, Work and Financial Plan with the United States Department of Agriculture (USDA), Animal Plant Health Inspection Service (APHIS), Wildlife Services (WS) for the Wildlife Damage Management (IWDM) program, amending the "Vehicles" and "Other Services" line-item dollar amounts in all columns, with a maximum compensation to remain the same in an amount not to exceed \$24,599.84 to provide Wildlife Management Services effective 1/1/26 and shall terminate 6/30/26

**6. COMMITTEES & COMMISSIONS [26-0278](#)**

a) RED BLUFF CEMETERY DISTRICT - One (1) four-year appointment to fill the expired term of Barbara Thomas as Trustee of the District, with said new term expiring 3/10/30 (Interested person: Barbara Thomas)

**7. BOARD OF SUPERVISORS [26-0201](#)**

a) Determine that there is a need to continue the emergency proclamation, proclaiming the existence of the local emergency in Tehama County that caused conditions of peril

**REGULAR AGENDA**

**8. PERSONNEL / ASSESSOR - Assessor Burley Phillips [26-0291](#)**

a) OTHER THAN "A" STEP - Request approval to appoint the applicant as Extra Help Senior Appraiser, Range 34, Step D, effective 3/10/26, or upon successful completion of all pre-employment requirements

**9. HEALTH SERVICES AGENCY - Executive Director Jayme Bottke [25-1797](#)**

a) AGREEMENT - Request approval and authorization for the Executive Director to sign the agreement with ZND Residential, Inc. for the provision of Mental Health Services for the maximum compensation not to exceed \$400,000, effective upon signing and shall terminate 6/30/27 (*Subject to receipt of required insurance documentation*)

**11:00 A.M.**

**10. ENVIRONMENTAL HEALTH DEPARTMENT / CODE ENFORCEMENT - [26-0249](#)  
Code Enforcement Officers Clint Weston and Ron Robbins**

a) Request that the Board of Supervisors adopt the recommended decision of the Planning Commission declaring the existence of a public nuisance on the property, ordering the abatement thereof; and directing an itemized accounting of the costs incurred in abating the public nuisance without further notice of hearing

Owner: Kristin M McDaniel  
Site Address: 18975 Jewell Rd., Cottonwood  
APN: 006-140-005 (District 3)  
Case No: CE-25-29

b) In the event that such nuisance is not abated by the owner or occupant as set forth above, the enforcing officer shall abate, or cause to be abated, the public nuisance(s) in the manner set forth in Tehama County Code section 10.16.130, and shall keep an

itemized account of the costs incurred by the County to abate the nuisance, to be charged against the Premises and against each person who causes, permits, suffers, or maintains the public nuisance to exist, in accordance with the provisions of Chapter 10.16 of the Tehama County Code

## **FUTURE AGENDA ITEMS**

Future Agenda Items is an opportunity for a Board member to present a topic to the full Board and County Departments and allow the Board to express majority that staff should be directed to address the issue and bring it back to the full Board as an agendaized matter. This is not a time for the Board to address the merits or express their opinions on the issue but solely to decide if staff should expend resources in researching and preparing documents for consideration at a public board meeting. More complex issues may result in a future study session.

## **ADJOURN**

Any written materials related to an open session item on this agenda that are submitted to the Board of Supervisors, and that are not exempt from disclosure under the Public Records Act, will be made available for public inspection at the Tehama County Clerk of the Board of Supervisors Office, 633 Washington St., Rm. 12 (P.O. Box 250), Red Bluff, California, 96080, (530) 527-3287 during normal business hours.

The deadline for items to be placed on the Board's agenda is 5 p.m. on the Wednesday Thirteen days prior to the meeting on Tuesday, unless a holiday intervenes. Items not listed on the Agenda can only be considered by the Board if they qualify under Government Code Section 54954.2(b) (typically this applies to items meeting criteria as an off-agenda emergency).

## **DISCLOSURE OF CAMPAIGN CONTRIBUTIONS PURSUANT TO GOVERNMENT CODE SECTION 84308:**

Members of the Board of Supervisors are disqualified and not able to participate in any agenda item involving contracts (other than competitively bid, labor, or personal employment contracts), franchises, discretionary land use permits and other entitlements if the Board member received more than \$250 in campaign contributions from the applicant or contractor, an agent of the applicant or contractor, or any financially interested participant who actively supports or opposes the County's decision on the agenda item since January 1, 2023. Members of the Board of Supervisors who have received, and applicants, contractors or their agents who have made, campaign contributions totaling more than \$250 to a Board member since January 1, 2023, are required to disclose that fact for the official record of the subject proceeding. Disclosures must include the amount of the campaign contribution and identify the recipient Board member and may be made either in writing to the Clerk of the Board of Supervisors prior to the subject hearing or by verbal disclosure at the time of the hearing.

## **WAYS TO PARTICIPATE, WATCH AND LISTEN DURING THE MEETING:**

- 1) Attend in person in Board Chambers, Tehama County Administration Building, 727 Oak St., Red Bluff, CA 96080.

2) Listen and comment over the phone by calling: (530) 212-8376, conference code 933876. Press 5\* to raise your hand to comment.

3) Watch live video and listen at: <https://tehamacounty.legistar.com/Calendar.aspx>. To comment on an upcoming agenda item, call (530) 212-8376, conference code 933876. Press 5\* to raise your hand to comment at the time the item is called.

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### **PROVIDE PUBLIC COMMENT BEFORE THE MEETING BY:**

- 1) Writing a letter to the Board of Supervisors at PO Box 250, Red Bluff, CA 96080.
- 2) Emailing: [tcbos@tehama.gov](mailto:tcbos@tehama.gov). Written or emailed public comments received by 4:00 p.m. the day prior to the meeting will be provided to the Board members electronically or in written format and will become part of the public record.

### **PROVIDE PUBLIC COMMENT DURING THE MEETING BY:**

- 1) In-Person: Board Chambers, Tehama County Administration Building, 727 Oak St., Red Bluff, CA 96080: Members of the public can provide comment in-person inside the Board of Supervisors' Chambers.
- 2) Over the Phone: Members of the public can call (530) 212-8376, conference code 933876. Press 5\* to raise your hand to comment. The public will be placed in a call-in queue until they are permitted into the meeting for comment.

COMMUNICATIONS received by the Board of Supervisors are on file and available for review in the Office of the Clerk of the Board.

MINUTES, AGENDAS, AGENDA MATERIAL, and ARCHIVED MATERIAL is available on our website at <https://tehamacounty.legistar.com/Calendar.aspx>



# Tehama County

## Agenda Request Form

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**File #:** 26-0260

**Agenda Date:** 3/10/2026

**Agenda #:** 1.

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### GENERAL WARRANT REGISTER - 2/15/26 - 2/21/26

**Requested Action(s)**

**Financial Impact:**

As Listed.

**Background Information:**

[Click here to enter Background Info.](#)

**Tehama County**  
**TEBK400 - Check Register**  
**Issue Dates between Feb 15, 2026 and Feb 21, 2026**

Report Generated on: **Feb 23, 2026 7:37:18 AM**

Check Number	Check Date	Vendor	Vendor Name	Fund	Fund Description	Budget Unit-Account	Budget Unit Description	Description	Extended Amount
00000786	02/17/2026	122962	PSYNERGY PROGRAMS INC	112	HEALTH SERVICES	40131-53230	MENTAL HEALTH	PROFESSIONAL/SPECIAL SERV	\$30,186.07
00000786	02/17/2026	122962	PSYNERGY PROGRAMS INC	112	HEALTH SERVICES	40131-55400	MENTAL HEALTH	SUPPORT & CARE OF PERSONS	\$44,854.52
00000787	02/17/2026	117904	VISIONS OF THE CROSS	112	HEALTH SERVICES	40171-55400	DRUG & ALCOHOL	SUPPORT & CARE OF PERSONS	\$2,600.00
00000788	02/18/2026	102493	HUE & CRY SECURITY	101	GENERAL FUND	2061-53180	AGRICULTURE COMM	28777 Sprinkler/Fire insp	\$77.50
00000788	02/18/2026	102493	HUE & CRY SECURITY	106	PUBLIC SAFETY	2036-53230	JUVENILE HALL	32945 Feb 2026 JDF Ansul FM	\$50.00
00000789	02/18/2026	108325	STAPLES ADVANTAGE	106	PUBLIC SAFETY	2035-53220	DAY REPORTING CE	LA 1054406 6051084020A	\$281.91
00000789	02/18/2026	108325	STAPLES ADVANTAGE	106	PUBLIC SAFETY	2035-53220	DAY REPORTING CE	LA 1054406 6051084029B	\$28.80
00000789	02/18/2026	108325	STAPLES ADVANTAGE	106	PUBLIC SAFETY	2036-53220	JUVENILE HALL	LA1054406 6051084020B	\$125.93
00000789	02/18/2026	108325	STAPLES ADVANTAGE	106	PUBLIC SAFETY	2036-53220	JUVENILE HALL	LA1054406 6053564362	\$49.92
00000789	02/18/2026	108325	STAPLES ADVANTAGE	106	PUBLIC SAFETY	2037-53220	PROBATION	LA 1054406 6051084029A	\$16.89
00000789	02/18/2026	108325	STAPLES ADVANTAGE	106	PUBLIC SAFETY	2037-53220	PROBATION	LA 1054406 6051083989	\$145.38
00000789	02/18/2026	108325	STAPLES ADVANTAGE	106	PUBLIC SAFETY	2037-53220	PROBATION	LA 1054406 6051084001	(\$148.74)
00000789	02/18/2026	108325	STAPLES ADVANTAGE	106	PUBLIC SAFETY	2037-53220	PROBATION	LA 1054406 6051084011	\$149.68

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00000789	02/18/2026	108325	STAPLES ADVANTAGE	106	PUBLIC SAFETY	2037-53220	PROBATION	LA 1054406 6051084038	\$148.74
00000789	02/18/2026	108325	STAPLES ADVANTAGE	106	PUBLIC SAFETY	2037-53220	PROBATION	LA 1054406 6051084041	\$33.97
00000789	02/18/2026	108325	STAPLES ADVANTAGE	106	PUBLIC SAFETY	2037-53220	PROBATION	LA 1054406 6053564366	\$108.89
00000789	02/18/2026	108325	STAPLES ADVANTAGE	106	PUBLIC SAFETY	2037-53220	PROBATION	LA1054406 6053564364	\$9.87
00000789	02/18/2026	108325	STAPLES ADVANTAGE	108	SOCIAL SERVICES	5013-53220	SOCIAL SERVICES	LA 1054406	\$397.28
00000789	02/18/2026	108325	STAPLES ADVANTAGE	112	HEALTH SERVICES	40121-53140	PUBLIC HEALTH	LA 1054406	\$173.49
00000789	02/18/2026	108325	STAPLES ADVANTAGE	112	HEALTH SERVICES	40121-53220	PUBLIC HEALTH	LA 1054406	\$2,406.44
00000789	02/18/2026	108325	STAPLES ADVANTAGE	112	HEALTH SERVICES	40131-53140	MENTAL HEALTH	LA 1054406	\$378.74
00000789	02/18/2026	108325	STAPLES ADVANTAGE	112	HEALTH SERVICES	40131-53220	MENTAL HEALTH	LA 1054406	\$2,954.08
00000789	02/18/2026	108325	STAPLES ADVANTAGE	112	HEALTH SERVICES	40171-53140	DRUG & ALCOHOL	LA 1054406	\$215.77
00000789	02/18/2026	108325	STAPLES ADVANTAGE	112	HEALTH SERVICES	40171-53220	DRUG & ALCOHOL	LA 1054406	\$964.54
00000789	02/18/2026	108325	STAPLES ADVANTAGE	112	HEALTH SERVICES	40171-53220	DRUG & ALCOHOL	LA 1054406LA 1054406	\$94.78
00000789	02/18/2026	108325	STAPLES ADVANTAGE	112	HEALTH SERVICES	40251-53140	CLINIC SERVICES	LA 1054406	\$666.36
00000789	02/18/2026	108325	STAPLES ADVANTAGE	112	HEALTH SERVICES	40251-53220	CLINIC SERVICES	LA 1054406	\$1,257.80
00000790	02/19/2026	100185	BEN'S TRUCK REPAIR INC	102	ROAD FUND	3011-53170	ROAD DEPARTMENT	Acct: 54500	\$701.28
00000791	02/19/2026	100439	CORNING FORD JEEP CHRYSLER DOD	113	CHILD SUPPORT	5015-53170	CHILD SUPPORT SE	PO 81815	\$163.17
00000792	02/19/2026	102493	HUE & CRY SECURITY	106	PUBLIC SAFETY	2036-53230	JUVENILE HALL	32945	\$325.00
00000793	02/19/2026	108325	STAPLES ADVANTAGE	106	PUBLIC SAFETY	2036-53140	JUVENILE HALL	LA 1054406 60353564360A	\$241.87

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00000793	02/19/2026	108325	STAPLES ADVANTAGE	106	PUBLIC SAFETY	2036-53220	JUVENILE HALL	LA 1054406 6053564356B	\$95.02
00000793	02/19/2026	108325	STAPLES ADVANTAGE	106	PUBLIC SAFETY	2036-53220	JUVENILE HALL	LA 1054406 6053564360B	\$8.69
00000793	02/19/2026	108325	STAPLES ADVANTAGE	106	PUBLIC SAFETY	2037-53220	PROBATION	LA 1054406 6053564348	\$4.10
00000793	02/19/2026	108325	STAPLES ADVANTAGE	106	PUBLIC SAFETY	2037-53220	PROBATION	LA 1054406 6053564356A	\$24.27
00000793	02/19/2026	108325	STAPLES ADVANTAGE	106	PUBLIC SAFETY	2037-53220	PROBATION	LA 1054406 6053564358	\$12.00
00000794	02/20/2026	132340	ANTELOPE AUTO REPAIR LLC	108	SOCIAL SERVICES	5013-53170	SOCIAL SERVICES	MAINTENANCE OF EQUIPMENT	\$59.10
00000795	02/20/2026	100439	CORNING FORD JEEP CHRYSLER DOD	105	FIRE FUND	2042-53170	FIRE SCH C VOL	9C3	\$14.27
00000796	02/20/2026	102493	HUE & CRY SECURITY	101	GENERAL FUND	2073-53180	PUB GUARDIAN / P	AC#28654	\$43.00
00000796	02/20/2026	102493	HUE & CRY SECURITY	101	GENERAL FUND	6021-53170	LIBRARY	31331	\$70.00
00000797	02/20/2026	108325	STAPLES ADVANTAGE	101	GENERAL FUND	2077-53220	PLANNING DEPARTM	Paper, Stamps	\$202.84
00008262	02/20/2026	103422	KRISTIN LAMKIN	603	TC FLOOD CTRL/WA	60310-53210	TC FLOOD CTRL/WA	MTG STIPEND 1/14/2026	\$25.00
70885796	02/17/2026	117161	AT&T MOBILITY/CINGULAR WIRELES	712	TEHAMA MAJOR CRI	71210-53120	TEHAMA MAJOR CRI	834696643	\$405.03
70885797	02/17/2026	V000558	B & T CA LLC	101	GENERAL FUND	4011-53170	ENVIRONMENTAL HE	MAINTENANCE OF EQUIPMENT	\$18.00
70885798	02/17/2026	108674	DELL MARKETING LP	112	HEALTH SERVICES	40121-53220	PUBLIC HEALTH	26304144	\$2,922.98
70885798	02/17/2026	108674	DELL MARKETING LP	112	HEALTH SERVICES	40171-53800	DRUG & ALCOHOL	26304144	\$2,922.99

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70885799	02/17/2026	104716	DIVERSIFIED SERVICES/COPY CENT	101	GENERAL FUND	4011-53220	ENVIRONMENTAL HE	OFFICE EXPENSE	\$73.00
70885800	02/17/2026	136121	HUNT & SONS LLC	101	GENERAL FUND	2062-53291	CODE/MARIJUANA E	6176	\$130.03
70885800	02/17/2026	136121	HUNT & SONS LLC	101	GENERAL FUND	4011-53291	ENVIRONMENTAL HE	6012	\$129.81
70885801	02/17/2026	101898	LATINO OUTREACH OF TEHAMA COUN	112	HEALTH SERVICES	40131-53280	MENTAL HEALTH	SPECIAL DEPARTMENTAL EXP	\$50.00
70885802	02/17/2026	106086	LOCUM TENENS COM	112	HEALTH SERVICES	40131-53230	MENTAL HEALTH	LT-1113	\$5,200.00
70885803	02/17/2026	136652	LORRAINE L WILLIAMS	112	HEALTH SERVICES	40131-53230	MENTAL HEALTH	PROFESSIONAL/SPECIAL SERV	\$805.00
70885804	02/17/2026	116981	NORCAL PRESORT	101	GENERAL FUND	1026-53220	TAX COLLECTOR	#1026	\$137.84
70885805	02/17/2026	V000614	PACIFIC OCEAN BEHAVIORAL HEALT	112	HEALTH SERVICES	40131-53230	MENTAL HEALTH	PROFESSIONAL/SPECIAL SERV	\$10,960.66
70885806	02/17/2026	123541	PACIFIC SKY CREATIVE INC	101	GENERAL FUND	1073-53170	GENERAL SERVICES	Pacific Sky monthly invoice	\$260.00
70885807	02/17/2026	124601	PETERSON POWER SYSTEMS	112	HEALTH SERVICES	40121-53170	PUBLIC HEALTH	6399900	\$1,907.07
70885807	02/17/2026	124601	PETERSON POWER SYSTEMS	112	HEALTH SERVICES	40131-53170	MENTAL HEALTH	6399900	\$1,495.49
70885807	02/17/2026	124601	PETERSON POWER SYSTEMS	112	HEALTH SERVICES	40171-53170	DRUG & ALCOHOL	6399900	\$385.73
70885807	02/17/2026	124601	PETERSON POWER SYSTEMS	112	HEALTH SERVICES	40251-53170	CLINIC SERVICES	6399900	\$385.72
70885808	02/17/2026	102904	PITNEY BOWES	112	HEALTH SERVICES	40121-53250	PUBLIC HEALTH	0017321861	\$569.93
70885808	02/17/2026	102904	PITNEY BOWES	112	HEALTH SERVICES	40131-53250	MENTAL HEALTH	0017321861	\$208.71
70885808	02/17/2026	102904	PITNEY BOWES	112	HEALTH SERVICES	40171-53250	DRUG & ALCOHOL	0017321861	\$2.12
70885808	02/17/2026	102904	PITNEY BOWES	112	HEALTH SERVICES	40251-53250	CLINIC SERVICES	0017321861	\$108.28

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70885809	02/17/2026	110618	PITNEY BOWES INC	112	HEALTH SERVICES	40121-53220	PUBLIC HEALTH	0011542047	\$71.38
70885809	02/17/2026	110618	PITNEY BOWES INC	112	HEALTH SERVICES	40131-53220	MENTAL HEALTH	0011542047	\$71.38
70885809	02/17/2026	110618	PITNEY BOWES INC	112	HEALTH SERVICES	40171-53220	DRUG & ALCOHOL	0011542047	\$71.36
70885809	02/17/2026	110618	PITNEY BOWES INC	112	HEALTH SERVICES	40251-53220	CLINIC SERVICES	0011542047	\$71.38
70885810	02/17/2026	131712	PREMIER INDEPENDENCE INC	112	HEALTH SERVICES	40131-53230	MENTAL HEALTH	PROFESSIONAL/SPECIAL SERV	\$83,740.00
70885811	02/17/2026	132831	PRENTICE LONG PC	112	HEALTH SERVICES	40131-53230	MENTAL HEALTH	PROFESSIONAL/SPECIAL SERV	\$2,940.00
70885812	02/17/2026	V000551	RG LEGACY II LLC	112	HEALTH SERVICES	40131-55400	MENTAL HEALTH	SUPPORT & CARE OF PERSONS	\$20,952.00
70885813	02/17/2026	126593	SKYWAY HOUSE	112	HEALTH SERVICES	40171-55400	DRUG & ALCOHOL	SUPPORT & CARE OF PERSONS	\$5,397.48
70885815	02/17/2026	129754	VICTOR COMMUNITY SUPPORT SERVI	112	HEALTH SERVICES	40131-53230	MENTAL HEALTH	PROFESSIONAL/SPECIAL SERV	\$174,351.75
70885816	02/17/2026	118871	VISTA PACIFICA ENT INC	112	HEALTH SERVICES	40131-55400	MENTAL HEALTH	SUPPORT & CARE OF PERSONS	\$68,245.00
70885817	02/17/2026	105571	WILLOW GLEN CARE CENTER	112	HEALTH SERVICES	40131-55400	MENTAL HEALTH	SUPPORT & CARE OF PERSONS	\$149,262.20
70885817	02/17/2026	105571	WILLOW GLEN CARE CENTER	112	HEALTH SERVICES	40131-55407	MENTAL HEALTH	INSTITUTE MENTAL DISEASE	\$80,905.00
70885818	02/17/2026	121562	ARNOLD PARKS	115	BUILDING & SAFET	2065-53110	BUILDING & SAFET	2631421	\$300.00
70885820	02/17/2026	124227	FRONTIER CONSULTING ENGINEERS	103	CAPITAL OUTLAY	1081-57586	PLANT ACQUISITIO	Jail re-entry	\$16,000.00
70885821	02/17/2026	135908	HANKINS GROUP INC	112	HEALTH SERVICES	40121-57608	PUBLIC HEALTH	SPECIAL DEPT EQUIPMENT	\$7,701.90

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70885822	02/17/2026	134949	JAMES WHITE	712	TEHAMA MAJOR CRI	71210-53290	TEHAMA MAJOR CRI	OFFICER INVOLVED SHOOTING	\$368.00
70885823	02/17/2026	135147	KYLEE STROING	712	TEHAMA MAJOR CRI	71210-53290	TEHAMA MAJOR CRI	OFFICER INVOLVED SHOOTING	\$368.00
70885825	02/17/2026	123562	OBSIDIAN	117	TRANSPORTATION O	3037-53230	TRAX	PROFESSIONAL/SPECIAL SERV	\$8,581.32
70885827	02/17/2026	V000923	RED BLUFF PHYSICAL THERAPY INC	108	SOCIAL SERVICES	5013-55401	SOCIAL SERVICES	SUPPORT AND CARE - OTHER	\$345.00
70885828	02/17/2026	105130	REMI VISTA INC	112	HEALTH SERVICES	40131-53230	MENTAL HEALTH	PROFESSIONAL/SPECIAL SERV	\$69,352.13
70885845	02/18/2026	134185	AGILE OCCUPATIONAL MEDICINE PC	108	SOCIAL SERVICES	5013-532300	SOCIAL SERVICES	PROFESSION/SPEC OTHER	\$515.00
70885846	02/18/2026	112295	APEX TECHNOLOGY MANAGEMENT INC	601	AIR POLLUTION DI	60110-53170	AIR POLLUTION DI	Feb Services Air Pollution	\$175.00
70885847	02/18/2026	103939	AT&T	101	GENERAL FUND	1021-53120	AUDITOR CONTROLL	9391032919	\$30.38
70885848	02/18/2026	142466	CARREL'S OFFICE MACHINES	601	AIR POLLUTION DI	60110-53170	AIR POLLUTION DI	TC06	\$21.48
70885849	02/18/2026	111127	CHARTER COMMUNICATIONS	101	GENERAL FUND	2061-53120	AGRICULTURE COMM	176978501 internet	\$229.97
70885849	02/18/2026	111127	CHARTER COMMUNICATIONS	106	PUBLIC SAFETY	2036-53120	JUVENILE HALL	176978701	\$301.14
70885850	02/18/2026	111127	CHARTER COMMUNICATIONS	101	GENERAL FUND	1023-53220	ASSESSOR	176977001	\$77.97
70885851	02/18/2026	133220	NAPA AUTO PARTS	106	PUBLIC SAFETY	2035-53170	DAY REPORTING CE	56415 TC Probation-DRC	\$12.09
70885852	02/18/2026	123262	EXPRESS SERVICES INC	108	SOCIAL SERVICES	5013-53230	SOCIAL SERVICES	PROFESSIONAL/SPECIAL SERV	\$21,787.09

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70885853	02/18/2026	135339	FILTERBUY INC	108	SOCIAL SERVICES	5013-53140	SOCIAL SERVICES	HOUSEHOLD EXPENSE	\$391.56
70885854	02/18/2026	136356	FISCAL EXPERTS INC	108	SOCIAL SERVICES	5013-53280	SOCIAL SERVICES	SPECIAL DEPARTMENTAL EXP	\$4,340.00
70885855	02/18/2026	113113	GREEN WASTE OF TEHAMA	101	GENERAL FUND	2062-53230	CODE/MARIJUANA E	4019-10196	\$126.00
70885855	02/18/2026	113113	GREEN WASTE OF TEHAMA	101	GENERAL FUND	2062-55543	CODE/MARIJUANA E	4019-10196	\$343.29
70885855	02/18/2026	113113	GREEN WASTE OF TEHAMA	101	GENERAL FUND	2078-53280	DIV OF ANIMAL SE	4019-10089 animal by weight	\$268.64
70885856	02/18/2026	113244	GREEN WASTE OF TEHAMA	106	PUBLIC SAFETY	2036-53140	JUVENILE HALL	4018-2769653 Feb 2026 JDF	\$430.87
70885857	02/18/2026	112395	HOME DEPOT CREDIT SERVICES	101	GENERAL FUND	2061-53170	AGRICULTURE COMM		\$25.37
70885857	02/18/2026	112395	HOME DEPOT CREDIT SERVICES	101	GENERAL FUND	2078-53280	DIV OF ANIMAL SE		\$164.11
70885857	02/18/2026	112395	HOME DEPOT CREDIT SERVICES	106	PUBLIC SAFETY	2035-53140	DAY REPORTING CE		\$48.79
70885857	02/18/2026	112395	HOME DEPOT CREDIT SERVICES	106	PUBLIC SAFETY	2036-53180	JUVENILE HALL		\$175.13
70885857	02/18/2026	112395	HOME DEPOT CREDIT SERVICES	106	PUBLIC SAFETY	2037-53170	PROBATION		\$124.54
70885857	02/18/2026	112395	HOME DEPOT CREDIT SERVICES	106	PUBLIC SAFETY	2037-53180	PROBATION		\$1,117.38
70885858	02/18/2026	134656	HUMBOLDT MOVING & STORAGE CO I	106	PUBLIC SAFETY	2035-53140	DAY REPORTING CE	TEHAMA ADUL SO106 JAN 2026	\$59.59
70885858	02/18/2026	134656	HUMBOLDT MOVING & STORAGE CO I	106	PUBLIC SAFETY	2036-53140	JUVENILE HALL	TEHAMAADUL S0106 JDF JAN 2026	\$114.58
70885858	02/18/2026	134656	HUMBOLDT MOVING & STORAGE CO I	106	PUBLIC SAFETY	2037-53140	PROBATION	TEHAMAADUL SO106 JAN 2026 Prob	\$114.58

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70885858	02/18/2026	134656	HUMBOLDT MOVING & STORAGE CO I	113	CHILD SUPPORT	5015-53230	CHILD SUPPORT SE	TEHAMACHIL	\$50.40
70885859	02/18/2026	136121	HUNT & SONS LLC	101	GENERAL FUND	5062-53291	COMMUNITY ACTION	6238 CAA	\$58.67
70885859	02/18/2026	136121	HUNT & SONS LLC	116	SENIOR NUTRITION	5063-53291	SENIOR NUTRITION	6238 MOW	\$20.26
70885860	02/18/2026	105839	JERRY GROSS DBA	108	SOCIAL SERVICES	5013-53180	SOCIAL SERVICES	MTCE STRUCT-IMPRV-GROUNDS	\$160.00
70885861	02/18/2026	101699	JOHN W CORNELISON DBA	108	SOCIAL SERVICES	5013-53170	SOCIAL SERVICES	MAINTENANCE OF EQUIPMENT	\$4.29
70885862	02/18/2026	116077	KITT MURRISON PHD	106	PUBLIC SAFETY	2036-53230	JUVENILE HALL	DOS 01/22/26 L. Mendoza	\$525.00
70885863	02/18/2026	102531	MWI VETERINARY SUPPLY CO	101	GENERAL FUND	2078-532807	DIV OF ANIMAL SE	31784 Enrosite flavored tab	\$2,518.16
70885864	02/18/2026	116981	NORCAL PRESORT	101	GENERAL FUND	1023-53220	ASSESSOR	b-304340-24	\$54.45
70885865	02/18/2026	105260	NORTHERN CALIF ASSESSORS' ASSO	101	GENERAL FUND	1023-53200	ASSESSOR	Tehama Annual Dues	\$200.00
70885866	02/18/2026	123562	OBSIDIAN	106	PUBLIC SAFETY	2036-53230	JUVENILE HALL	Feb 2026 JDF	\$5,250.31
70885866	02/18/2026	123562	OBSIDIAN	106	PUBLIC SAFETY	2037-53230	PROBATION	Feb 2026 Probation	\$5,250.32
70885867	02/18/2026	104757	OFFICE DEPOT (BUSINESS SVCS DI	106	PUBLIC SAFETY	2035-53220	DAY REPORTING CE	89517192	\$21.99
70885867	02/18/2026	104757	OFFICE DEPOT (BUSINESS SVCS DI	106	PUBLIC SAFETY	2037-53220	PROBATION	89517192	\$22.00
70885868	02/18/2026	101231	PACIFIC GAS & ELECTRIC	101	GENERAL FUND	2061-53300	AGRICULTURE COMM	9817019282-1 gas/electric	\$484.47
70885869	02/18/2026	136718	RED BLUFF AUTOBODY	113	CHILD SUPPORT	5015-53170	CHILD SUPPORT SE	PO51813	\$1,072.65
70885870	02/18/2026	101371	RED BLUFF GLASS COMPANY	101	GENERAL FUND	1074-53170	FACILITIES MAINT	9497	\$55.00

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70885874	02/18/2026	104020	CANDELARIA FAUSTO	112	HEALTH SERVICES	40131-53290	MENTAL HEALTH	LVN LICENSE RENEWAL 2026	\$312.02
70885875	02/18/2026	111127	CHARTER COMMUNICATIONS	108	SOCIAL SERVICES	5013-53120	SOCIAL SERVICES	176980601	\$669.93
70885876	02/18/2026	136674	COLUMN NA FBO DH SLATER & SON	103	CAPITAL OUTLAY	1081-57586	PLANT ACQUISITIO	DH Slater Jail Re-entry	\$283,011.70
70885877	02/18/2026	100439	CORNING FORD JEEP CHRYSLER DOD	102	ROAD FUND	3011-57605	ROAD DEPARTMENT	Acct: 11285	\$47,950.00
70885881	02/18/2026	134851	MCENTIRE LANDSCAPING INC	117	TRANSPORTATION O	3037-53180	TRAX	MTCE STRUCT-IMPRV-GROUNDS	\$780.00
70885883	02/18/2026	133386	OLIVE GROVE ASSOCIATES LP	112	HEALTH SERVICES	40131-53280	MENTAL HEALTH	SPECIAL DEPARTMENTAL EXP	\$875.29
70885884	02/18/2026	101231	PACIFIC GAS & ELECTRIC	108	SOCIAL SERVICES	5013-53300	SOCIAL SERVICES	0049000946-1	\$1,946.27
70885887	02/18/2026	133572	TAYLOR SMITH	101	GENERAL FUND	1041-53290	PERSONNEL	LOS MOLINOS HIGH CAREER FAIR	\$22.54
70885888	02/18/2026	102478	TEHAMA COUNTY CLERK & RECORDER	108	SOCIAL SERVICES	5013-55401	SOCIAL SERVICES	SUPPORT AND CARE - OTHER	\$24.00
70885889	02/18/2026	V000922	THERMO SCIENTIFIC PORTABLE ANA	106	PUBLIC SAFETY	2027-57600	SHERIFF	C17657	\$36,116.44
70885890	02/19/2026	V000818	AECUS LAW PC	101	GENERAL FUND	1105-53237	PROFESSIONAL COU	LEGAL EXPENSE	\$9,511.06
70885891	02/19/2026	107355	AIRGAS USA LLC	102	ROAD FUND	3011-532801	ROAD DEPARTMENT	Acct: 2144002	\$433.68
70885892	02/19/2026	133275	ALSCO-GEYER IRRIGATION INC	106	PUBLIC SAFETY	2027-53170	SHERIFF	308979	\$3.42
70885893	02/19/2026	112295	APEX TECHNOLOGY MANAGEMENT INC	101	GENERAL FUND	2061-53170	AGRICULTURE COMM	Bronze Plan December 2025	\$626.74
70885893	02/19/2026	112295	APEX TECHNOLOGY MANAGEMENT INC	101	GENERAL FUND	2061-53170	AGRICULTURE COMM	Gold Plan December 2025	\$321.89

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70885893	02/19/2026	112295	APEX TECHNOLOGY MANAGEMENT INC	101	GENERAL FUND	2078-53170	DIV OF ANIMAL SE	Bronze Plan December 2025	\$161.46
70885894	02/19/2026	103939	AT&T	101	GENERAL FUND	1014-53120	COUNTY ADMINISTR	9391032877	\$0.01
70885894	02/19/2026	103939	AT&T	101	GENERAL FUND	1014-53120	COUNTY ADMINISTR	9391032882	\$18.80
70885894	02/19/2026	103939	AT&T	101	GENERAL FUND	1025-53120	PURCHASING	9391032882	\$2.87
70885894	02/19/2026	103939	AT&T	101	GENERAL FUND	1041-53120	PERSONNEL	9391032882	\$1.91
70885894	02/19/2026	103939	AT&T	101	GENERAL FUND	1074-53120	FACILITIES MAINT	9391032921	\$31.86
70885894	02/19/2026	103939	AT&T	101	GENERAL FUND	2072-53120	SHERIFF - CORONE	9391032859	\$22.66
70885894	02/19/2026	103939	AT&T	106	PUBLIC SAFETY	2023-53120	BAILIFF	9391032928	\$168.52
70885894	02/19/2026	103939	AT&T	106	PUBLIC SAFETY	2027-53120	SHERIFF	9391032895	\$270.40
70885894	02/19/2026	103939	AT&T	106	PUBLIC SAFETY	2027-53120	SHERIFF	9391032898	\$22.00
70885894	02/19/2026	103939	AT&T	106	PUBLIC SAFETY	2027-53120	SHERIFF	9391032899	\$62.16
70885894	02/19/2026	103939	AT&T	106	PUBLIC SAFETY	2027-53120	SHERIFF	9391032931	\$20.43
70885894	02/19/2026	103939	AT&T	106	PUBLIC SAFETY	2027-53120	SHERIFF	9391032951	\$62.16
70885894	02/19/2026	103939	AT&T	106	PUBLIC SAFETY	2027-53120	SHERIFF	9391032953	\$246.84
70885894	02/19/2026	103939	AT&T	106	PUBLIC SAFETY	2027-53120	SHERIFF	9391032954	\$35.92
70885894	02/19/2026	103939	AT&T	106	PUBLIC SAFETY	2028-53120	AUTO SHOP	9391032855	\$32.38
70885894	02/19/2026	103939	AT&T	107	RISK MANAGEMENT	1101-53120	RISK MANAGEMENT	9391032877	\$0.00
70885894	02/19/2026	103939	AT&T	107	RISK MANAGEMENT	1101-53120	RISK MANAGEMENT	9391032882	\$8.28
70885894	02/19/2026	103939	AT&T	108	SOCIAL SERVICES	5013-53120	SOCIAL SERVICES	9391032862	\$84.86
70885894	02/19/2026	103939	AT&T	712	TEHAMA MAJOR CRI	71210-53120	TEHAMA MAJOR CRI	9391032873	\$32.91
70885895	02/19/2026	133447	AUTOZONE DEVELOPMENT CORP	106	PUBLIC SAFETY	2028-53170	AUTO SHOP	11715864	\$87.27

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70885896	02/19/2026	109358	BALDWIN CONTRACTING CO INC	102	ROAD FUND	3011-53280	ROAD DEPARTMENT	Acct: 11716	\$1,952.51
70885897	02/19/2026	122025	BIMBO BAKERIES USA	106	PUBLIC SAFETY	2032-53130	JAIL	64-000010291-04	\$601.20
70885897	02/19/2026	122025	BIMBO BAKERIES USA	106	PUBLIC SAFETY	2035-53130	DAY REPORTING CE	363203-1	\$50.60
70885897	02/19/2026	122025	BIMBO BAKERIES USA	106	PUBLIC SAFETY	2035-53130	DAY REPORTING CE	363203-1 DRC	\$50.60
70885897	02/19/2026	122025	BIMBO BAKERIES USA	106	PUBLIC SAFETY	2035-53130	DAY REPORTING CE	363203-1 DRC	\$50.60
70885899	02/19/2026	142466	CARREL'S OFFICE MACHINES	101	GENERAL FUND	1041-53170	PERSONNEL	TC39	\$330.93
70885900	02/19/2026	V000287	CINTAS CORPORATION NO 2	102	ROAD FUND	3011-53110	ROAD DEPARTMENT	Acct: 25704606	\$33.30
70885900	02/19/2026	V000287	CINTAS CORPORATION NO 2	102	ROAD FUND	3011-53140	ROAD DEPARTMENT	Acct: 25704570	\$32.10
70885900	02/19/2026	V000287	CINTAS CORPORATION NO 2	102	ROAD FUND	3011-53140	ROAD DEPARTMENT	Acct: 25704606	\$14.13
70885900	02/19/2026	V000287	CINTAS CORPORATION NO 2	102	ROAD FUND	3011-532801	ROAD DEPARTMENT	Acct: 25704570	\$33.82
70885902	02/19/2026	134817	CONSOR NORTH AMERICA INC	102	ROAD FUND	3015-53230	ROAD CAPITAL PRO	TCPW	\$8,711.96
70885903	02/19/2026	120882	DIGNITY HEALTH REG OFFICE-SAC	113	CHILD SUPPORT	5015-53230	CHILD SUPPORT SE	PROFESSIONAL/SPECIAL SERV	\$480.00
70885904	02/19/2026	119801	DIGNITY HEALTH MEDICAL FOUNDAT	106	PUBLIC SAFETY	20321-532392	JAIL - HEALTH SE	AB25579119	\$283.00
70885904	02/19/2026	119801	DIGNITY HEALTH MEDICAL FOUNDAT	106	PUBLIC SAFETY	20321-532392	JAIL - HEALTH SE	BE25551590	\$207.00
70885904	02/19/2026	119801	DIGNITY HEALTH MEDICAL FOUNDAT	106	PUBLIC SAFETY	20321-532392	JAIL - HEALTH SE	BE25551592	\$743.00

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70885904	02/19/2026	119801	DIGNITY HEALTH MEDICAL FOUNDAT	106	PUBLIC SAFETY	20321-532392	JAIL - HEALTH SE	BE25580203	\$48.00
70885904	02/19/2026	119801	DIGNITY HEALTH MEDICAL FOUNDAT	106	PUBLIC SAFETY	20321-532392	JAIL - HEALTH SE	BE26214380	\$444.00
70885906	02/19/2026	123043	EMPLOYMENT DEVELOPMENT DEPT	107	RISK MANAGEMENT	1101-53308	RISK MANAGEMENT	944-0103-1	\$12,502.00
70885907	02/19/2026	134605	FASTENERS INC	106	PUBLIC SAFETY	2028-53170	AUTO SHOP	34812	\$53.69
70885907	02/19/2026	134605	FASTENERS INC	106	PUBLIC SAFETY	2032-53170	JAIL	34812	\$42.89
70885908	02/19/2026	V000233	GENUINE PARTS COMPANY INC	102	ROAD FUND	3011-53170	ROAD DEPARTMENT	Acct: 65420	\$1,123.58
70885908	02/19/2026	V000233	GENUINE PARTS COMPANY INC	102	ROAD FUND	3011-532801	ROAD DEPARTMENT	Acct: 65420	\$92.85
70885911	02/19/2026	112395	HOME DEPOT CREDIT SERVICES	101	GENERAL FUND	2075-53170	OFFICE OF EMERG		\$442.77
70885911	02/19/2026	112395	HOME DEPOT CREDIT SERVICES	106	PUBLIC SAFETY	2027-53170	SHERIFF		\$189.89
70885911	02/19/2026	112395	HOME DEPOT CREDIT SERVICES	106	PUBLIC SAFETY	2027-53180	SHERIFF		\$1,572.67
70885911	02/19/2026	112395	HOME DEPOT CREDIT SERVICES	106	PUBLIC SAFETY	2031-53280	WORK FARM		\$164.97
70885911	02/19/2026	112395	HOME DEPOT CREDIT SERVICES	106	PUBLIC SAFETY	2032-53170	JAIL		\$384.92
70885912	02/19/2026	136121	HUNT & SONS LLC	102	ROAD FUND	3011-53291	ROAD DEPARTMENT	Acct: 99524	\$6,697.10
70885915	02/19/2026	106774	KIMBALL-MIDWEST	102	ROAD FUND	3011-53170	ROAD DEPARTMENT	Acct: 052570	\$403.88
70885916	02/19/2026	102528	LES SCHWAB TIRE CENTER	102	ROAD FUND	3011-53170	ROAD DEPARTMENT	Acct: 60317787	\$58.34

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70885917	02/19/2026	110951	LIEBERT CASSIDY WHITMORE	101	GENERAL FUND	1041-53230	PERSONNEL	PROFESSIONAL/SPECIAL SERV	\$1,045.00
70885918	02/19/2026	110884	O'REILLY AUTOMOTIVE INC	106	PUBLIC SAFETY	2028-53170	AUTO SHOP	1047279	\$458.27
70885919	02/19/2026	130684	O'REILLY AUTOMOTIVE INC	102	ROAD FUND	3011-53170	ROAD DEPARTMENT	Acct: 2563014	\$844.18
70885920	02/19/2026	123562	OBSIDIAN	102	ROAD FUND	3011-53170	ROAD DEPARTMENT	Acct: 4190	\$7,656.10
70885921	02/19/2026	132967	PACE ANALYTICAL SERVICES LLC	605	TC SANITATION DI	60510-53230	TC SANITATION DI	Acct: 100166	\$241.60
70885922	02/19/2026	101231	PACIFIC GAS & ELECTRIC	101	GENERAL FUND	1073-5330014	GENERAL SERVICES	9679240410-3	\$483.58
70885922	02/19/2026	101231	PACIFIC GAS & ELECTRIC	101	GENERAL FUND	1076-53300	PROPERTY PLANNIN	1141711599-2	\$35.26
70885922	02/19/2026	101231	PACIFIC GAS & ELECTRIC	101	GENERAL FUND	1076-53300	PROPERTY PLANNIN	2319970735-9	\$557.52
70885922	02/19/2026	101231	PACIFIC GAS & ELECTRIC	101	GENERAL FUND	1076-53300	PROPERTY PLANNIN	351779713-3	\$722.47
70885922	02/19/2026	101231	PACIFIC GAS & ELECTRIC	106	PUBLIC SAFETY	2027-53300	SHERIFF	6048210701-2	\$303.43
70885923	02/19/2026	101267	PEERLESS BUILDING MAINT INC	102	ROAD FUND	3011-53140	ROAD DEPARTMENT	TCPW	\$2,661.00
70885924	02/19/2026	117529	PRO PACIFIC	106	PUBLIC SAFETY	2032-53130	JAIL	61960	\$1,542.54
70885925	02/19/2026	108185	PRODUCERS DAIRY FOODS INC	106	PUBLIC SAFETY	2032-53130	JAIL	818652	\$992.90
70885927	02/19/2026	V000708	SHANNON LAMBERT	106	PUBLIC SAFETY	2027-5323016	SHERIFF	TEHAMA CO SHERIFFS OFFICE	\$1,500.00
70885927	02/19/2026	V000708	SHANNON LAMBERT	106	PUBLIC SAFETY	2027-57608	SHERIFF	TEHAMA CO SHERIFFS OFFICE	\$9,000.00
70885928	02/19/2026	134591	STEPHEN A DYKE	106	PUBLIC SAFETY	2027-532214	SHERIFF	1694	\$60.19
70885929	02/19/2026	107566	SYSCO	106	PUBLIC SAFETY	2032-53130	JAIL	619919	\$3,661.11

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70885929	02/19/2026	107566	SYSCO	106	PUBLIC SAFETY	2032-53140	JAIL	619919	\$124.75
70885930	02/19/2026	115214	PAPE' TRUCKS INC	102	ROAD FUND	3011-53170	ROAD DEPARTMENT	Acct: 1105191	\$331.64
70885931	02/19/2026	118444	TULLIS INC	102	ROAD FUND	3011-53280	ROAD DEPARTMENT	Acct: TEHRD	\$4,440.46
70885932	02/19/2026	134948	UBEO MIDCO LLC	102	ROAD FUND	3011-53250	ROAD DEPARTMENT	Acct: 3851462	\$613.24
70885933	02/19/2026	129753	VAN DERMYDEN MAKUS LAW GROUP	107	RISK MANAGEMENT	1101-53315	RISK MANAGEMENT	INVESTIGATIONS	\$2,814.00
70885934	02/19/2026	117079	VERIZON WIRELESS	101	GENERAL FUND	5062-53120	COMMUNITY ACTION	642639291-00001	\$330.48
70885934	02/19/2026	117079	VERIZON WIRELESS	108	SOCIAL SERVICES	5013-53120	SOCIAL SERVICES	642639291-00001	\$2,694.83
70885934	02/19/2026	117079	VERIZON WIRELESS	116	SENIOR NUTRITION	5063-53120	SENIOR NUTRITION	642639291-00001	\$36.72
70885935	02/19/2026	136143	VESTIS SERVICES LLC	108	SOCIAL SERVICES	5013-53140	SOCIAL SERVICES	116139600	\$473.84
70885936	02/19/2026	125548	VIRTUAL PROJECT MANAGER LLC	102	ROAD FUND	3015-53170	ROAD CAPITAL PRO	TCPW	\$1,250.00
70885937	02/19/2026	V000256	WEST COAST PAPER CO INC	108	SOCIAL SERVICES	5013-53140	SOCIAL SERVICES	1895	\$363.03
70885938	02/19/2026	113474	CALIFORNIA DEPT OF TRANSPORTAT	102	ROAD FUND	3011-53300	ROAD DEPARTMENT	Acct: 5908	\$3,254.36
70885939	02/19/2026	108791	CHILD SUPPORT DIRECTORS ASSOC	113	CHILD SUPPORT	5015-53290	CHILD SUPPORT SE	PO 51814	\$2,025.00
70885940	02/19/2026	136674	COLUMN NA FBO DH SLATER & SON	103	CAPITAL OUTLAY	1081-57586	PLANT ACQUISITIO	Jail re-entry 5% retention	\$14,895.35
70885946	02/19/2026	100690	GERBER-LAS FLORES COMM SERV DI	102	ROAD FUND	3011-53300	ROAD DEPARTMENT	Acct: 1415	\$84.25
70885946	02/19/2026	100690	GERBER-LAS FLORES COMM SERV DI	102	ROAD FUND	3011-53300	ROAD DEPARTMENT	Acct: 1415-1	\$54.80
70885947	02/19/2026	142511	GRAINGER INC	102	ROAD FUND	3011-53170	ROAD DEPARTMENT	Acct: 832564827	\$42.25

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70885947	02/19/2026	142511	GRAINGER INC	102	ROAD FUND	3011-532801	ROAD DEPARTMENT	Acct: 832564827	\$40.45
70885948	02/19/2026	113429	GREEN WASTE OF TEHAMA	102	ROAD FUND	3011-53140	ROAD DEPARTMENT	Acct: 4018-1444544	\$338.57
70885948	02/19/2026	113429	GREEN WASTE OF TEHAMA	102	ROAD FUND	3011-53140	ROAD DEPARTMENT	Acct: 4018-938187	\$1,665.78
70885948	02/19/2026	113429	GREEN WASTE OF TEHAMA	102	ROAD FUND	3011-53140	ROAD DEPARTMENT	Acct: 4018-987021	\$338.57
70885949	02/19/2026	112395	HOME DEPOT CREDIT SERVICES	102	ROAD FUND	3011-53180	ROAD DEPARTMENT		\$313.42
70885949	02/19/2026	112395	HOME DEPOT CREDIT SERVICES	605	TC SANITATION DI	60510-53180	TC SANITATION DI		\$21.86
70885949	02/19/2026	112395	HOME DEPOT CREDIT SERVICES	605	TC SANITATION DI	60510-53270	TC SANITATION DI		\$10.72
70885955	02/19/2026	101231	PACIFIC GAS & ELECTRIC	101	GENERAL FUND	5062-55400	COMMUNITY ACTION	08714423103	\$678.87
70885956	02/19/2026	101231	PACIFIC GAS & ELECTRIC	101	GENERAL FUND	5062-55400	COMMUNITY ACTION	1657159168-0	\$535.87
70885957	02/19/2026	101232	PACIFIC GAS & ELECTRIC	102	ROAD FUND	3011-53300	ROAD DEPARTMENT	Acct: 4264120917-8	\$424.18
70885958	02/19/2026	101232	PACIFIC GAS & ELECTRIC	102	ROAD FUND	3011-53300	ROAD DEPARTMENT	Acct: 3051182519-9	\$10.84
70885959	02/19/2026	101232	PACIFIC GAS & ELECTRIC	102	ROAD FUND	3011-53300	ROAD DEPARTMENT	Acct: 5408033337-7	\$1,065.27
70885960	02/19/2026	101232	PACIFIC GAS & ELECTRIC	102	ROAD FUND	3011-53300	ROAD DEPARTMENT	Acct: 1132625656-4	\$10.84
70885961	02/19/2026	101232	PACIFIC GAS & ELECTRIC	102	ROAD FUND	3011-53300	ROAD DEPARTMENT	Acct: 7551779389-1	\$570.34
70885963	02/19/2026	125907	RESOURCE CONSERVATION DISTRICT	102	ROAD FUND	3015-53230	ROAD CAPITAL PRO	TCPW	\$1,466.56
70885965	02/19/2026	101802	USA BLUEBOOK	605	TC SANITATION DI	60510-53280	TC SANITATION DI	Acct: 924572	\$398.05
70885966	02/19/2026	117079	VERIZON WIRELESS	102	ROAD FUND	3011-53120	ROAD DEPARTMENT	Acct: 770720905-00030	\$1,264.62
70885967	02/19/2026	V000208	VOGT'S HOLSTEIN DAIRIES	611	CARL MOYER AIR P	61110-55520	CARL MOYER AIR P	Project#26-037 Kubota	\$34,480.00

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70885969	02/20/2026	134185	AGILE OCCUPATIONAL MEDICINE PC	101	GENERAL FUND	6021-53230	LIBRARY	PROFESSIONAL/SPECIAL SERV	\$330.00
70885970	02/20/2026	107355	AIRGAS USA LLC	106	PUBLIC SAFETY	2032-53170	JAIL	2146255	\$190.87
70885971	02/20/2026	133275	ALSCO-GEYER IRRIGATION INC	101	GENERAL FUND	2072-53170	SHERIFF - CORONE	308979	\$23.62
70885971	02/20/2026	133275	ALSCO-GEYER IRRIGATION INC	106	PUBLIC SAFETY	2027-53170	SHERIFF	308979	\$18.47
70885972	02/20/2026	122809	AMERICAN JANITORIAL & MAINTENA	101	GENERAL FUND	2073-53230	PUB GUARDIAN / P	February 2026 Final Month	\$750.00
70885973	02/20/2026	100102	ANTELOPE VOLUNTEER FIRE	105	FIRE FUND	2042-53210	FIRE SCH C VOL	MISCELLANEOUS EXPENSE	\$673.00
70885974	02/20/2026	127322	ANU CHOPRA	106	PUBLIC SAFETY	2026-53230	PUBLIC DEFENDER	PUB DEFENDER FEBRUARY 2026	\$8,723.89
70885975	02/20/2026	112295	APEX TECHNOLOGY MANAGEMENT INC	101	GENERAL FUND	1073-53170	GENERAL SERVICES	RS1365602	\$25.00
70885975	02/20/2026	112295	APEX TECHNOLOGY MANAGEMENT INC	101	GENERAL FUND	1073-53170	GENERAL SERVICES	TS1366710	\$17,824.80
70885976	02/20/2026	103939	AT&T	101	GENERAL FUND	1014-53120	COUNTY ADMINISTR	9391032893	\$26.72
70885976	02/20/2026	103939	AT&T	101	GENERAL FUND	1014-53120	COUNTY ADMINISTR	9391058492	\$14.34
70885976	02/20/2026	103939	AT&T	101	GENERAL FUND	1025-53120	PURCHASING	9391032893	\$5.59
70885976	02/20/2026	103939	AT&T	101	GENERAL FUND	1025-53120	PURCHASING	9391058492	\$2.87
70885976	02/20/2026	103939	AT&T	101	GENERAL FUND	1031-53120	COUNTY COUNSEL	9391032893	\$6.22
70885976	02/20/2026	103939	AT&T	101	GENERAL FUND	1031-53120	COUNTY COUNSEL	9391058492	\$3.50
70885976	02/20/2026	103939	AT&T	101	GENERAL FUND	1041-53120	PERSONNEL	9391032893	\$7.46
70885976	02/20/2026	103939	AT&T	101	GENERAL FUND	1041-53120	PERSONNEL	9391058492	\$4.14

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70885976	02/20/2026	103939	AT&T	101	GENERAL FUND	1076-53120	PROPERTY PLANNIN	9391032893	\$9.95
70885976	02/20/2026	103939	AT&T	101	GENERAL FUND	2061-53120	AGRICULTURE COMM	9391032879-service1/12-2/11	\$157.56
70885976	02/20/2026	103939	AT&T	101	GENERAL FUND	2061-53120	AGRICULTURE COMM	9391032903-Service 1/12-2/11	\$31.88
70885976	02/20/2026	103939	AT&T	101	GENERAL FUND	2078-53120	DIV OF ANIMAL SE	9391032870 1/12-2/11	\$96.81
70885976	02/20/2026	103939	AT&T	101	GENERAL FUND	6021-53120	LIBRARY	9391037345	\$345.81
70885976	02/20/2026	103939	AT&T	106	PUBLIC SAFETY	2027-53120	SHERIFF	9391032892	\$578.38
70885976	02/20/2026	103939	AT&T	107	RISK MANAGEMENT	1101-53120	RISK MANAGEMENT	9391032893	\$6.22
70885976	02/20/2026	103939	AT&T	107	RISK MANAGEMENT	1101-53120	RISK MANAGEMENT	9391058492	\$7.01
70885976	02/20/2026	103939	AT&T	108	SOCIAL SERVICES	5013-53120	SOCIAL SERVICES	9391032900	\$62.16
70885977	02/20/2026	V000558	B & T CA LLC	105	FIRE FUND	2042-53170	FIRE SCH C VOL	1309	\$17.00
70885978	02/20/2026	122025	BIMBO BAKERIES USA	106	PUBLIC SAFETY	2032-53130	JAIL	64-000010291-04	\$376.20
70885979	02/20/2026	132804	BOEHRINGER INGELHEIM ANIMAL HE	101	GENERAL FUND	2078-53190	DIV OF ANIMAL SE	100970797 IMRAB3	\$1,448.03
70885980	02/20/2026	100216	BOWMAN VOL FIRE DEPT	105	FIRE FUND	2042-53210	FIRE SCH C VOL	STIPEND 1/2026	\$174.00
70885981	02/20/2026	100249	BURTON'S FIRE INC	105	FIRE FUND	2042-53170	FIRE SCH C VOL	5c39	\$238.04
70885982	02/20/2026	115297	CENTRAL VALLEY TOXICOLOGY INC	101	GENERAL FUND	2072-53230	SHERIFF - CORONE	CVT-25-6289	\$360.00
70885982	02/20/2026	115297	CENTRAL VALLEY TOXICOLOGY INC	101	GENERAL FUND	2072-53230	SHERIFF - CORONE	CVT-25-6449	\$470.00
70885982	02/20/2026	115297	CENTRAL VALLEY TOXICOLOGY INC	101	GENERAL FUND	2072-53230	SHERIFF - CORONE	CVT-26-1051	\$185.00
70885983	02/20/2026	111127	CHARTER COMMUNICATIONS	101	GENERAL FUND	2073-53120	PUB GUARDIAN / P	AC#176982001	\$159.99

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70885984	02/20/2026	135415	CHRISTOPHER R LOGAN ATTORNEY A	106	PUBLIC SAFETY	2026-53230	PUBLIC DEFENDER	PD FEB 26	\$20,200.00
70885985	02/20/2026	100447	CORNING RURAL VOLUNTEER FIRE	105	FIRE FUND	2042-53210	FIRE SCH C VOL	JANUARY STIPEND	\$476.00
70885986	02/20/2026	100427	CPS HUMAN RESOURCE CONSULTING	101	GENERAL FUND	1041-53230	PERSONNEL	TEHA007	\$357.50
70885987	02/20/2026	V000559	DAWN JEAN MARIE ALVES	101	GENERAL FUND	2016-53160	GRAND JURY	JURY & WITNESS EXPENSE	\$17.10
70885988	02/20/2026	T0027247	DAY MANAGEMENT CORP. INC.	106	PUBLIC SAFETY	2027-53170	SHERIFF	11125699	\$54,331.26
70885989	02/20/2026	100525	DEMCO SUPPLY INC	101	GENERAL FUND	6021-53220	LIBRARY	7758806	\$260.37
70885990	02/20/2026	103045	DEPT OF JUSTICE	108	SOCIAL SERVICES	5013-55401	SOCIAL SERVICES	141165	\$256.00
70885991	02/20/2026	V000560	DIANE CASEY	101	GENERAL FUND	2016-53160	GRAND JURY	JURY & WITNESS EXPENSE	\$176.32
70885992	02/20/2026	100543	DIBBLE CREEK VOLUNTEER FIRE DE	105	FIRE FUND	2042-53210	FIRE SCH C VOL	JAN STIPEND	\$966.00
70885993	02/20/2026	V000561	DOMENIC CATONA	101	GENERAL FUND	2016-53160	GRAND JURY	JURY & WITNESS EXPENSE	\$51.58
70885994	02/20/2026	V000833	DOUGLAS L HAMMOND	101	GENERAL FUND	2016-53160	GRAND JURY	JURY & WITNESS EXPENSE	\$104.48
70885995	02/20/2026	100594	EL CAMINO VOL FIRE DEPT	105	FIRE FUND	2042-53210	FIRE SCH C VOL	JAN STIPEND	\$928.00
70885996	02/20/2026	127756	EMPOWER TEHAMA	108	SOCIAL SERVICES	5013-53230	SOCIAL SERVICES	PROFESSIONAL/SPECIAL SERV	\$21,535.95
70885996	02/20/2026	127756	EMPOWER TEHAMA	108	SOCIAL SERVICES	5013-532300	SOCIAL SERVICES	PROFESSION/SPEC OTHER	\$1,159.38
70885996	02/20/2026	127756	EMPOWER TEHAMA	108	SOCIAL SERVICES	5022-55397	PUBLIC ASSISTANC	COMMUNITY BASE RESOURCE	\$1,952.83

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70885997	02/20/2026	V000562	ERIC FREY	101	GENERAL FUND	2016-53160	GRAND JURY	JURY & WITNESS EXPENSE	\$188.10
70885998	02/20/2026	108526	EXPRESS PERSONNEL SERVICES INC	106	PUBLIC SAFETY	2027-53230	SHERIFF	33750345	\$1,218.56
70885998	02/20/2026	108526	EXPRESS PERSONNEL SERVICES INC	106	PUBLIC SAFETY	2032-53230	JAIL	33750345	\$1,165.20
70885999	02/20/2026	128167	GARY G MCPHETRIDGE JR	105	FIRE FUND	2042-53220	FIRE SCH C VOL	60574	\$112.88
70886000	02/20/2026	V000563	GAYLE E CARTER	101	GENERAL FUND	2016-53160	GRAND JURY	JURY & WITNESS EXPENSE	\$104.48
70886001	02/20/2026	142511	GRAINGER INC	101	GENERAL FUND	2072-53170	SHERIFF - CORONE	834413163	\$31.28
70886001	02/20/2026	142511	GRAINGER INC	106	PUBLIC SAFETY	2027-53180	SHERIFF	834413163	(\$55.57)
70886001	02/20/2026	142511	GRAINGER INC	106	PUBLIC SAFETY	2032-53170	JAIL	834413163	\$47.47
70886002	02/20/2026	115028	HILL'S PET NUTRITION SALES INC	101	GENERAL FUND	2078-53280	DIV OF ANIMAL SE	714651 Dog & Cat Food	\$242.03
70886003	02/20/2026	112395	HOME DEPOT CREDIT SERVICES	101	GENERAL FUND	2061-53170	AGRICULTURE COMM		\$23.61
70886004	02/20/2026	134372	HUMBOLDT MOVING & STORAGE	101	GENERAL FUND	2061-53230	AGRICULTURE COMM	TEHAMADEPTOFAG Shred Jan	\$38.50
70886005	02/20/2026	134656	HUMBOLDT MOVING & STORAGE CO I	101	GENERAL FUND	2073-53280	PUB GUARDIAN / P	Ac#TEHAMAPUBLICGUA	\$57.75
70886006	02/20/2026	136121	HUNT & SONS LLC	101	GENERAL FUND	2061-53291	AGRICULTURE COMM	6095 fuel	\$603.38
70886006	02/20/2026	136121	HUNT & SONS LLC	101	GENERAL FUND	2072-53291	SHERIFF - CORONE	6038	\$278.36
70886006	02/20/2026	136121	HUNT & SONS LLC	101	GENERAL FUND	2075-53291	OFFICE OF EMERG	6038	\$96.33
70886006	02/20/2026	136121	HUNT & SONS LLC	101	GENERAL FUND	2078-53291	DIV OF ANIMAL SE	6095 fuel	\$131.14
70886006	02/20/2026	136121	HUNT & SONS LLC	101	GENERAL FUND	6021-53291	LIBRARY	6022	\$106.17

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70886006	02/20/2026	136121	HUNT & SONS LLC	106	PUBLIC SAFETY	2023-53291	BAILIFF	6038	\$265.86
70886006	02/20/2026	136121	HUNT & SONS LLC	106	PUBLIC SAFETY	2024-53291	BOATING GRANTS	6038	\$154.35
70886006	02/20/2026	136121	HUNT & SONS LLC	106	PUBLIC SAFETY	2027-53291	SHERIFF	6038	\$10,739.33
70886006	02/20/2026	136121	HUNT & SONS LLC	106	PUBLIC SAFETY	2028-53291	AUTO SHOP	6038	\$105.07
70886006	02/20/2026	136121	HUNT & SONS LLC	106	PUBLIC SAFETY	2029-53291	SHERIFF ANIMAL R	6038	\$1,198.29
70886006	02/20/2026	136121	HUNT & SONS LLC	106	PUBLIC SAFETY	2032-53291	JAIL	6038	\$682.46
70886007	02/20/2026	V000564	JAMES DANIELSEN	101	GENERAL FUND	2016-53160	GRAND JURY	JURY & WITNESS EXPENSE	\$124.56
70886008	02/20/2026	V000565	JENNIFER L LENWELL	101	GENERAL FUND	2016-53160	GRAND JURY	JURY & WITNESS EXPENSE	\$39.52
70886009	02/20/2026	V000615	JOAN L ALLEN	101	GENERAL FUND	2016-53160	GRAND JURY	JURY & WITNESS EXPENSE	\$124.74
70886010	02/20/2026	100842	JOB TRAINING CENTER INC	108	SOCIAL SERVICES	5013-53230	SOCIAL SERVICES	PROFESSIONAL/SPECIAL SERV	\$28,665.24
70886011	02/20/2026	V000566	JOHN BOHRER	101	GENERAL FUND	2016-53160	GRAND JURY	JURY & WITNESS EXPENSE	\$109.60
70886012	02/20/2026	V000568	JOHN GENTRY	101	GENERAL FUND	2016-53160	GRAND JURY	JURY & WITNESS EXPENSE	\$229.80
70886013	02/20/2026	V000567	JOHN L BREWER	101	GENERAL FUND	2016-53160	GRAND JURY	JURY & WITNESS EXPENSE	\$297.14
70886014	02/20/2026	V000021	KALMIKOV ENTERPRISES INC	105	FIRE FUND	2042-53170	FIRE SCH C VOL	1465	\$1,446.78
70886015	02/20/2026	106774	KIMBALL-MIDWEST	105	FIRE FUND	2042-53170	FIRE SCH C VOL	056363	\$597.26
70886016	02/20/2026	100893	LAKE CALIFORNIA VOLUNTEER FIRE	105	FIRE FUND	2042-53210	FIRE SCH C VOL	JAN STIPEND	\$1,364.00

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70886017	02/20/2026	123948	LEXIS NEXIS RISK SOLUTIONS	108	SOCIAL SERVICES	5013-532300	SOCIAL SERVICES	1465107	\$696.00
70886018	02/20/2026	103809	LOS MOLINOS COMMUNITY SERVICES	101	GENERAL FUND	6021-53300	LIBRARY	LIB500	\$32.16
70886019	02/20/2026	100961	LOS MOLINOS VOL FIRE	105	FIRE FUND	2042-53210	FIRE SCH C VOL	JAN STIPEND	\$1,942.00
70886020	02/20/2026	101000	MANTON VOL FIRE CO	105	FIRE FUND	2042-53210	FIRE SCH C VOL	JAN STIPEND	\$103.00
70886021	02/20/2026	123038	MENDES SUPPLY COMPANY	106	PUBLIC SAFETY	2032-53140	JAIL	0007377	\$684.71
70886022	02/20/2026	V000616	MIGUEL BARRIGA	101	GENERAL FUND	2016-53160	GRAND JURY	JURY & WITNESS EXPENSE	\$175.94
70886023	02/20/2026	102134	MINERAL HOSE DEPT #1	105	FIRE FUND	2042-53210	FIRE SCH C VOL	JAN STIPEND	\$297.00
70886024	02/20/2026	102531	MWI VETERINARY SUPPLY CO	101	GENERAL FUND	2078-53190	DIV OF ANIMAL SE	31784 fatal plus sol	\$267.63
70886024	02/20/2026	102531	MWI VETERINARY SUPPLY CO	101	GENERAL FUND	2078-53190	DIV OF ANIMAL SE	31784-ndle disp SNIP	\$20.32
70886024	02/20/2026	102531	MWI VETERINARY SUPPLY CO	101	GENERAL FUND	2078-532807	DIV OF ANIMAL SE	31784 betacilin tab	\$212.70
70886025	02/20/2026	116981	NORCAL PRESORT	101	GENERAL FUND	1026-53220	TAX COLLECTOR	#1026	\$140.03
70886025	02/20/2026	116981	NORCAL PRESORT	101	GENERAL FUND	2077-53220	PLANNING DEPARTM	February Invoice	\$10.75
70886026	02/20/2026	101183	NORTH VALLEY DISTRIBUTING	106	PUBLIC SAFETY	2027-53180	SHERIFF	427	\$41.65
70886027	02/20/2026	113380	OFFICE DEPOT	101	GENERAL FUND	2077-53220	PLANNING DEPARTM	Mouse, pens, laminate paper	\$89.80
70886028	02/20/2026	104757	OFFICE DEPOT (BUSINESS SVCS DI	106	PUBLIC SAFETY	2032-53220	JAIL	89517192	\$90.76

**Tehama County**  
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Check Number	Check Date	Vendor	Vendor Name	Fund	Fund Description	Budget Unit-Account	Budget Unit Description	Description	Extended Amount
70886028	02/20/2026	104757	OFFICE DEPOT (BUSINESS SVCS DI	106	PUBLIC SAFETY	20321-53220	JAIL - HEALTH SE	89517192	\$55.75
70886029	02/20/2026	101231	PACIFIC GAS & ELECTRIC	101	GENERAL FUND	2073-53300	PUB GUARDIAN / P	2049445779-7	\$633.01
70886029	02/20/2026	101231	PACIFIC GAS & ELECTRIC	105	FIRE FUND	2042-53300	FIRE SCH C VOL	0558379346-7	\$48.07
70886029	02/20/2026	101231	PACIFIC GAS & ELECTRIC	105	FIRE FUND	2042-53300	FIRE SCH C VOL	2130469578-2	\$689.61
70886029	02/20/2026	101231	PACIFIC GAS & ELECTRIC	113	CHILD SUPPORT	5015-53300	CHILD SUPPORT SE	3680026792-8	\$1,109.45
70886030	02/20/2026	134531	PAT HURTON	101	GENERAL FUND	2079-53210	L.A.F.C.O	Feb 11, 2026 LAFCo Meeting	\$100.00
70886031	02/20/2026	101261	PAYNES CREEK VOLUNTEER FIRE CO	105	FIRE FUND	2042-53210	FIRE SCH C VOL	jan stipend	\$20.00
70886032	02/20/2026	115330	PETER N GIORVAS	106	PUBLIC SAFETY	2028-53260	AUTO SHOP	TEHAMA CO SHERIFFS	\$4,300.00
70886033	02/20/2026	110618	PITNEY BOWES INC	106	PUBLIC SAFETY	2027-53250	SHERIFF	0017305427	\$616.74
70886034	02/20/2026	117529	PRO PACIFIC	106	PUBLIC SAFETY	2032-53130	JAIL	61960	\$711.10
70886034	02/20/2026	117529	PRO PACIFIC	106	PUBLIC SAFETY	2032-53140	JAIL	61960	\$37.36
70886035	02/20/2026	108185	PRODUCERS DAIRY FOODS INC	106	PUBLIC SAFETY	2032-53130	JAIL	818652	\$338.49
70886036	02/20/2026	101349	RANCHO TEHAMA VOLUNTEER FIRE	105	FIRE FUND	2042-53210	FIRE SCH C VOL	jan stipend	\$13.00
70886037	02/20/2026	110024	RED BLUFF DAILY NEWS	101	GENERAL FUND	2061-53240	AGRICULTURE COMM	2123840 Vehicle Bid	\$52.10
70886038	02/20/2026	105165	REDDING FREIGHTLINER	105	FIRE FUND	2042-53170	FIRE SCH C VOL	601163	\$971.67
70886039	02/20/2026	V000572	RYLIE VISE	101	GENERAL FUND	2016-53160	GRAND JURY	JURY & WITNESS EXPENSE	\$38.38
70886040	02/20/2026	101509	SHELBY'S PEST CONTROL INC	106	PUBLIC SAFETY	2027-53230	SHERIFF	16129	\$55.00

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70886040	02/20/2026	101509	SHELBY'S PEST CONTROL INC	106	PUBLIC SAFETY	2028-53230	AUTO SHOP	21244	\$50.00
70886040	02/20/2026	101509	SHELBY'S PEST CONTROL INC	106	PUBLIC SAFETY	2032-53230	JAIL	16130	\$100.00
70886041	02/20/2026	125550	SHN CONSULTING ENGINEERS & GEO	101	GENERAL FUND	2077-53230	PLANNING DEPARTM	Dec Invoice	\$2,123.75
70886041	02/20/2026	125550	SHN CONSULTING ENGINEERS & GEO	101	GENERAL FUND	2077-53230	PLANNING DEPARTM	January Invoice	\$2,963.75
70886042	02/20/2026	111212	SOUTHLAND MEDICAL CORP	101	GENERAL FUND	2072-53190	SHERIFF - CORONE	TEHAMA COUNTY SHERIFFS	\$974.16
70886043	02/20/2026	V000573	STEPHANIE L MAYFIELD	101	GENERAL FUND	2016-53160	GRAND JURY	JURY & WITNESS EXPENSE	\$378.32
70886044	02/20/2026	V000617	STEPHEN A LAYMON	101	GENERAL FUND	2016-53160	GRAND JURY	JURY & WITNESS EXPENSE	\$42.88
70886045	02/20/2026	V000636	STEPHEN FORREST	101	GENERAL FUND	2016-53160	GRAND JURY	JURY & WITNESS EXPENSE	\$42.44
70886046	02/20/2026	135244	STEVE M SHUDOMA	101	GENERAL FUND	2073-53260	PUB GUARDIAN / P	Ac#1947	\$540.00
70886047	02/20/2026	107566	SYSCO	106	PUBLIC SAFETY	2032-53130	JAIL	619919	\$1,810.94
70886047	02/20/2026	107566	SYSCO	106	PUBLIC SAFETY	2032-53140	JAIL	619919	\$124.94
70886048	02/20/2026	114238	TALX UC EXPRESS	107	RISK MANAGEMENT	1101-53316	RISK MANAGEMENT	2070206676 cg2l00	\$153.52
70886049	02/20/2026	102629	TEHAMA CO AIR POLLUTION DIST	105	FIRE FUND	2042-53280	FIRE SCH C VOL	2526pto581	\$376.00
70886050	02/20/2026	133407	THE EMBROIDERY SHOPPE	101	GENERAL FUND	4011-53110	ENVIRONMENTAL HE	CLOTHING & PERSONNEL SUPP	\$169.21
70886051	02/20/2026	100929	THE LIBRARY CORPORATION	101	GENERAL FUND	6021-53220	LIBRARY	900187	\$643.00

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70886052	02/20/2026	134948	UBEO MIDCO LLC	101	GENERAL FUND	5060-53170	VETERANS SERVICE	TV00	\$210.49
70886053	02/20/2026	105075	US FOODS INC	106	PUBLIC SAFETY	2032-53130	JAIL	3370715	\$5,218.29
70886053	02/20/2026	105075	US FOODS INC	106	PUBLIC SAFETY	2032-53140	JAIL	3370715	\$108.99
70886054	02/20/2026	136143	VESTIS SERVICES LLC	106	PUBLIC SAFETY	2028-53230	AUTO SHOP	176371000	\$89.66
70886055	02/20/2026	V000574	VICTORIA ELLEN BRUTON	101	GENERAL FUND	2016-53160	GRAND JURY	JURY & WITNESS EXPENSE	\$144.24
70886056	02/20/2026	101810	VINA VOLUNTEER FIRE DEPARTMENT	105	FIRE FUND	2042-53210	FIRE SCH C VOL	JAN STIPEND	\$566.00
70886057	02/20/2026	112950	WEST MARINE	106	PUBLIC SAFETY	2024-53170	BOATING GRANTS	461884	\$9.95
70886058	02/20/2026	111106	ZOETIS	101	GENERAL FUND	2078-53190	DIV OF ANIMAL SE	1000024113 Vanguard DAPP	\$584.26
70886060	02/20/2026	V000929	ALBERTO J RODRIGUEZ	101	GENERAL FUND	5062-55400	COMMUNITY ACTION	CSBG Dep 219	\$1,850.00
70886061	02/20/2026	117372	ALESSIO LARRABEE	106	PUBLIC SAFETY	2026-53230	PUBLIC DEFENDER	PUB DEFENDER FEB 2026	\$18,516.67
70886062	02/20/2026	V000840	B A LAKE MANAGEMENT LLC	101	GENERAL FUND	5062-55400	COMMUNITY ACTION	CAA Housing Supp 91	\$1,195.00
70886064	02/20/2026	100205	BOB'S TIRE CENTER	112	HEALTH SERVICES	40131-53280	MENTAL HEALTH	SPECIAL DEPARTMENTAL EXP	\$451.30
70886065	02/20/2026	125335	DAVID LESTER	603	TC FLOOD CTRL/WA	60310-53210	TC FLOOD CTRL/WA	MTG STIPEND 1/14/2026	\$25.00
70886066	02/20/2026	125516	HAROLD MORRIS CRAIN	603	TC FLOOD CTRL/WA	60310-53210	TC FLOOD CTRL/WA	MTG STIPEND 1/14/2026	\$25.00
70886068	02/20/2026	114620	KENNETH A MILLER	106	PUBLIC SAFETY	2026-53230	PUBLIC DEFENDER	PD FEB 26	\$4,423.00
70886069	02/20/2026	126372	LAW OFFICE OF ODEH E HIJAZEEN	106	PUBLIC SAFETY	2026-53230	PUBLIC DEFENDER	PD FEB 26	\$18,516.67

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70886070	02/20/2026	124962	MARTHA SLACK	603	TC FLOOD CTRL/WA	60310-53210	TC FLOOD CTRL/WA	MTG STIPEND 1/14/2026	\$25.00
70886071	02/20/2026	133386	OLIVE GROVE ASSOCIATES LP	112	HEALTH SERVICES	40131-53280	MENTAL HEALTH	21726D	\$550.00
70886072	02/20/2026	133386	OLIVE GROVE ASSOCIATES LP	112	HEALTH SERVICES	40131-53280	MENTAL HEALTH	21726PD	\$150.00
70886073	02/20/2026	133386	OLIVE GROVE ASSOCIATES LP	112	HEALTH SERVICES	40131-53280	MENTAL HEALTH	21726	\$175.29
70886074	02/20/2026	106920	REBECCA ADAMS	101	GENERAL FUND	1021-53290	AUDITOR CONTROLL	HOTEL AND PER DIEM ADVANCE	\$463.14
70886076	02/20/2026	V000921	SWANSON LAW OFFICE	603	TC FLOOD CTRL/WA	60310-53230	TC FLOOD CTRL/WA	93044	\$34,428.29
70886078	02/20/2026	124961	TODD HAMER	603	TC FLOOD CTRL/WA	60310-53210	TC FLOOD CTRL/WA	MTG STIPEND 1/14/2026	\$25.00
70886079	02/20/2026	111705	US POSTAL SERVICES	101	GENERAL FUND	1021-53220	AUDITOR CONTROLL	ENVELOPES	\$4,748.65
70886080	02/20/2026	117079	VERIZON WIRELESS	101	GENERAL FUND	2061-53120	AGRICULTURE COMM	770720905-00039- 12/19-1/18	\$379.40



# Tehama County

## Agenda Request Form

File #: 26-0270

Agenda Date: 3/10/2026

Agenda #: 2.

### TEHAMA COUNTY AIR POLLUTION CONTROL DISTRICT

#### Requested Action(s)

a) AGREEMENT - Request approval and authorization for the Air Pollution Control Officer to sign Amendment No. 1 to Misc. Agree. 2025-173 with TruePoint Solutions, thereby extending the termination date for implementation to 10/31/26

#### Financial Impact:

The funds for the requested action were encumbered from FY 23/24 fixed asset account.

#### Background Information:

The District currently employs Alpha Software's Alpha Anywhere database system to manage district permits and related activities. This system, developed in-house, now faces challenges due to the retirement of its creator and the absence of supporting documentation detailing its structure and reporting mechanisms. This has led to inefficiencies and a potential risk in continuing its use.

To address these issues and enhance our operational capabilities, the District is seeking to undertake an upgrade of its permit tracking database. This upgrade is a strategic move towards modernizing our technological infrastructure. The new system, designed in line with the latest software development standards, promises to offer advanced features and greater flexibility, significantly improving the experience for our internal staff and clients. Key improvements include development of a citizen portal so clients can view the status of their applications and a mobile application for more convenient access, all aimed at streamlining processes and minimizing potential service interruptions.

This transition to a more future-ready system will be managed carefully to ensure a smooth changeover, mitigating any impact on our operations. Notably, this solution has been successfully implemented by numerous peer organizations, who have reported improvements in operational efficiency and user satisfaction. Their positive feedback reinforces our confidence in the suitability of this system for our District's needs.

**AMENDMENT**

**TO THE AGREEMENT BETWEEN THE COUNTY OF TEHAMA  
AND TRUEPOINT SOLUTIONS**

This Amendment to Agreement Number 2025-173, dated May 4<sup>th</sup>, 2025, by and between the County of Tehama, through its Department of Air Pollution Control (County) and TruePoint Solutions (Contractor) for the provision of providing one time implementation of professional services, shall be amended as follows:

**5. TERM OF AGREEMENT**

Shall be replaced in entirety with the following:

This agreement shall commence on the date of signing of original agreement 2025-173 and shall terminate on October 31,2026

It is mutually agreed that all other terms and conditions of Agreement Number 2025-173 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.

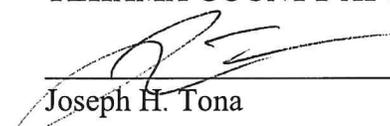
**COUNTY OF TEHAMA**

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

\_\_\_\_\_  
Purchasing Agent

**TEHAMA COUNTY APCD**

Date: 2-23-26

  
\_\_\_\_\_  
Joseph H. Tona

**TRUEPOINT SOLUTIONS**

Date: 2/19/26

*Brian Weber*  
\_\_\_\_\_  
Representative

V000217  
Vendor Number

## **AGREEMENT BETWEEN THE TEHAMA AIR POLLUTION CONTROL DISTRICT AND TRUEPOINT SOLUTIONS**

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This agreement is entered into between the Tehama County Air Pollution Control District, (“District”) and TruePoint Solutions. (“Contractor”) for the purpose of providing one time implementation of professional services.

### **1. RESPONSIBILITIES OF CONTRACTOR**

During the term of this agreement, Contractor shall provide services for the Air Pollution Control District located at 1834 Walnut Street, Red Bluff, CA, as outlined in Exhibit “B” attached hereby and incorporated by reference. In addition, Contractor shall comply with all of the following when performing on this Agreement:

- The County owns all of its data. The service provider will not access the data except as needed to do the work of the contract.
- The County owns all personal information. The service provider will protect it and will not use the data for anything not related to the customer.
- The County can import or export its data whenever needed.
- The service provider will not erase the County’s data in the event of a suspension or when the contract is terminated. Specific time periods are established where data will be preserved by the service provider based on the circumstances of termination and the type of service provided. The service provider will destroy data using a NIST-approved method when requested by the County.
- The Contractor will encrypt personal data and non-public data both at rest and in transit.
- The Contractor will not store any of the District’s non-public data outside the U.S.
- The Contractor will notify the District of a security breach. In the case of a SaaS or PaaS, the Contractor will notify the District of a security incident.
- If a Contractor is responsible for a breach, they will pay the cost of the breach investigation, resolution, notification, credit monitoring, and call centers up to a set amount per record/per person. The Contractor will take corrective action subject to any limitation of liability in the contract.
- The Contractor will notify the District of any legal requests that might require access to the District’s data.
- The Contractor will perform background checks on staff, including subcontractors.
- The Contractor will not use staff who have criminal convictions.
- The Contractor will disclose all subcontractors that might have access to manage, maintain or administer the District account and/or data.
- The Contractor will provide reports as requested to the District for its accounts. The reports include: latency statistics, user access, user access IP addresses, user access history, and security logs.
- The Contractor will have an independent audit performed of its data centers annually.
- The Contractor will notify the District of upgrades and maintenance.
- The Contractor will disclose security processes and technical limitations.
- When asked by the District, the Contractor will provide evidence of current disaster recovery plans. The Contractor will meet the RTOs of 24 hours.

### **2. RESPONSIBILITIES OF THE DISTRICT**

District shall compensate Contractor for said services pursuant to the Scope Section 3 and 4 of this agreement.

### 3. COMPENSATION

Contractor shall be paid in accordance with the rates set forth in the Fee Schedule, attached hereto as Exhibit C, after satisfactorily completing the duties described in this Agreement. The maximum compensation payable under this Agreement shall not exceed the amount specified in Exhibit D. Contractor shall not be entitled to payment or reimbursement for any tasks or services performed except as specified herein. Contractor shall have no claim against District 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 District 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 District and shall immediately repay all such funds to District. This provision shall survive the expiration or other termination of this Agreement.

### 4. BILLING AND PAYMENT

On or before the 15<sup>th</sup> of each month, Contractor shall submit to District an itemized invoice for all services rendered. District shall make payment of all undisputed amounts within 30 days of receipt of Contractor's invoice. District shall be obligated to pay only for services properly invoiced in accordance with this section.

### 5. TERM OF AGREEMENT

This agreement shall commence on the day of signing, and shall terminate February 28, 2026, unless terminated in accordance with section 6 below.

## 6. TERMINATION OF AGREEMENT

If Contractor fails to perform his/her duties to the satisfaction of the District, or if Contractor fails to fulfill in a timely and professional manner his/her obligations under this agreement, or if Contractor violates any of the terms or provisions of this agreement, then the District shall have the right to terminate this agreement effective immediately upon the District giving written notice thereof to the Contractor. Either party may terminate this agreement on 30 days' written notice. District shall pay contractor for all work satisfactorily completed as of the date of notice. District may terminate this agreement immediately upon oral notice should funding cease or be materially decreased or should the Board of Directors for the District fail to appropriate sufficient funds for this agreement in any fiscal year.

The District's right to terminate this agreement may be exercised by the Air Pollution Control Officer or the Purchasing Agent, as indicated on the signatory page.

## 7. ENTIRE AGREEMENT; MODIFICATION

This agreement for the services specified herein supersedes all previous agreements for these services and constitutes the entire understanding between the parties hereto. Contractor shall be entitled to no other benefits other than those specified herein. No changes, amendments or alterations shall be effective unless in writing and signed by both parties. Contractor specifically acknowledges that in entering into and executing this agreement, Contractor relies solely upon the provisions contained in this agreement and no other oral or written representation.

## 8. NONASSIGNMENT OF AGREEMENT

Inasmuch as this agreement is intended to secure the specialized services of Contractor, Contractor may not assign, transfer, delegate or sublet any interest herein without the prior written consent of the District.

## 9. EMPLOYMENT STATUS

Contractor shall, during the entire term of this agreement, be construed to be an independent contractor and nothing in this agreement is intended nor shall be construed to create an employer-employee relationship, a joint venture relationship, or to allow District to exercise discretion or control over the professional manner in which Contractor performs the services which are the subject matter of this agreement; provided always, however, that the services to be provided by Contractor shall be provided in a manner consistent with the professional standards applicable to such services. The sole interest of the District is to ensure that the services shall be rendered and performed in a competent, efficient, and satisfactory manner. Contractor shall be fully responsible for payment of all taxes due to the State of California or the Federal government, which would be withheld from compensation of Contractor, if Contractor were a District employee. District shall not be liable for deductions for any amount for any purpose from Contractor's compensation. Contractor shall not be eligible for coverage under District's Workers Compensation Insurance Plan nor shall Contractor be eligible for any other District benefit.

## 10. INDEMNIFICATION

To the fullest extent permitted by statutory law, Contractor shall hold harmless, defend at its own expense, and indemnify the District and its officers, employees, agents, and volunteers, against any and all liability, claims, losses, damages, or expenses, including reasonable attorney's fees, arising from all acts or omissions of contractor or its officers, agents, or employees in rendering services under this contract; excluding, however, such liability, claims, losses, damages, or expenses, arising from the District's sole negligence or willful acts. These defense and indemnity obligations shall survive the termination or completion of this agreement and are in addition to, and not limited by, the insurance obligations in this Agreement. Contractor shall also defend and indemnify District against any adverse determination made by the Internal Revenue Service or the State Franchise Tax Board and/or any other taxing or regulatory agency against the District with respect to Contractor's "independent contractor" status that would establish a liability for failure to make social security or income tax withholding payments, or any other legally mandated payment.

## 11. INSURANCE

Contractor shall procure and maintain insurance pursuant to Exhibit A, "Insurance Requirements For Contractor," attached hereto and incorporated by reference.

## 12. PREVAILING WAGE

Contractor certifies that it is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., as well as California Code of Regulations, Title 8, Section 16000 et seq. ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. If the Services hereunder are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Contractor agrees to fully comply with and to require its subcontractors to fully comply with such Prevailing Wage Laws, to the extent that such laws apply. If applicable, District will maintain the general prevailing rate of per diem wages and other information set forth in Labor Code section 1773 at its principal office and will make this information available to any interested party upon request. Contractor shall defend, indemnify, and hold the District, its elected officials, officers, employees, and agents free and harmless from any claims, liabilities, costs, penalties, or interest arising out of any failure or alleged failure of the Contractor or its subcontractors to comply with the Prevailing Wage Laws. Without limiting the generality of the foregoing, Contractor specifically acknowledges that District has not affirmatively represented to contractor in writing, in the call for bids, or otherwise, that the work to be covered by the bid or contract was not a "public work." To the fullest extent permitted by law, Contractor hereby specifically waives and agrees not to assert, in any manner, any past, present, or future claim for indemnification under Labor Code section 1781.

Contractor acknowledges the requirements of Labor Code sections 1725.5 and 1771.1 which provide that no contractor or subcontractor may be listed on a bid proposal or be awarded a contract for a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5, with exceptions from this requirement specified under Labor Code sections 1725.5(f), 1771.1(a) and 1771.1(n).

If the services are being performed as part of the applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, Contractor acknowledges that this project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

### 13. NON-DISCRIMINATION

Contractor shall not employ discriminatory practices in the treatment of persons in relation to the circumstances provided for herein, including assignment of accommodations, employment of personnel, or in any other respect on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.

### 14. GREEN PROCUREMENT POLICY

Through Tehama County Resolution No. 2021-140, the County adopted the Recovered Organic Waste Product Procurement Policy (available upon request) to (1) protect and conserve natural resources, water and energy; (2) minimize the jurisdiction's contribution to pollution and solid waste disposal; (3) comply with state requirements as contained in 14 CCR Division 7, Chapter 12, Article 12 (SB 1383); (4) support recycling and waste reduction; and (5) promote the purchase of products made with recycled materials, in compliance with the California Integrated Waste Management Act of 1989 (AB 939) and SB1382 when product fitness and quality are equal and they are available at the same or lesser cost of non-recycled products. Contractor shall adhere to this policy as required therein and is otherwise encouraged to conform to this policy.

### 15. COMPLIANCE WITH LAWS AND REGULATIONS

All services to be performed by Contractor under to this Agreement shall be performed in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. Any change in status, licensure, or ability to perform activities, as set forth herein, must be reported to the District immediately.

### 16. LAW AND VENUE

This agreement shall be deemed to be made in and shall be governed by and construed in accordance with the laws of the State of California (excepting any conflict of laws provisions which would serve to defeat application of California substantive law). Venue for any action arising from this agreement shall be in Tehama County, California.

### 17. AUTHORITY

Each party executing this Agreement and each person executing this Agreement in any representative capacity, hereby fully and completely warrants to all other parties that he or she has full and complete authority to bind the person or entity on whose behalf the signing party is purposing to act.

### 18. NOTICES

Any notice required to be given pursuant to the terms and provisions of this agreement shall be in writing and shall be sent first class mail to the following addresses:

If to District:	Tehama County Air Pollution Control District
	P.O. Box 1169
	Red Bluff, CA 96080

If to Contractor: TruePoint Solutions  
 3262 Penryn Road, Suite 100-B  
 Loomis, CA 95650

Notice shall be deemed to be effective two days after mailing.

19. **NON-EXCLUSIVE AGREEMENT:**

Contractor understands that this is not an exclusive agreement, and that District shall have the right to negotiate with and enter into agreements with others providing the same or similar services to those provided by Contractor, or to perform such services with District's own forces, as District desires.

20. **RESOLUTION OF AMBIGUITIES:**

If an ambiguity exists in this Agreement, or in a specific provision hereof, neither the Agreement nor the provision shall be construed against the party who drafted the Agreement or provision. The main body of this Agreement shall be controlling over any exhibits.

21. **NO THIRD-PARTY BENEFICIARIES:**

Neither party intends that any person shall have a cause of action against either of them as a third-party beneficiary under this Agreement. The parties expressly acknowledge that is not their intent to create any rights or obligations in any third person or entity under this Agreement. The parties agree that this Agreement does not create, by implication or otherwise, any specific, direct or indirect obligation, duty, promise, benefit and/or special right to any person, other than the parties hereto, their successors and permitted assigns, and legal or equitable rights, remedy, or claim under or in respect to this Agreement or provisions herein.

22. **STANDARDS OF THE PROFESSION**

Contractor agrees to perform its duties and responsibilities pursuant to the terms and conditions of this agreement in accordance with the standards of the profession for which Contractor has been properly licensed to practice.

23. **LICENSING OR ACCREDITATION**

Where applicable the Contractor shall maintain the appropriate license or accreditation through the life of this contract.

24. **EXHIBITS**

Contractor shall comply with all provisions of Exhibits A through D, attached hereto, and incorporated by reference. In the event of a conflict between the provisions of the main body of this Agreement and any attached Exhibit(s), the main body of the Agreement shall take precedence.

**25. COUNTERPARTS, ELECTRONIC SIGNATURES – BINDING**

This agreement may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument. Each Party of this agreement agrees to the use of electronic signatures, such as digital signatures that meet the requirements of the California Uniform Electronic Transactions Act (“CUETA”) Cal. Civil Code §§ 1633.1 to 1633.17), for executing this agreement. The Parties further agree that the electronic signatures of the Parties included in this agreement are intended to authenticate this writing and to have the same force and effect as manual signatures. Electronic signature means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record pursuant to the CUETA as amended from time to time. The CUETA authorizes use of an electronic signature for transactions and contracts among Parties in California, including a government agency. Digital signature means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature, and shall be reasonably relied upon by the Parties. For purposes of this section, a digital signature is a type of “electronic signature” as defined in subdivision (i) of Section 1633.2 of the Civil Code. Facsimile signatures or signatures transmitted via pdf document shall be treated as originals for all purposes.

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

**TEHAMA COUNTY  
AIR POLLUTION CONTROL DISTRICT**

Date: 5-5-25

  
\_\_\_\_\_  
Joseph H. Tona, APCO

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

\_\_\_\_\_  
Board of Supervisors, Chair

**TRUEPOINT SOLUTIONS**

Date: 5-4-2025

  
\_\_\_\_\_  
Representative

\_\_\_\_\_  
Vendor Number

601-53170  
Budget Account Number

Exhibit A

**INSURANCE REQUIREMENTS FOR CONTRACTOR**

Contractor shall procure and maintain, for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work described herein and the results of that work by Contractor, his/her agents, representatives, employees, or subcontractors. At a minimum, Contractor shall maintain the insurance coverage, limits of coverage and other insurance requirements as described below.

Commercial General Liability (including operations, products and completed operations)

\$1,000,000 per occurrence for bodily injury, personal injury, and property damage. If coverage is subject to an aggregate limit, that aggregate limit will be twice the occurrence limit, or the general aggregate limit shall apply separately to this project/location.

Automobile Liability

Automobile liability insurance is required with minimum limits of \$1,000,000 per accident for bodily injury and property damage, including owned and non-owned and hired automobile coverage, as applicable to the scope of services defined under this agreement.

Workers' Compensation

If Contractor has employees, he/she shall obtain and maintain continuously Workers' Compensation insurance to cover Contractor and Contractor's employees and volunteers, as required by the State of California, as well as Employer's Liability insurance in the minimum amount of \$1,000,000 per accident for bodily injury or disease.

Professional Liability (Contractor/Professional services standard agreement only)

If Contractor is a state-licensed architect, engineer, contractor, counselor, attorney, accountant, medical provider, and/or other professional licensed by the State of California to practice a profession, Contractor shall provide and maintain in full force and effect while providing services pursuant to this contract a professional liability policy (also known as Errors and Omissions or Malpractice liability insurance) with single limits of liability not less than \$1,000,000 per claim and \$2,000,000 aggregate on a claims made basis. However, if coverage is written on a claims made basis, the policy shall be endorsed to provide coverage for at least three years from termination of agreement.

If Contractor maintains higher limits than the minimums shown above, District shall be entitled to coverage for the higher limits maintained by Contractor.

All such insurance coverage, except professional liability insurance, shall be provided on an "occurrence" basis, rather than a "claims made" basis.

Endorsements: Additional Insureds

The Commercial General Liability and Automobile Liability policies shall include, or be endorsed to include "Tehama County Air Pollution Control District, its elected officials, officers, employees and volunteers" as an additional insured.

The certificate holder shall be "Tehama County Air Pollution Control District."

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions of \$25,000 or more must be declared to, and approved by, the District. The deductible and/or self-insured retentions will not limit or apply to Contractor's liability to District and will be the sole responsibility of Contractor.

#### Primary Insurance Coverage

For any claims related to this project, Contractor's insurance coverage shall be primary insurance as respects the District, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the District, its officers, officials, employees, or volunteers shall be excess of Contractor's insurance and shall not contribute with it.

#### Coverage Cancellation

Each insurance policy required herein shall be endorsed to state that "coverage shall not be reduced or canceled without 30 days' prior written notice certain to the District."

#### Acceptability of Insurers

Contractor's insurance shall be placed with an insurance carrier holding a current A.M. Best & Company's rating of not less than A: VII unless otherwise acceptable to the District. The District reserves the right to require rating verification. Contractor shall ensure that the insurance carrier shall be authorized to transact business in the State of California.

#### Subcontractors

Contractor shall require and verify that all subcontractors maintain insurance that meets all the requirements stated herein.

#### Material Breach

If for any reason, Contractor fails to maintain insurance coverage or to provide evidence of renewal, the same shall be deemed a material breach of contract. District, in its sole option, may terminate the contract and obtain damages from Contractor resulting from breach. Alternatively, District may purchase such required insurance coverage, and without further notice to Contractor,

District may deduct from sums due to Contractor any premium costs advanced by District for such insurance.

#### Policy Obligations

Contractor's indemnity and other obligations shall not be limited by the foregoing insurance requirements.

#### Verification of Coverage

Contractor shall furnish District with original certificates and endorsements effecting coverage required herein. All certificates and endorsements shall be received and approved by the District prior to District signing the agreement and before work commences. However, failure to do so shall not operate as a waiver of these insurance requirements.

The District reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.



## Exhibit B

### Scope of Work

#### 1 Scope of work

This Statement of Work ("SOW") sets forth a scope and definition of the professional services to be provided by TruePoint Solutions ("TruePoint") for the Tehama County - Air Pollution District ("District").

Additional licensing if needed for users will be purchased separately by the District.

#### 2 Introduction

The District is upgrading its permit tracking database to enhance operational efficiency and offer greater flexibility to our internal staff. This upgrade involves the implementation of a new system designed in accordance with the latest software development standards. These enhancements are strategically focused on elevating the user experience and reducing any potential service interruptions. This SOW issued by the District outlines the objectives that are to be met in the process of transitioning from the current database to this new application.

#### 3 Project Assumptions

- District and TruePoint will review their responsibilities before work begins to ensure that Services can be satisfactorily completed.
- District personnel will be involved in the setup and configuration processes.
- District will provide TruePoint with access to its equipment, systems, and personnel to the extent needed to complete the defined Services.
- District will provide workspace for the TruePoint services team for work completed on District premises.
- District will maintain primary responsibility for the scheduling of District employees and facilities in support of project activities.
- District will have access to and be allowed to access the Tehama County, Civic Platform installation.
- District is responsible for proper site preparation, hardware, software and network configuration in accordance with Civic Platform specifications
- TruePoint will use the current version of the Civic Platform installed for Tehama County.
- Change Order process: Should the District identify additional work as a part of this engagement, at any point during the project duration, or if additional hours are necessary to complete the task(s) as described and estimated in this SOW, the TruePoint team will issue a Change Order to reflect the additional costs (if any) associated with the change for review and approval by the District. No additional work will be undertaken without prior consent of the District. If hours are available from tasks that are complete, those hours can be used on other tasks with the prior consent of both parties.

#### 4 Success Factors

To ensure the successful execution of the services outlined in this document, it is essential to closely monitor several critical success factors. These factors play a role in establishing clear expectations between the District and TruePoint, identifying and managing project risks, and fostering communication throughout the project.

- **Knowledge Transfer** - While the TruePoint team cannot guarantee specific expertise for District staff as a result of participating in the project, the TruePoint team will make all reasonable efforts to transfer knowledge to the District. It is critical that District personnel participate in the analysis, configuration, and deployment of the Civic Platform in order to transfer knowledge to the District. After the postproduction assistance tasks are completed by the TruePoint services team, the District will be

responsible for supporting the Civic Platform. The District will receive basic support through the Accela Customer Research Center (CRC). This support will be defined in more detail in your Maintenance agreement. The District will also have the option to purchase additional services through TruePoint.

- **Dedicated District Participation** - The TruePoint team fully understands that District staff members have daily responsibilities that will compete with the amount of time that can be dedicated to the Civic Platform implementation project. However, it is critical that the District acknowledges that its staff must be actively involved throughout the entire duration of Services as defined in the Project Plan.

## 5 Schedule

Upon execution of this SOW, both parties will subsequently collaborate to determine a start date for Services to be rendered. Upon initiation of these Services, the Project Manager will work with the District to collaboratively define a baseline project schedule. Given the fact that project schedules are working documents that change over the course of the project, the Project Manager will work closely with the District to update, monitor, agree, and communicate any required changes to the project schedule.

## 6 Implementation

TruePoint is committed not only to providing a superior software solution for the District's current and future needs, but also to assist the District in the successful implementation and deployment of the solution.

TruePoint team will work with District staff to optimize Accela's software, and the customer experience to enable the District to successfully deploy its Civic Platform and meet its functionality, timing and cost requirements.

This is a time and materials project with a projected/estimated number of hours (946 hrs.). The hourly rate for the Services provided in this SOW is \$165 to 180 per hour. The total cost for the Professional Services and travel expenses described herein are estimated at \$160,390. Professional Services will be invoiced monthly as services are delivered. Travel-related expenses will be invoiced monthly as incurred. TruePoint will communicate with the District Project Manager on a task-by-task basis to ensure there are no surprises when it comes to the actual hours worked and billed as the project progresses.

## 7 Scope of Services

This project will use a joint team approach to collaboratively configure and implement the Civic Platform. The system will be implemented using a combination of resources from the District and TruePoint. This will ensure the District is prepared to maintain the system going forward by having hands on experience during the configuration. The following sections describe the proposed implementation services for the District in detail. The project will include the following modules and add-on products:

- Develop and Configure and transfer legacy data to the new Air Pollution Civic Platform
- Citizen Portal Configuration
- Mobile APP Configuration

## 8 PROJECT MANAGEMENT

TruePoint will perform project management services needed to plan and monitor execution of the project in accordance with deliverables outlined in the Scope of Work. To support the implementation of the Civic Platform solution for the District, TruePoint will provide up to 80 hours of Project Management services throughout the project. Generally, these services include the following:

- Project Initiation
- Change order management
- Issue log management and escalation

- Resources management
- Meetings management

Project Management tasks will be shared between the TruePoint Project Manager and the District Project Manager. A project plan will be maintained and monitored using Microsoft Project

## 9 Project Initiation

During the Project Initiation stage, TruePoint will create a basic project plan with a critical path summary, as well as review, in conjunction with District project staff, all project milestones and deliverables that detail the effort described for this engagement. The draft of the project plan will be incorporated into a Master Project Plan that will be maintained by TruePoint and the District.

A Project Kickoff / Analysis meeting will also take place during this project stage.

## 10 Configuration Analysis and Prototypes

During the Configuration Analysis stage, TruePoint will conduct interviews with key representatives from District offices involved in the permitting processes for each department. The configuration analysis will be confined to the current permitting processes listed below.

- Permit Types (Authority to Construct, Annual Permits, Burn Permits, GDF permits etc.)
- Compliance Activity (Inspections, Complaints, NOV, Corrective Action, Permit Change Request)
- Control Plans (Fugitive Dust)

During these configuration analysis workshops TruePoint will:

- Review and chart each business process as a basis for configuration in the Civic Platform's workflow tool, including notifications, holds and conditions.
- Review and document intake requirements, forms, and data fields for each permit/business process type
- Collect and document output requirements (documents/letters/reports).
- Collect and document fees, fee schedules, and collection procedures for each permit/business process type
- Collect and document all required inspections, prerequisites, and inspection result options for each permit type

TruePoint will develop a System Configuration Documentation for record types. TruePoint has budgeted 64 hours from the Configuration Analysis and Prototypes.

### District Responsibilities:

- Arrange for the availability of appropriate technical computing environment and system analysts to support the Configuration Analysis activities.
- Make available the appropriate District key users and content experts to participate in the Configuration Analysis and verify the accuracy of the documented workflows, input/output formats, and data elements.
- Provide information and data in the formats specified that will be needed for system setup and application configuration.

The Configuration Analysis Document will be accepted when the TruePoint Team and the District agree that each business process has been appropriately documented in the configuration document. Acceptance must be completed prior to beginning System Configuration.

## 11 SYSTEM CONFIGURATION

TruePoint will provide professional services to configure the Civic Platform in accordance with requirements established and agreed upon during the System Configuration Analysis effort. Based on the System Configuration Document, TruePoint will configure the Record types in the Civic Platform. TruePoint will involve District staff in the configuration of the required Record types as part of the Civic Platform training. Event Scripts will also be discussed and addressed as part of the configuration task.

Each Record type developed will include all associated workflows, fees, inspections, conditions, and other key system features in support of District requirements. Specific Record types to be developed will be determined during the System Configuration Analysis.

The deliverable from the System Configuration will be the Civic Platform system configured in accordance with the System Configuration Document specifications. TruePoint has budgeted up to 220 hours for the configuration effort.

### District Responsibilities:

- Identify and make available staff members who will work with the TruePoint team through this process and take responsibility for providing information for and validating the Record types to be configured.
- Arrange the time for qualified decision makers and business experts for the design review/configuration analysis sessions that are critical to project success.
- Unit testing and final system testing of the configuration.

The District will test the configured system for purposes of validating the Record types configured. The records will be accepted when TruePoint and the District agree that all requirements, objectives, and scope have been appropriately defined in each Record type per the configuration document. TruePoint will transfer knowledge on configuration functionality and techniques whenever possible.

## 12 Business Automation Scripting

The project budget includes 80 hours of event script creation and assistance.

TruePoint will develop Event Scripts using the Civic Platforms scripting functionality to automate specific business rules/processes within the Civic Platform. Examples of processes to be automated with scripts include: inspection assignment, automatic holds or automatic fee creation.

The need for event scripts will be identified during the configuration or as late as end user testing.

### District Responsibilities:

- Arrange the time for qualified decision makers and business experts for the design review/configuration analysis sessions that are critical to project success
- Provide complete and accurate information in a timely manner
- Ensure that the data populates successfully according to the script requirements document
- Identify and make available staff members who will work with TruePoint through this process and take responsibility for providing information for and validating the Event Manager Scripts to be developed
- Allocate the time for qualified personnel to test the interface for acceptance

## 13 BUILD

The Build stage includes development of a basic conversion of historical data, report development, and the creation of Scripts to automate business processes.

### 13.1 Address, Parcel and Owner Interface

The District will use the Address and Owner data currently available in the existing database

## 13.2 Historical Conversion

This project includes a conversion of basic data from the existing database. A data mapping effort will be conducted by District personnel with assistance from TruePoint. Once the data mapping has been defined, TruePoint will ask that a representative of the District sign off on the data maps. TruePoint will load the data based upon the data maps specification provided by the District using the standard Civic Platform conversion tool. TruePoint will be responsible for the data conversion programs to load data to the Civic Platform database in the Support and Production Environment. The TruePoint team will provide up to 160 hours of data migration efforts for the conversion process from the conversion cost category.

The Conversion will focus on basic aspects for Historical data. Current open project may need to be manually entered in the Civic Platform.

A final conversion will need to be run over the go live weekend.

## 13.3 Reports Development

There are 80 hours budgeted for the creation of some basic reports. If additional reports are required TruePoint will provide assistance to District staff on creating reports. TruePoint will also allow District to have any reports from our report library. The District will take on the responsibility of creating additional reports using the Accela Ad-Hoc report writer.

## 13.4 Accela Citizen Access

There are 64 hours budgeted for TruePoint to work with the District to create the citizen portal. This will allow for permit lookup, status review, fee payment, inspection scheduling and the possibility to create records on-line.

## 13.5 Mobile App

There are 58 hours budgeted for TruePoint to work with the District for the mobile APP configuration.

## 13.6 User Acceptance Testing

This task is to test that the configured solution meets the agreed to solution as defined in all other tasks above. The TruePoint team will provide assistance to the District as needed by providing UAT support and facilitating UAT completion. The TruePoint team will provide up to 40 hours for this task.

District Responsibilities:

- Provide timely and appropriate responses to TruePoint's request for information
- Make available the appropriate District users and content experts to participate in user acceptance testing as defined and managed by District
- District intends to utilize the Use Cases documented in each System Configuration Document Deliverable as the basis for the acceptance of this Deliverable.

This task will be accepted when the District agrees that the configured solution meets the agreed to solution as defined in all the configuration document.

## 14 TRAINING

Train the Trainer: TruePoint team will provide up to 40 hours of on-site and/or remote training sessions for the following areas: Daily Activities, Administrator Functions and System Maintenance. Training hours will be distributed among the training categories as mutually agreed by TruePoint and the District project stakeholders. The District Project Manager will identify those individuals to be trained in each of the above categories. These training classes will be scheduled throughout the implementation process as appropriate. The District will be responsible for any additional end-user training.

The TruePoint Team and District Responsibilities:

- Properly select and prepare the power-users who will be participating in the training and subsequently training end users.
- Arrange the time and qualified people for the training who are critical to the project's success.

## 15 PRODUCTION SUPPORT

Production is defined as the first production use of the system. The TruePoint team will be on site during the cutover process and provide up to 40 hours of support for the District end users and project team. TruePoint will also move the final accepted configuration to the Production environment.

## 16 PROJECT RESOURCES AND LOCATION OF WORK

### 16.1 WORK LOCATION

Services contracted for under this Scope of Work may be performed remotely and/or at the District on-site facilities as deemed appropriate and reasonable for the successful completion of the Services detailed herein. When on-site activities are required at the District, the Project Manager will coordinate with the District Project Manager to secure suitable accommodations to meet the specific engagement requirements. It is anticipated the TruePoint team will require, at minimum, facilities to accommodate on-site System Configuration Analysis and Training. The TruePoint team will also require Internet access during on-site configuration efforts that will occur during the course of the project.

## 17 TRUEPOINT RESOURCES

TruePoint will assign key Professional Services resources for this engagement with the District. These individuals are well versed in the Civic Platform application and are well qualified to lead this effort.

## 18 DISTRICT RESOURCES

The District will provide the following personnel to work together with the TruePoint team to deliver the Services as presented in this document and make additional personnel available as necessary to ensure the success of this engagement. Additionally, the District should identify one or two users of the new system to be trained as administrators or "power users."

The following list identifies functional roles required by this project, along with a brief description of their anticipated contribution to the project's success. We suggest that you make the following appointments and share the outlined duties with the appropriate appointee. It is critical to the success of your implementation that the team members chosen be available during the implementation cycle, and schedule the time needed to participate fully in the planning and configuration processes.

### 18.1 Project Manager

Responsibilities include the overall administration, coordination, communication, and decision-making associated with the implementation.

- Planning, scheduling, coordinating and tracking the implementation with the TruePoint team and across the departments within the District
- Identifying and recruiting the in-house project implementation team
- Attending the initial workshop training
- Ensuring that the project team stays focused, tasks are completed on schedule, and that the project stays on track

## 18.2 Departmental Representatives

A user representative for each affected department/division should be appointed. These critical appointments may well determine the success of the Civic Platform implementation.

The departmental representative(s) should have a clear understanding of all the business processes that the Civic Platform will affect within their department/division, and how those business processes cross-departmental boundaries. Ideally, they will have been involved in the initial purchasing decision and have a solid understanding of how the Civic Platform system will interact with departmental business processes. They will be the initial contact person within a department for all Civic Platform issues before, during, and after the implementation. These individuals should be able to make solid business decisions and have a vested interest in the success of the implementation of the system. Additionally, the ability to effectively communicate with their peers and the project team will be essential. Confidence that the right decisions are being made will promote acceptance by the general user community.

Schedule flexibility will be expected of the departmental representatives, as there will be crucial periods in the implementation process that will require dedicated time.

Responsibilities include:

- Attending the project kick-off
- Willing and able to gather data and make decisions about business processes
- Assisting in creating the specifications for custom modifications
- Reviewing and testing the completed modifications

Recommended Requirements:

- Clear understanding of the user's perspective and needs
- Clear understanding of the current business processes

## Exhibit C

### Project Budget

Estimate based on 8-month project timeline				
Full Implementation	Hours	Rate	Cost	Comments
Project Management	80	\$180.00	\$14,400	Project Management for the duration of the project
				Permit/Process Types <ul style="list-style-type: none"> <li>• Agricultural Burn Messages (May not available in Accela)</li> <li>• Agricultural Burn Permits</li> <li>• Authority to Construct</li> <li>• Complaints</li> <li>• Emission Reduction Credits</li> <li>• Invoices and Receipts</li> <li>• Notice of Noncompliance</li> <li>• Notice of Violation</li> <li>• Notice to Comply- Out of Order</li> </ul> Permitted sources <ul style="list-style-type: none"> <li>• Emergency backup engines, Fugitive Dust, Gas wells, Paint Shops, Sand and Gravel, Service Stations, General/Misc, Special Burn,</li> <li>• Public Information Requests</li> <li>• Upset/Breakdown Reports</li> <li>• Variances</li> </ul>
Configuration Analysis and Prototypes	64	\$165.00	\$10,560	
System Configuration	220	\$165.00	\$36,300	Configuration of components of the Civic Civic Platform to meet business needs defined during analysis.
Business Automation Scripting	80	\$165.00	\$13,200	Custom business rule scripting and automation
Data Conversion Legacy Record Data	160	\$165.00	\$26,400	Legacy Data Conversion: Details of scope TBD
Report Creation (Hours for report creation)	80	\$165.00	\$13,200	T&M Hours for report creation
Citizen Portal Configuration	64	\$165.00	\$10,560	Ability to check status, schedule inspections, pay fees, upload documents, and apply for permits on-line
Mobile Device Setup	58	\$165.00	\$9,570	Mobile APP Configuration
Training	40	\$180.00	\$7,200	Train the Trainer approach
User Acceptance Testing	40	\$165.00	\$6,600	Final testing of the integrated solution with County
Migrate Configuration to PROD	20	\$165.00	\$3,300	
Go Live Support	40	\$165.00	\$6,600	Go Live and post go-live support (as requested)
Totals	946		\$157,890	
Travel Expenses Estimate			\$2,500	Estimated no more than 10 on site days.
		with expenses	\$160,390	

## Exhibit D

### PAYMENT FOR SERVICES RENDERED

#### Maximum Limit & Fee Schedule

Contractor's compensation shall be paid according to the PROJECT BUDGET in Exhibit C. Reimbursement of travel, lodging and miscellaneous expenses is not authorized, except as provided for in PROJECT BUDGET. All expenses of Contractor, including any expert or professional assistance retained by Contractor to complete the work performed under this contract shall be borne by the Contractor.

Project management and training hourly billing rate:	\$ 180/hour
All other services hourly billing rate:	\$ 165/hour Total
Total PROJECT Amount not to exceed:	\$ 160,390

#### Payment

Invoices shall be submitted to District monthly as services are delivered, in a form and with sufficient detail as required by District, including this contract agreement number XXXXX. Work performed by Contractor will be subject to final acceptance by the District project manager. Payments shall be made to Contractor within thirty (30) days after the billing is received and approved by District, unless otherwise specified.





## BLANKET ADDITIONAL INSURED BY CONTRACT

This endorsement modifies insurance provided under the following:

### BUSINESS LIABILITY COVERAGE FORM

Except as otherwise stated in this endorsement, the terms and conditions of the Policy apply.

#### A. The following is added to Section C. WHO IS AN INSURED:

##### **Additional Insureds When Required By Written Contract, Written Agreement Or Permit**

The person(s) or organization(s) identified in Paragraphs a. through f. below are additional insureds when you have agreed, in a written contract or written agreement, or when required by a written permit issued by a state or governmental agency or subdivision or political subdivision that such person or organization be added as an additional insured on your Coverage Part, provided the injury or damage occurs subsequent to the execution of the contract or agreement, or the issuance of the permit.

A person or organization is an additional insured under this provision only for that period of time required by the contract, agreement or permit.

However, no such person or organization is an additional insured under this provision if such person or organization is included as an additional insured by any other endorsement issued by us and made a part of this Coverage Part.

The insurance afforded to such additional insured will not be broader than that which you are required by the contract, agreement, or permit to provide for such additional insured.

The insurance afforded to such additional insured only applies to the extent permitted by law.

The limits of insurance that apply to additional insureds are described in Section D. **LIABILITY AND MEDICAL EXPENSES LIMITS OF INSURANCE**. How this insurance applies when other insurance is available to an additional insured is described in the Other Insurance Condition in Section E. **LIABILITY AND MEDICAL EXPENSES GENERAL CONDITIONS**.

#### a. Vendors

Any person(s) or organization(s) (referred to below as vendor), but only with respect to "bodily injury" or "property damage" arising out of "your products" which are distributed or sold in the regular course of the vendor's business and only if this Coverage Part provides coverage for "bodily injury" or "property damage" included within the "products-completed operations hazard".

(1) The insurance afforded to the vendor is subject to the following additional exclusions:

This insurance does not apply to:

- (a) "Bodily injury" or "property damage" for which the vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the vendor would have in the absence of the contract or agreement;
- (b) Any express warranty unauthorized by you;
- (c) Any physical or chemical change in the product made intentionally by the vendor;
- (d) Repackaging, except when unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;
- (e) Any failure to make such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products;
- (f) Demonstration, installation, servicing or repair operations, except such operations performed at the vendor's premises in connection with the sale of the product;



- (g) Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or for the vendor; or
- (h) "Bodily injury" or "property damage" arising out of the sole negligence of the vendor for its own acts or omissions or those of its employees or anyone else acting on its behalf. However, this exclusion does not apply to:
  - (i) The exceptions contained in Paragraphs (d) or (f); or
  - (ii) Such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products.

(2) This insurance does not apply to any insured person or organization from whom you have acquired such products, or any ingredient, part or container, entering into, accompanying or containing such products.

**b. Lessors Of Equipment**

- (1) Any person or organization from whom you lease equipment; but only with respect to their liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your maintenance, operation or use of equipment leased to you by such person or organization.
- (2) With respect to the insurance afforded to these additional insureds, this insurance does not apply to any "occurrence" which takes place after you cease to lease that equipment.

**c. Lessors Of Land Or Premises**

- (1) Any person or organization from whom you lease land or premises, but only with respect to liability arising out of the ownership, maintenance or use of that part of the land or premises leased to you.
- (2) With respect to the insurance afforded to these additional insureds, this insurance does not apply to:
  - (a) Any "occurrence" which takes place after you cease to lease that land or be a tenant in that premises; or
  - (b) Structural alterations, new construction or demolition operations performed by or on behalf of such person or organization.

**d. Architects, Engineers Or Surveyors**

- (1) Any architect, engineer, or surveyor, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:
  - (a) In connection with your premises;
  - (b) In the performance of your ongoing operations performed by you or on your behalf; or
  - (c) In connection with "your work" and included within the "products-completed operations hazard", but only if:
    - (i) The written contract, written agreement or permit requires you to provide such coverage to such additional insured; and
    - (ii) This Coverage Part provides coverage for "bodily injury" or "property damage" included within the "products-completed operations hazard".

(2) With respect to the insurance afforded to these additional insureds, the following additional exclusion applies:

This insurance does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of or the failure to render any professional services, including:

- (i) The preparing, approving, or failure to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders, designs or drawings and specifications; or
- (ii) Supervisory, surveying, inspection, architectural or engineering activities.

This exclusion applies even if the claims allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by an insured, if the "bodily injury", "property



damage", or "personal and advertising injury" arises out of the rendering of or the failure to render any professional service.

**e. State Or Governmental Agency Or Subdivision Or Political Subdivision Issuing Permit**

- (1) Any state or governmental agency or subdivision or political subdivision, but only with respect to operations performed by you or on your behalf for which the state or governmental agency or subdivision or political subdivision has issued a permit.
- (2) With respect to the insurance afforded to these additional insureds, this insurance does not apply to:
  - (a) "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the federal government, state or municipality; or
  - (b) "Bodily injury" or "property damage" included within the "products-completed operations hazard".

**f. Any Other Party**

- (1) Any other person or organization who is not in one of the categories or classes listed above in Paragraphs a. through e. above, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:
  - (a) In the performance of your ongoing operations performed by you or on your behalf;
  - (b) In connection with your premises owned by or rented to you; or
  - (c) In connection with "your work" and included within the "products-completed operations hazard", but only if:
    - (i) The written contract, written agreement or permit requires you to provide such coverage to such additional insured; and
    - (ii) This Coverage Part provides coverage for "bodily injury" or "property damage" included within the "products-completed operations hazard".
- (2) With respect to the insurance afforded to these additional insureds, the following additional exclusion applies:

This insurance does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:

  - (a) The preparing, approving, or failure to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders, designs or drawings and specifications; or
  - (b) Supervisory, surveying, inspection, architectural or engineering activities.

This exclusion applies even if the claims allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by an insured, if the "bodily injury", "property damage", or "personal and advertising injury" arises out of the rendering of or the failure to render any professional service described in Paragraphs f.(2)(a) or f.(2)(b) above.

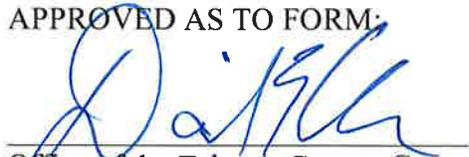
**E-Contract Review**  
**Approval as to Form**

Department Name: Tehama County Air Pollution Control District

Vendor Name: Truepoint Solutions

Document Description: Amendment to Agreement for upgrading permit tracking database

APPROVED AS TO FORM:



Office of the Tehama County Counsel

Daniel B. Klausner, Senior Deputy County Counsel

Date: 2/23/26



# Tehama County

## Agenda Request Form

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**File #:** 26-0272

**Agenda Date:** 3/10/2026

**Agenda #:** 3.

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### COMMUNITY ACTION AGENCY

#### **Requested Action(s)**

a) TRANSFER OF FUNDS: COMMUNITY ACTION AGENCY (CAA), B-51- From Salary & Wages (5062-51010) \$1,564.79; to Pay in Lieu/Miscellaneous Payouts (5062-51015) \$1,564.79

#### **Financial Impact:**

This transfer is fully funded with no impact to the General Fund. CAA is funded through grants and contracts with Social Services.

#### **Background Information:**

This transfer is requested due to an unanticipated expense in account 51015 Pay in Lieu/Miscellaneous Payouts in FY 25-26. The expense is due to additional sick leave and vacation liability payouts to former CAA employees who left employment or transferred to other departments.

Tehama County Auditor's Office  
**BUDGET APPROPRIATION TRANSFER REQUEST**

Auditor Number: B-51

DEPARTMENT NAME Community Action Agency

Date: February 12, 2026

Due to a budget deficiency, or unanticipated expense, I am requesting a transfer, or an additional appropriation as listed below.

Community Action Agency requests a Budget Transfer from Salary & Benefits to increase Pay In Lieu/Misc Payouts to account for an unanticipated employee payroll payout. These expenses are fully funded with Community Action funding sources and have no impact to the county general fund.

Budget Transfer From				Budget Transfer To			
FUND DEPT NO	ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT	FUND DEPT NO	ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
101-5062	51010	Salary & Wages	\$ 1,564.79	101-5062	51015	Pay In Lieu/Misc Payouts	\$ 1,564.79
Total Journal			\$ 1,564.79	Total Journal			\$ 1,564.79

TRANSFER APPROVED

*Ana Zamacona*

2/27/2026

\_\_\_\_\_  
AUDITOR DATE

*D. O'Leary*

\_\_\_\_\_  
SIGNATURE OF REQUESTING OFFICIAL

2/12/2026

DATE

\_\_\_\_\_  
BOARD OF SUPERVISORS DATE



# Tehama County

## Agenda Request Form

**File #:** 26-0281

**Agenda Date:** 3/10/2026

**Agenda #:** 4.

### HEALTH SERVICES AGENCY / PUBLIC HEALTH

#### **Requested Action(s)**

a) AGREEMENT - Request approval and authorization for the Executive Director to sign the Interagency Memorandum of Understanding with Tehama County Department of Education (TCDOE) Help Me Grow (HMG) program for the purpose of providing home visiting services to eligible families using the Parents as Teachers model, with the maximum compensation payable under this agreement not to exceed \$489,532.25, effective 7/1/25, and shall terminate on 6/30/27

#### **Financial Impact:**

The funds for this agreement are budgeted out of the California Home Visiting Program State General Fund Expansion allocation (CHVP Exp.) The maximum compensation payable under this agreement is \$489,532.25.

#### **Background Information:**

The purpose of the Help Me Grow (HMG) Home Visiting Program is to provide voluntary, high-quality, evidence-based, and culturally responsive home visiting services to support the positive health, development, and well-being outcomes for pregnant and parenting women, families, and infants born into poverty. The HMG program aims to expand participant's educational, economic, and financial capability opportunities to improve the likelihood that they will exit poverty.

This agreement is a renewal and is being brought before the Board of Supervisors after the commencement date due to delays related to department head changes at TCDOE and the acquisition of insurance requirements.

**INTERAGENCY MEMORANDUM OF UNDERSTANDING  
BETWEEN  
TEHAMA COUNTY HEALTH SERVICES AGENCY  
and  
TEHAMA COUNTY DEPARTMENT OF EDUCATION**

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This Interagency Memorandum of Understanding is entered into between the Tehama County Services Agency (“TCHSA”) and Tehama County Department of Education (“TCDE HMG”) Help Me Grow (HMG) Program for the purpose of providing home visiting services to eligible families, using the Parents as Teachers model.

1. **RESPONSIBILITIES OF TCDE HMG**

During the term of this agreement, TCDE HMG shall perform services listed in the Scope of Work, the Family Resource Liaison Duty Statement, and the Early Childhood Education Specialist Duty Statement, attached hereto, and incorporated herein as Exhibit C, D, and E.

2. **RESPONSIBILITIES OF TCHSA**

TCHSA will compensate TCDE HMG for services provided according to Section 3 and 4 of this agreement.

3. **COMPENSATION**

For work satisfactorily performed in accordance with the terms of this Agreement, as determined by TCHSA, TCDE HMG shall invoice TCHSA at the actual cost incurred in accordance with the budget summary attached hereto and incorporated herein as Exhibit F. The Maximum Compensation payable shall not exceed \$239,846.08 for July 1, 2025, to June 30, 2026, and shall not exceed \$249,686.17 for July 1, 2026, to June 30, 2027. Total Maximum Compensation payable under this Agreement shall not exceed \$489,532.25. TCDE HMG may, with TCHSA approval, reallocate funds among each of the major cost categories listed in Exhibit F, to a maximum of 15% of each part, not to exceed the Maximum Compensation amount set forth above. TCDE HMG 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. TCDE HMG shall have no claim against

TCHSA for payment of any compensation or reimbursement, of any kind whatsoever, for any service provided by TCDE HMG after the expiration or other termination of this Agreement. TCDE HMG shall not be paid any amount in excess of the Maximum Compensation amount set forth above, and TCDE HMG agrees that TCHSA has no obligation, whatsoever, to compensate or reimburse TCDE HMG for any expenses, direct or indirect costs, expenditures, or charges of any nature by TCDE HMG that exceed the Maximum Compensation amount set forth above. Should TCDE HMG receive any such payment it shall immediately notify TCHSA and shall immediately repay all such funds to TCHSA. This provision shall survive the expiration or other termination of this Agreement.

4. **BILLING AND PAYMENT**

On or before the 15th of each month following the invoice period, TCDE HMG shall submit to TCHSA an itemized invoice (Exhibit F) for all services rendered during the preceding billing period. Quarters ending in September, December, and March shall be invoiced within 30 days of the quarter's end (October, January, and April, respectively). For the quarter ending in June, TCDE HMG shall submit an invoice for services rendered during April and May by June 15th; An invoice including June services shall be submitted within July. TCHSA shall make payment of all undisputed amounts within 30 days of receipt of TCDE HMG's invoice. TCHSA shall be obligated to pay only for services properly invoiced in accordance with this section.

5. **TIMELY SUBMISSION**

Notwithstanding section #4, TCDE HMG shall submit a final undisputed invoice for payment no more than thirty (30) calendar days following the expiration or termination date of this Agreement. Said invoice should be clearly marked "Final Invoice", thus indicating that all payment obligations of TCHSA under this Agreement have ceased and that no further payments are due or outstanding. TCHSA will not honor any delinquent invoice. TCDE HMG will be deemed to have forfeited its right to payment and shall have no claim against TCHSA for payment, of any kind whatsoever, for any delinquent invoice.

6. **TERM OF AGREEMENT**

This agreement shall commence on July 1, 2025, and shall terminate June 30, 2027, unless terminated in accordance with section 7 below.

7. **TERMINATION OF AGREEMENT**

If TCDE HMG fails to perform his/her duties to the satisfaction of TCHSA, or if TCDE HMG fails to fulfill in a timely and professional manner his/her obligations under this agreement, or if TCDE HMG violates any of the terms or provisions of this agreement, then TCHSA shall have the right to terminate this agreement effective immediately upon TCHSA giving written notice thereof to TCDE HMG. Either party may terminate this agreement on 30 days' written notice. TCHSA shall pay TCDE HMG for all work satisfactorily completed as of the date of notice. TCHSA may terminate this agreement immediately upon oral notice should funding cease or be materially decreased or should the Tehama County Board of Supervisors fail to appropriate sufficient funds for this agreement in any fiscal year. The right to terminate this agreement may be exercised by the Tehama County Health Services Agency's Executive Director or the Tehama County Department of Education Director.

8. **ENTIRE AGREEMENT; MODIFICATION**

This agreement supersedes all previous agreements and constitutes the entire understanding of the parties hereto. TCDE HMG shall be entitled to no other benefits other than those specified herein. No changes, amendments or alterations shall be effective unless in writing and signed by both parties. TCDE HMG specifically acknowledges that in entering into and executing this agreement, TCDE HMG relies solely upon the provisions contained in this agreement and no others.

9. **NONASSIGNMENT OF AGREEMENT**

Inasmuch as this agreement is intended to secure the specialized services of TCDE HMG, TCDE HMG may not assign, transfer, delegate, or sublet any interest herein without prior written consent of TCHSA.

10. **INSURANCE**

Contractor shall procure and maintain insurance pursuant to Exhibit A, “Insurance Requirements For Contractor,” attached hereto and incorporated by reference.

11. **NON-DISCRIMINATION**

TCDE HMG shall not employ discriminatory practices in the treatment of persons in relation to the circumstances provided for herein, including assignment of accommodations, employment of personnel, or in any other respect on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.

12. **GREEN PROCUREMENT POLICY**

Tehama County Resolution No. 49-2002, the Green Procurement Policy (available upon request) supports recycling and waste reduction and promotes the purchase of products made with recycled materials when product fitness and quality are equal, and they are available at no more than the total cost of non-recycled products. TCDE HMG is encouraged to conform to this policy.

13. **COMPLIANCE WITH LAWS AND REGULATIONS**

All services to be performed by TCDE HMG under this Agreement shall be performed in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. Any change in status, licensure, or ability to perform activities, as set forth herein, must be reported to TCHSA immediately.

14. **LAW AND VENUE**

This agreement shall be deemed to be made in and shall be governed by and construed in accordance with the laws of the State of California (excepting any conflict of law’s provisions which would serve to defeat application of California substantive law). Venue for any action arising from this agreement shall be in Tehama County, California.

15. **AUTHORITY**

Each party executing this Agreement and each person executing this Agreement in any representative capacity, hereby fully and completely warrants to all other parties that he or she has full and complete authority to bind the person or entity on whose behalf the signing party is purposing to act. 5

16. **NOTICES**

Any notice required to be given pursuant to the terms and provisions of this agreement shall be in writing and shall be sent by first-class mail to the following addresses:

NOTICES TO TCHSA: Jayme Bottke  
Attn: Executive Director  
Tehama County Health Services Agency  
PO Box 400  
Red Bluff CA 96080

NOTICES TO TCDE HMG: Jared Caylor  
Attn: Superintendent of Schools  
1135 Lincoln St.  
Red Bluff CA 96080

PERSON RESPONSIBLE  
TO RECEIVE REPORTS: Laura Burlison  
PO Box 400  
Red Bluff CA 96080  
Phone: (530) 528-3254  
[Laura.Burlison@tchsa.net](mailto:Laura.Burlison@tchsa.net)

PERSON RESPONSIBLE  
FOR REPORTING: Alyssa McCombs  
1135 Lincoln St.  
Red Bluff CA 96080  
Phone: (530) 528-7348  
[amccombs@tehamaschools.org](mailto:amccombs@tehamaschools.org)

INVOICES SUBMITTED  
TO TCHSA: Guan Wool, Accountant II  
Tehama County Health Services Agency  
PO Box 400  
Red Bluff CA 96080  
Phone: (530) 527-8491  
[Guan.Wool@tchsa.net](mailto:Guan.Wool@tchsa.net)

PERSON RESPONSIBLE  
FOR INVOICING:

Johnna Cox, Director Internal Fiscal Services,  
1135 Lincoln St  
Red Bluff CA 96080  
[jcox@tehamaschools.org](mailto:jcox@tehamaschools.org)

Notice shall be deemed to be effective two days after mailing.

17. **RESOLUTION OF AMBIGUITIES**

If an ambiguity exists in this Agreement, or in a specific provision hereof, neither the Agreement nor such provision shall be construed against the party who drafted the Agreement or such provision.

18. **NO THIRD-PARTY BENEFICIARIES**

Neither party intends that any person shall have a cause of action against either of them as a third-party beneficiary under this Agreement. The parties expressly acknowledge that it is not their intent to create any rights or obligations in any third person or entity under 6 this Agreement. The parties agree that this Agreement does not create, by implication or otherwise, any specific, direct, or indirect obligation, duty, promise, benefit and/or special right to any person, other than the parties hereto, their successors and permitted assigns, and legal or equitable rights, remedy, or claim under or in respect to this Agreement or provisions herein.

19. **NON-EXCLUSIVE AGREEMENT**

TCDE HMG understands that this is not an exclusive agreement, and that TCHSA shall have the right to negotiate with and enter into agreements with others providing the same or similar services to those provided by TCDE HMG, or to perform such services with TCHSA's own forces, as TCHSA desires.

20. **EXHIBITS**

TCDE HMG shall comply with all provisions of Exhibits A through F, attached hereto, and incorporated by reference. In the event of a conflict between the provisions of the main body of

this Agreement and any attached Exhibit(s), the main body of the Agreement shall take precedence.

21. **STANDARDS OF THE PROFESSION**

TCDE HMG agrees to perform its duties and responsibilities pursuant to the terms and conditions of this agreement in accordance with the standards of the profession for which TCDE HMG has been properly licensed to practice.

22. **AVAILABILITY OF FUNDS**

All funding under this agreement is subject to the availability of Federal, State, and County funds. If at any time during the period covered by this agreement the funding from any source is discontinued or decreased, this agreement shall no longer be binding upon TCHSA or TCDE HMG, effective with the date funding is discontinued or decreased. In the event of an audit exception or exceptions, the party responsible for not meeting the program requirement or requirements shall be responsible for the deficiency.

23. **LICENSING OR ACCREDITATION**

Where applicable, TCDE HMG shall maintain the appropriate license or accreditation through the life of this contract.

24. **OWNERSHIP OF DOCUMENTS**

All documents, notes, reports, electronic storage media, plans, or any other materials produced by TCDE HMG during the term of this agreement for any purpose related to the agreement shall become the property of TCHSA. TCDE HMG shall deliver, upon full payment by TCHSA for services rendered hereunder, all such materials to TCHSA.

25. **SEXUAL HARASSMENT**

TCDE HMG shall not employ sexual harassment or discriminatory practices in the treatment of persons in relation to the circumstances provided for herein, including assignment of accommodations, employment of personnel, or in any other respect on the basis of race, religious

creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation. TCDE HMG shall provide services in accordance with Exhibit B, Nondiscrimination Clause, attached hereto, and the Tehama County Sexual Harassment Policy, available upon request; both made part of this agreement.

26. **CONFIDENTIALITY**

The intent of this agreement is for TCDE HMG to provide home visiting services to eligible families, using the Parents as Teachers model. However, should specific information regarding TCHSA's clients become known to TCDE HMG, the following confidentiality rules shall apply:

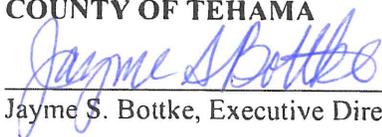
- a. TCDE HMG shall require all employees, volunteers, agents, and officers to comply with the provisions of Section 10850 of the Welfare and Institutions Code and Manual of Policies and Procedures (MPP) Division 19, which provide that:
  1. All applications and records concerning any individual made or kept by TCDE HMG shall be confidential and shall not be open to examination for any purpose not directly connected to the administration of this program.
  2. No person shall publish, disclose, use, permit or cause to be published or disclosed any list of persons receiving public social services, except as provided by law.
  3. No person shall publish, disclose, use, permit or cause to be published, disclosed, or used any confidential information pertaining to an applicant or recipient, except as provided by law.
- b. TCDE HMG shall ensure all employees, volunteers, agents, and officers comply with the above provisions, and shall inform all employees, agents, and officers that any person knowingly and intentionally violating such provisions is guilty of a misdemeanor.
- c. During the term of this agreement, both parties may have access to information that is confidential or proprietary in nature. Both parties agree to preserve the confidentiality of and to not disclose any such information to any third party without the express written

consent of the other party or as required by law. This provision shall survive the termination, expiration, or cancellation of the agreement.

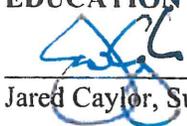
- d. Notwithstanding any other provision of this Agreement, TCDE HMG agrees to protect the confidentiality of any and all patient, client, or resident medical information, which may be viewed in the process of doing his/her/its contracted services. TCDE HMG understands that he/she/it is subject to all of the confidentiality requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA); Title 42, Section 2.1 through 2.67-1, Code of Federal Regulations; and Confidentiality of Medical Information Act [Part 2.6 (commencing with Section 56)] of Division 1 of the Civil Code. Violation of the confidentiality of patient, client, or resident medical information may result in federally imposed fines and penalties and the cancellation of this agreement.

**IN WITNESS WHEREOF**, TCHSA and TCDE HMG have executed this agreement on the day and year set forth below.

Date: 2-20-26

**COUNTY OF TEHAMA**  
  
 Jayme S. Bottke, Executive Director

Date: 2.13.26

**TEHAMA COUNTY DEPARTMENT OF EDUCATION**  
  
 Jared Caylor, Superintendent of Schools

## EXHIBIT A

### INSURANCE REQUIREMENTS FOR CONTRACTOR

Contractor shall procure and maintain, for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work described herein and the results of that work by Contractor, his/her agents, representatives, employees or subcontractors. At a minimum, Contractor shall maintain the insurance coverage, limits of coverage and other insurance requirements as described below.

Commercial General Liability (including operations, products and completed operations) \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If coverage is subject to an aggregate limit, that aggregate limit will be twice the occurrence limit, or the general aggregate limit shall apply separately to this project/location.

#### Automobile Liability

Automobile liability insurance is required with minimum limits of \$1,000,000 per accident for bodily injury and property damage, including owned and non-owned and hired automobile coverage, as applicable to the scope of services defined under this agreement.

#### Workers' Compensation

If Contractor has employees, he/she shall obtain and maintain continuously Workers' Compensation insurance to cover Contractor and Contractor's employees and volunteers, as required by the State of California, as well as Employer's Liability insurance in the minimum amount of \$1,000,000 per accident for bodily injury or disease.

Professional Liability (Contractor/Professional services standard agreement only) If Contractor is a state-licensed architect, engineer, contractor, counselor, attorney, accountant, medical provider, and/or other professional licensed by the State of California to practice a profession, Contractor shall provide and maintain in full force and effect while providing services pursuant to this contract a professional liability policy (also known as Errors and Omissions or Malpractice liability insurance) with single limits of liability not less than \$1,000,000 per claim and \$2,000,000 aggregate on a claims made basis. However, if

coverage is written on a claims-made basis, the policy shall be endorsed to provide coverage for at least three years from termination of agreement.

If Contractor maintains higher limits than the minimums shown above, County shall be entitled to coverage for the higher limits maintained by Contractor.

All such insurance coverage, except professional liability insurance, shall be provided on an “occurrence” basis, rather than a “claims made” basis.

#### Endorsements: Additional Insureds

The Commercial General Liability and Automobile Liability policies shall include, or be endorsed to include “Tehama County, its elected officials, officers, employees and volunteers” as an additional insured.

The certificate holder shall be “County of Tehama.”

#### Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions of \$25,000 or more must be declared to, and approved by, the County. The deductible and/or self-insured retentions will not limit or apply to Contractor’s liability to County and will be the sole responsibility of Contractor.

#### Primary Insurance Coverage

For any claims related to this project, Contractor’s insurance coverage shall be primary insurance as respects the County, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of Contractor’s insurance and shall not contribute with it.

#### Coverage Cancellation

Each insurance policy required herein shall be endorsed to state that “coverage shall not be reduced or canceled without 30 days’ prior written notice certain to the County.”

#### Acceptability of Insurers

Contractor’s insurance shall be placed with an insurance carrier holding a current A.M. Best & Company’s rating of not less than A:VII unless otherwise acceptable to the County. The County

reserves the right to require rating verification. Contractor shall ensure that the insurance carrier shall be authorized to transact business in the State of California.

#### Subcontractors

Contractor shall require and verify that all subcontractors maintain insurance that meets all the requirements stated herein.

#### Material Breach

If for any reason, Contractor fails to maintain insurance coverage or to provide evidence of renewal, the same shall be deemed a material breach of contract. County, in its sole option, may terminate the contract and obtain damages from Contractor resulting from breach. Alternatively, County may purchase such required insurance coverage, and without further notice to Contractor, County may deduct from sums due to Contractor any premium costs advanced by County for such insurance.

#### Policy Obligations

Contractor's indemnity and other obligations shall not be limited by the foregoing insurance requirements.

#### Verification of Coverage

Contractor shall furnish County with original certificates and endorsements effecting coverage required herein. All certificates and endorsements shall be received and approved by the County prior to County signing the agreement and before work commences. However, failure to do so shall not operate as a waiver of these insurance requirements.

The County reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

## EXHIBIT B

### NONDISCRIMINATION CLAUSE

TCDE agrees to comply with Title VI of the Civil Rights Act of 1964 as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; as amended; the Food Stamp Act of 1977, as amended, and in particular Section 272.6; Title II of the Americans with Disabilities Act of 1990; California Civil Code Section 51 et seq., as amended; California Government Code Section 11135-11139.5, as amended; California Government Code Section 12940 (c), (h) (1), (I), and (j); California Government Code, Section 4450; Title 22, California Code of Regulations Section 98000-98413; the Dymally-Alatorre Bilingual Services Act; Section 1808 Removal of Barriers to Inter Ethnic Adoption Act of 1996 and other applicable federal and state laws, as well as their implementing regulations [including 45 Code of Federal Regulations (CFR) Parts 80, 84, and 91; 7 CFR Part 15; and 28 CFR Part 35], by ensuring that employment practices and the administration of public assistance and social services programs are nondiscriminatory, to the effect that no person shall because of age, sex, color disability, national origin, race, marital status, religion or political affiliation be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination under any program or activity receiving federal or state financial assistance; and HERREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement. THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal and state assistance; and HEREBY GIVES ASSURANCE THAT administrative methods/procedures which have the effect of subjecting individuals to discrimination will be prohibited. By ACCEPTING THE ASSURANCE, TCDE agrees to compile data, maintain records, and submit reports as required, to permit effective enforcement of the aforementioned laws, rules, and regulations, and permit authorized TCHSA and/or federal government personnel, during normal working hours, to review such records, books, and accounts as needed to ascertain compliance. If there are any violations of this assurance, TCHSA shall have the right to invoke fiscal sanctions or other legal remedies in accordance with Welfare and Institutions Code Section 10605, or Government Code Section 11135-11139.5, or any other laws, or the issue may be referred to the appropriate federal agency for further compliance action and enforcement of this assurance. This ASSURANCE is binding on TCDE, directly or through contract, license, or other provider services, as long as it receives federal or state assistance.

## EXHIBIT C

### Scope of Work Help Me Grow (HMG) Expansion

The purpose of the Help Me Grow (HMG) Expansion is to provide voluntary, high-quality, evidence-based, and culturally responsive home visiting services to support the positive health, development, and well-being outcomes for pregnant and parenting women, families, and infants born into poverty. The HMG Expansion aims to expand participant's educational, economic, and financial capability opportunities to improve the likelihood that they will exit poverty.

The Tehama County Department of Education Help Me Grow (TCDE HMG) will administer the Parents as Teachers Home Visiting Program on behalf of the Tehama County Health Services Agency. TCDE HMG will:

- Provide screening, assessments, and home visiting services using the Parents as Teachers (PAT) evidence-based home visiting model using PAT curriculum.
- Serve families who are identified and referred by all community partners or through the Pregnancy to Preschool Partnership (P2P).
  - The target population identified in this program is a voluntary participant who resides in Tehama County and has at least one child aged 0-5 years in the home at the time he or she enrolls in the Help Me Grow program.
  - A person is eligible if pregnant for Help Me Grow, however, pregnant families will first be offered a referral to Healthy Families Tehama before being enrolled in Help Me Grow.
  - A noncustodial parent may participate if mutually agreed upon by the custodial and noncustodial parents.
- TCDE HMG will have all participants complete a Release of Information to allow for reporting information to be shared with TCHSA as part of expansion reporting.
- TCDE HMG will have all participants sign the California Home Visiting Program (CHVP) Client Consent form, as well as provide evidence of signed participant consent forms.
- TCDE HMG will accurately, and in a timely manner, submit data on participant demographics, service utilization, and performance measures, according to, and with fidelity to, the selected home visiting model guidelines and CHVP guidelines.

- TCDE HMG will provide evidence of data submission within seven (7) working days of data collection.
- Home visiting services and visits shall not be mandatory, random, or unannounced.
- Use standardized data collection tools (e.g. screenings, assessments, questionnaires, interviews) and procedures to evaluate the status and track progress in educational, developmental, health, and other domains for the child and the adult.
- Collaborate when needed with other service providers to expand resources and referrals for:
  - (1) Prenatal, infant, and toddler care; (2) Infant and child nutrition; (3) Developmental screening and assessments; (4) Parent education, parent and child interaction, child development, and childcare; (5) Job readiness and barrier removal; and (6) Domestic violence and sexual assault, mental health, and substance abuse treatment.
- Continue to participate on the local multi-disciplinary group that focuses on home visiting: Early Intervention Partnership (EIP), Pregnancy to Preschool Partnership (P2P), and Home Visiting Collaborative Community Advisory Board (CAB) meeting. The workgroup will have the opportunity to share best practices, improve service delivery, ensure systems integration, and develop solutions to issues that may arise.
- Maintain detailed policies and procedures on the administration of PAT and provide them to TCHSA upon request. PAT Home Visitors completing home visits are required to provide culturally and linguistically appropriate service, must be trained and certified, and have completed a background check. PAT Home Visitors will complete at least the following trainings:
  - (A) Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), and other programs, with county-specific information about how the home visiting professionals can help a parent access additional services for which he or she may be eligible and troubleshoot problems with benefits or eligibility that would impact his or her access to services; (B) Cultural competency and implicit bias; and, (C) Strengths-based practices for working with families with unmet needs.
- TCDE HMG using their Visit Tracker database system, with the assistance of TCHSA, is required to collect data for the purpose of informing a longitudinal study and evaluation.

The County and contractor shall provide data necessary to administer the program, including data related to race, ethnicity, national origin, primary and secondary language, and county in which services are provided. The data shall include program outcomes for the parents and children served in the program and these data components shall be specified by the California Home Visiting Program (CHVP) as part of utilization of the State Grant Funds (SGF) Expansion.

<p>Help Me Grow will fill two Full-Time Employee (FTEs) with Parents as Teachers (PAT) Home Visitors</p>	<p>Help Me Grow will hire PAT Home Visitors for two FTEs. This may be split as follows:</p> <ul style="list-style-type: none"> <li>• Two full time staff members dedicated to PAT home visiting, or</li> <li>• Four part-time staff with 0.5 FTE each as PAT home visitors</li> </ul>
<p>Caseload capacity</p>	<p>PAT shall maintain a caseload of a minimum of 34 families at all times. Caseload capacity is 40.</p>
<p>Caseload reporting</p>	<ul style="list-style-type: none"> <li>• Help Me Grow shall maintain all caseload documentation in Visit Factor as required for funding. All families shall sign a California Home Visiting Program (CHVP) consent to allow CHVP to access aggregate data for all participants. Examples of aggregate data are as follows: Number of referrals for services with PAT</li> <li>• Number of families enrolled in PAT Home Visiting</li> <li>• Number of families waitlisted (if applicable)</li> <li>• Number and type of referrals and/or resources provided to the families enrolled. This includes referrals/resources for the following: <ul style="list-style-type: none"> <li>○ Intimate Partner Violence</li> <li>○ Safe Sleep</li> <li>○ Mental Health/Counseling</li> <li>○ Smoking Cessation</li> <li>○ Employment Services</li> <li>○ Cash-aid Assistance</li> <li>○ Developmental Concerns</li> <li>○ Drug Abuse Treatment</li> <li>○ Child Care</li> <li>○ Medical/Dental Care</li> <li>○ Literacy</li> </ul> </li> <li>• Number of ASQ-3 Screenings completed.</li> <li>• Number of ASQ-SE Screenings completed.</li> <li>• Number of Edinburgh Postnatal Depressions scales completed.</li> <li>• Parental satisfaction with their gains in parenting skills and knowledge.</li> <li>• Food and housing stability of the families.</li> <li>• Workforce training, employment, and financial stability of the families.</li> </ul>

	<ul style="list-style-type: none"> <li>• Participation in educational programs or English as a Second Language programs, or both, as applicable.</li> <li>• Access to immigration services and remedies as applicable.</li> <li>• Additional descriptive and outcome indicators, as appropriate.</li> <li>•</li> </ul>
Family Satisfaction	Help Me Grow will report annually on the following: Summarized family feedback obtained from families who received at least one visit in the program year.
Program Structure and Fidelity to Parents as Teachers Program	Help Me Grow will implement PAT curriculum and home visits according to PAT's <i>Essential Requirements</i> (see attached) and will complete submit the Affiliate Performance Report by August 15 <sup>th</sup> each year.

TCDE HMG will meet with TCHSA HFT bi-monthly to discuss the progress of this agreement and to make any necessary adjustments in order to meet the desired outcomes. Topics for quarterly meetings to include, but not limited to:

- Number of referrals to TCDE HMG's PAT program
  - Number screened
  - Number enrolled
  - Number declined and/or referred to other home visiting program
- Number of TCDE HMG PAT enrollments
  - Number of active cases/status
  - Number of closed cases/outcomes
- Number of home visits completed
  - Successes
  - Challenges
- Number of referrals to additional services
  - Types of services (based on assessed need)
  - Follow-up to services received (actual attendance)

Reports required within this agreement shall be transmitted confidentially via:

- Fax to (530) 527-0362
- Hardcopy mailed to: Tehama County Health Services Agency, PO Box 400, Red Bluff CA 96080

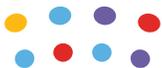


# Essential Requirements

Essential Requirements	
Essential Requirements	Measurement Criteria
1. The affiliate is designed to provide at least 2 years of services to families whose children are prenatal to kindergarten age. <sup>1</sup>	The affiliate confirms that it is designed to be able to provide at least 2 years of services to families with age-eligible children. <sup>2</sup>
2. The minimum qualifications for parent educators are a high school diploma or equivalency and 2 years' previous supervised work experience with young children and/or parents.	100% of the affiliate's parent educators have at least a high school diploma, GED, or equivalent degree in countries outside the United States.
3. Each affiliate has an advisory committee that meets at least every 6 months. (It can be part of a larger committee, community network, or coalition as long as the group includes a regular focus on the affiliate).	The affiliate conducts at least two advisory committee meetings during the program year.
4. Each month, parent educators working more than .5 FTE participate in a minimum of 2 hours of individual reflective supervision and a minimum of 2 hours of staff meetings and parent educators working .5 FTE or less participate in a minimum of 1 hour of reflective supervision and 2 hours of staff meetings. In order to support high-quality services to families, this requirement includes supervisors who carry a caseload.	On average, parent educators working more than .5 FTE and supervisors that carry a caseload equivalent to more than .5 FTE receive at least 75% of the required individual reflective supervision hours per month (at least 1.5 hours per month). On average, parent educators working .5 FTE or less and supervisors who carry a caseload equivalent to .5 FTE or less receive at least 75% of the required individual reflective supervision hours per month (at least .75 hours per month). At least 18 hours of staff meetings occur during the program year.
5. Each supervisor, mentor, or lead parent educator is assigned no more than 12 parent educators, regardless of whether the parent educators are full-time or part-time employees. The number of parent educators assigned to the supervisors is decreased proportionately when the supervisor is not full-time.	100% of an affiliate's 1.0 FTE* supervisors are assigned a maximum of 12 parent educators. The number of parent educators assigned to a supervisor that is not full-time is adjusted proportionately. <i>*1.0 FTE is defined here as 40 hours/week.</i>

<sup>1</sup> Because families can enroll when their children are different ages, not every family may receive at least 2 years of services.

<sup>2</sup> Age eligible refers to the programs design and requirements around who is served. PAT services are able to be delivered to families whose children are prenatal to kindergarten age.



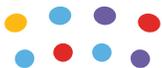
Essential Requirements

Essential Requirements	Measurement Criteria
<p>6. All new parent educators who will deliver Parents as Teachers services to families attend the Foundational and Model Implementation Trainings before delivering Parents as Teachers services; new supervisors attend both Foundational and Model Implementation Trainings.</p>	<p>100% of parent educators and supervisors have attended the required PAT trainings.</p>
<p>7. All parent educators and supervisors who carry a caseload are observed delivering a personal visit at least once during the program year, conducted by a supervisor or lead parent educator using a structured observation tool.</p>	<p>100% of parent educators and supervisors who carry a caseload and who provided full PAT model services for the full program year are observed delivering a personal visit at least once during the program year conducted by a supervisor or lead parent educator using a structured observation tool.</p>
<p>8. Parent educators and supervisors who carry a caseload obtain competency-based professional development and training and renew certification with the National Center annually.</p>	<p>100% of parent educators and supervisors who carry a caseload are up to date with their certification. Twenty hours of professional development are required for recertification for all parent educators and supervisors who carry a caseload. In addition to local training opportunities, professional development during staff meetings, participation in PAT national webinars, and online courses all count toward the required hours.</p>
<p>9. Parent educators* complete and document a family-centered assessment within 120 days of enrollment, and then annually thereafter, using a method that addresses the Parents as Teachers required areas. <i>*indicates that this includes supervisors who carry a caseload</i></p>	<p>Family-centered assessment is conducted using a PAT-approved method. At least 60% of families enrolled more than 120 days have an initial family-centered assessment completed within 120 days of enrollment and at least 60% of families that received at least one visit during the program year have a family-centered assessment completed during the program year.</p>
<p>10. Parent educators* develop and document goals with each family they serve. <i>*indicates that this includes supervisors who carry a caseload.</i></p>	<p>At least 60% of the families that received at least one visit during the program year have at least one documented goal during the program year.</p>
<p>11. Parent educators* use the <i>Foundational Personal Visit Plans</i> and <i>Personal Visit Planning Guide</i> from the <i>Foundational Curriculum</i> to design and deliver personal visits to families. <i>*indicates that this includes supervisors who carry a caseload</i></p>	<p>Parent educators* plan for each visit, documenting the planning process in a <i>Foundational Personal Visit Plan</i> or <i>Personal Visit Planning Guide</i>. <i>*indicates that this includes supervisors who carry a caseload</i></p>



Essential Requirements

Essential Requirements	Measurement Criteria
<p>12. Families with one or fewer stressors receive at least 12 personal visits annually and families with two or more stressors receive at least 24 personal visits annually.</p>	<p>At least 60% of families with one or fewer stressors receive at least 75% of the required number of visits* in the program year and at least 60% of families with two or more stressors receive at least 75% of the required number of visits in the program year.</p> <p><i>*As documented by Personal Visit Records.</i></p>
<p>13. Full-time first year parent educators complete no more than 40 visits per month during their first year and full-time parent educators in their second year and beyond complete no more than 50 visits per month. The number of visits completed monthly is decreased proportionately when a parent educator is part-time. In addition, a number of factors need to be considered when establishing the maximum number of visits completed monthly, including: staff responsibilities, travel time for visits, and data-collection responsibilities.</p>	<p>Full-time first year parent educators complete no more than 40 visits per month during their first year. Full-time parent educators in their second year and beyond complete no more than 50 visits per month.</p>
<p>14. Affiliates deliver at least 12 group connections across the program year.</p>	<p>The affiliate delivers at least nine (75%) group connections* during the program year. In order to count a group connection, at least one family must have attended. The families in attendance may or may not already be enrolled in PAT services. For example, a family may be in attendance as part of the affiliate's recruitment efforts.</p> <p><i>*As documented by Group Connection Planning Guides and Records</i></p>
<p>15. Child health review is completed within 90 days of family enrollment or child's birth, and at least annually thereafter. Completion of the <i>Child Health Record</i>, which consists of health status, safety, vision, and hearing elements, constitutes a complete health review.</p>	<p>At least 60% of children receive a complete child health review within 90 days of enrollment or birth and at least 60% of children received a complete annual child health review during the program year.</p>
<p>16. Child developmental screening takes place for all children within 90 days of family enrollment or child's birth, and then at least annually thereafter. Developmental domains that require screening include language, cognitive, social-emotional, and motor development.</p>	<p>At least 60% of children receive a complete child developmental screening within 90 days of enrollment or birth and at least 60% of children receive a complete annual child developmental screening during the program year.</p>



Essential Requirements

Essential Requirements	Measurement Criteria
<p>17. Child developmental surveillance takes place during each personal visit.</p>	<p>Parent educators review the PAT <i>Milestones Record</i> or <i>CDC Milestones</i> for each enrolled child before the visit and update each enrolled child's record after the visit when there are newly emerging or achieved milestones.</p>
<p>18. Parent educators* connect families to resources that help them reach their goals and address their needs. <i>*indicates that this includes supervisors who carry a caseload</i></p>	<p>At least 60% of families that received at least one visit during the program year are connected to at least one community resource during the program year.</p>
<p>19. At least annually, the affiliate gathers and summarizes feedback from families about the services they have received through the four model components, using the results for program improvement.</p>	<p>The affiliate gathers and summarizes feedback from families about the services they have received at least once during the program year and uses the results for program improvement.</p>
<p>20. The affiliate annually reports data on service delivery and program implementation through the APR; affiliates use data in an ongoing way for purposes of continuous quality improvement, including participating in the Quality Endorsement and Improvement Process every 5 years.</p>	<p>The affiliate uses the PAT Records (2025 or most recent version), presented in the <i>Data In Motion Manual</i> through one of the approved options below,* to record and report data on service delivery and program implementation, submits the Affiliate Performance Report (APR) annually by the August 15 deadline, and participates in the Quality Endorsement and Improvement Process when designated by PATNC.</p> <p><b>*Approved options</b></p> <ol style="list-style-type: none"> <li>1. PAT Penelope or Visit Tracker</li> <li>2. PAT Records (2025 or most recent version)</li> <li>3. Data system that has a licensing agreement with PATNC and contains all items in the PAT Records (2025 or most recent version)</li> <li>4. Program specific forms or database that contains all items in the PAT Records (2025 or most recent version)</li> </ol>
<p>21. Affiliates measure at least two outcomes with eligible families and report summary data and how they are using the data on the APR. One outcome is from a list of PAT approved tools that measure parenting skills, practices, capacity, or stress assessment and the second outcome is from an approved list of measures.</p>	<p>At least 60% of eligible families annually participate in an assessment of parenting skills, practices, capacity, or stress using an approved tool. At least one additional PAT approved outcome measure is assessed and reported for eligible families. Affiliates report in the APR how they are using the data.</p>

# EXHIBIT D

Approved: \_\_\_\_\_  
Effective: 01/15/2025  
Updated: 06/09/2025



## TEHAMA COUNTY DEPARTMENT OF EDUCATION DUTY STATEMENT FAMILY RESOURCE LIAISON

Position 01- CHVP SGF EBHV  
Department: Early Learning Programs and Services  
Employee: (TCDE Position #472)

### Current Task List

Frequency	Tasks Performed
Weekly	Conduct home visits for families to facilitate positive parent-child relationships and promote positive Child Growth and Development. Ensure all parenting education and home visiting services provided are documented regularly using the applicable data system.
Ongoing	Carry a caseload of 10-20 families receiving Home Visiting Services, depending on the level of visits needed per family, as identified by the assigned Parenting Curriculum guidelines.
Ongoing	Develop and maintain positive and collaborative working relationships with families, community partners, and Tehama County District staff to support positive child outcomes.
Ongoing	Establish trusting relationships, and conduct family needs assessments with children and their families, working with them to navigate community systems, and developing case management plans as appropriate.
Ongoing	Maintain consistent communication with families through a variety of modalities, including in-person meetings, to support case management, child and family goal setting, and ensuring access to comprehensive and coordinated support.
Ongoing	Assist families in gaining access to or enrolling in the services that they are eligible for, including but not limited to Medi-Cal, CalFresh, County Medical Services Program, and 211 Tehama.
Ongoing	Connect children to programs and services for developmental/mental health needs based on screening outcomes, providing education and information on early childhood development, and activities to support the building of age-appropriate skills.
Ongoing	Enter child and family information into applicable data systems to support linkages to services requested, following up no more than one week after the initial connection to confirm needs have been met.
Ongoing	Reports directly to TCDE Early Learning Programs and Services department leadership on a frequent and regular basis to ensure administrative details related to assigned work are correct and completed promptly.



Tehama County Department of Education  
Duty Statement  
Family Resource Liaison

Ongoing	Attend collaborations, cross-training events, staff meetings, reflective supervision meetings, and other meetings as directed, presenting on topics as applicable.
Ongoing	Coordinate, plan, and/or facilitate regular group connections for assigned families and children to attend.
Ongoing	Abide by all policies and procedures.
Ongoing	Maintain and promote a sense of teamwork.

# EXHIBIT E

Approved:   
Effective: 01/15/2025  
Updated: 06/09/2025



## TEHAMA COUNTY DEPARTMENT OF EDUCATION

### DUTY STATEMENT

### EARLY CHILDHOOD EDUCATION SPECIALIST (HELP ME GROW)

Position 05- CHVP SGF EBHV

Department: Early Learning Programs and Services

Employee: (TCDE Position #25)

#### Current Task List

Frequency	Tasks Performed
Bi-Weekly	Provide Reflective Supervision to assigned Family Resource Liaisons following guidelines in the assigned Parenting Education curriculum.
Quarterly	Complete Home Visit shadowing for assigned Family Resource Liaisons following guidelines in the assigned Parenting Education curriculum.
Ongoing	Develop and maintain positive and collaborative working relationships with families, community partners, and Tehama County District staff, supporting positive outcomes.
Monthly	Plan and facilitate monthly Help Me Grow team meetings to support continuous improvement and professional learning for assigned Family Resource Liaisons.
Ongoing	Maintain consistent communication with Family Resource Liaisons through a variety of modalities, including in-person meetings, to support case management, child and family goal setting, and ensuring access to comprehensive and coordinated support.
Ongoing	Assist Family Resource Liaisons in supporting families in gaining access to, or enrolling in the services that they are eligible for, including but not limited to Medi-Cal, CalFresh, County Medical Services Program, and 211 Tehama.
Annually	Support assigned Family Resource Liaisons with annual performance evaluation and goal setting for continuous improvement and professional growth.
Annually	Work with the Early Learning Programs and Services department leadership to ensure the Annual Parent Satisfaction Survey is completed as applicable.
Ongoing	Reports directly to TCDE Early Learning Programs and Services leadership on a frequent and regular basis to ensure administrative details related to assigned work are correct and completed promptly.
Ongoing	Act as a resource and support for staff in problem-solving.
Ongoing	Establish and maintain program evaluation systems, including documentation and reporting, for assigned projects and programs, based on funded standards and expectations, ensuring accurate collection and evaluation of data, including enrollment and eligibility.



Tehama County Department of Education  
Duty Statement  
Family Resource Liaison

Approved:   
Effective: 01/15/2025

Ongoing	Attend collaborations, cross-training events, staff meetings, reflective supervision meetings, and other meetings as directed, presenting on topics as applicable.
Ongoing	Coordinate, plan, and/or facilitate regular group connections for assigned families and children to attend.
Ongoing	Abide by all policies and procedures.
Ongoing	Maintain and promote a sense of teamwork.

# EXHIBIT F

## BUDGET SUMMARY

FISCAL YEAR  
2025-26

BUDGET  
ORIGINAL

BUDGET STATUS  
ACTIVE

BUDGET BALANCE  
0.00

### SUBCONTRACT

Version 7.0 - 150 Quarterly 4.20.20

Program:	California Home Visiting Program (SGF)	UNMATCHED FUNDING				NON-ENHANCED MATCHING (50/50)				ENHANCED MATCHING (75/25)				
Agency:	CHVP 24-52 TEHAMA	CHVP - SGF		AGENCY FUNDS		CHVP-SGF-NE		CHVP-Cnty NE		CHVP-SGF-E		CHVP-Cnty E		
SubK:	Tehama County Department of Education - Help Me Grow	(1)	(2)	(3)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
		TOTAL FUNDING	%	CHVP - SGF	%	Agency Funds*	%	Combined Fed/State	%	Combined Fed/Agency*	%	Combined Fed/State	%	Combined Fed/Agency*
		ALLOCATION(S) →		239,846.09	#VALUE!									

EXPENSE CATEGORY	(1)	(2)	(3)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
(I) PERSONNEL	194,158.88		194,158.88		0.00		0.00		0.00		0.00		0.00
(II) OPERATING EXPENSES	30,559.24		30,559.24		0.00		0.00		0.00		0.00		0.00
(III) CAPITAL EXPENDITURES	0.00		0.00		0.00		0.00		0.00		0.00		0.00
(IV) OTHER COSTS	3,925.00		3,925.00		0.00		0.00		0.00		0.00		0.00
(V) INDIRECT COSTS	11,202.97		11,202.97		0.00		0.00		0.00		0.00		0.00
<b>BUDGET TOTALS*</b>	239,846.09	100.00%	239,846.09	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00
<b>BALANCE(S)</b> →			0.00										

TOTAL CHVP - SGF	239,846.09	→	239,846.09	[50%]	0.00	[25%]	0.00
TOTAL TITLE XIX	0.00	→	0.00	[50%]	0.00	[50%]	0.00
TOTAL AGENCY FUNDS	0.00	→	0.00	[50%]	0.00	[75%]	0.00

**\$ 239,846.09** Maximum Amount Payable from State and Federal resources

WE CERTIFY THAT THIS BUDGET HAS BEEN CONSTRUCTED IN COMPLIANCE WITH ALL MCAH ADMINISTRATIVE AND PROGRAM POLICIES.

MCAH/PROJECT DIRECTOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ AGENCY FISCAL AGENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

\* These amounts contain local revenue submitted for information and matching purposes. MCAH does not reimburse Agency contributions.

STATE USE ONLY - TOTAL STATE AND FEDERAL REIMBURSEMENT	PCA Codes	CHVP - SGF	AGENCY FUNDS	CHVP-SGF-NE	CHVP-Cnty NE	CHVP-SGF-E	CHVP-Cnty E
		51023		51021	TBD	51022	TBD
(I) PERSONNEL		194,158.88		0.00	0.00	0.00	0.00
(II) OPERATING EXPENSES		30,559.24		0.00	0.00	0.00	0.00
(III) CAPITAL EXPENSES		0.00		0.00	0.00	0.00	0.00
(IV) OTHER COSTS		3,925.00		0.00	0.00	0.00	0.00
(V) INDIRECT COSTS		11,202.97		0.00	0.00	0.00	0.00
<b>Totals for PCA Codes</b>	239,846.09	239,846.09		0.00	0.00	0.00	0.00

Program:		California Home Visiting Program (SGF)			UNMATCHED FUNDING				NON-ENHANCED MATCHING (50/50)				ENHANCED MATCHING (75/25)				
Agency:		CHVP 24-52 TEHAMA			CHVP - SGF		AGENCY FUNDS		CHVP-SGF-NE		CHVP-Cnty NE		CHVP-SGF-E		CHVP-Cnty E		
SubK:		Tehama County Department of Education - Help Me Grow			(1)	(2)	(3)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
		TOTAL FUNDING	%	CHVP - SGF	%	Agency Funds*	%	Combined Fed/State	%	Combined Fed/Agency*	%	Combined Fed/Agency*	%	Combined Fed/State	%	Combined Fed/Agency*	
<b>(II) OPERATING EXPENSES DETAIL</b>								% TRAVEL NON-ENH MATCH				% TRAVEL ENH MATCH				% PERSONNEL MATCH	
								0.00%				0.00%				0.00%	
TOTAL OPERATING EXPENSES		30,559.24		30,559.24		0.00		0.00		0.00		0.00		0.00		0.00	Match Available
TRAVEL		12,537.00	100.00%	12,537.00		0.00		0.00		0.00		0.00		0.00		0.00	0.00%
TRAINING		6,500.00	100.00%	6,500.00		0.00		0.00		0.00		0.00		0.00		0.00	0.00%
1	Communications	1,350.00	100.00%	1,350.00		0.00		0.00		0.00		0.00		0.00		0.00	0.00%
2	General Office Supplies	3,400.00	100.00%	3,400.00		0.00		0.00		0.00		0.00		0.00		0.00	0.00%
3	General Expenses and Facilities	6,772.24	100.00%	6,772.24		0.00		0.00		0.00		0.00		0.00		0.00	0.00%
4				0.00		0.00		0.00		0.00		0.00		0.00		0.00	
5				0.00		0.00		0.00		0.00		0.00		0.00		0.00	
6				0.00		0.00		0.00		0.00		0.00		0.00		0.00	
7				0.00		0.00		0.00		0.00		0.00		0.00		0.00	
8				0.00		0.00		0.00		0.00		0.00		0.00		0.00	
9				0.00		0.00		0.00		0.00		0.00		0.00		0.00	
10				0.00		0.00		0.00		0.00		0.00		0.00		0.00	
11				0.00		0.00		0.00		0.00		0.00		0.00		0.00	
12				0.00		0.00		0.00		0.00		0.00		0.00		0.00	
13				0.00		0.00		0.00		0.00		0.00		0.00		0.00	
14				0.00		0.00		0.00		0.00		0.00		0.00		0.00	
15				0.00		0.00		0.00		0.00		0.00		0.00		0.00	
** Unmatched Operating Expenses are not eligible for Federal matching funds (Title XIX). Expenses may only be charged to Unmatched Title V (Col. 3), State General Funds (Col. 5), and/or Agency (Col. 7) funds.																	
<b>(III) CAPITAL EXPENDITURE DETAIL</b>																	
TOTAL CAPITAL EXPENDITURES				0.00		0.00		0.00		0.00		0.00		0.00		0.00	
<b>(IV) OTHER COSTS DETAIL</b>																% PERSONNEL MATCH	
TOTAL OTHER COSTS		3,925.00		3,925.00		0.00		0.00		0.00		0.00		0.00		0.00	0.00%
<b>SUBCONTRACTS</b>																	
1				0.00		0.00		0.00		0.00		0.00		0.00		0.00	
2				0.00		0.00		0.00		0.00		0.00		0.00		0.00	
3				0.00		0.00		0.00		0.00		0.00		0.00		0.00	
4				0.00		0.00		0.00		0.00		0.00		0.00		0.00	
5				0.00		0.00		0.00		0.00		0.00		0.00		0.00	
6				0.00		0.00		0.00		0.00		0.00		0.00		0.00	
7				0.00		0.00		0.00		0.00		0.00		0.00		0.00	
8				0.00		0.00		0.00		0.00		0.00		0.00		0.00	
<b>OTHER CHARGES</b>																Match Available	
1	PAT Curriculum Subscriber Fees	1,725.00	100.00%	1,725.00		0.00		0.00		0.00		0.00		0.00		0.00	0.00%
2	PAT Affiliate Member Fee	2,200.00	100.00%	2,200.00		0.00		0.00		0.00		0.00		0.00		0.00	0.00%
3				0.00		0.00		0.00		0.00		0.00		0.00		0.00	
4				0.00		0.00		0.00		0.00		0.00		0.00		0.00	
5				0.00		0.00		0.00		0.00		0.00		0.00		0.00	
6				0.00		0.00		0.00		0.00		0.00		0.00		0.00	
7				0.00		0.00		0.00		0.00		0.00		0.00		0.00	
8				0.00		0.00		0.00		0.00		0.00		0.00		0.00	
<b>(V) INDIRECT COSTS DETAIL</b>																	
TOTAL INDIRECT COSTS		11,202.97		11,202.97		0.00		0.00		0.00		0.00		0.00		0.00	
5.77%	of Total Wages + Fringe Benefits	11,202.97	100.00%	11,202.97		0.00		0.00		0.00		0.00		0.00		0.00	

Program:	California Home Visiting Program (SGF)	UNMATCHED FUNDING				NON-ENHANCED MATCHING (50/50)				ENHANCED MATCHING (75/25)				
Agency:	CHVP 24-52 TEHAMA	CHVP - SGF		AGENCY FUNDS		CHVP-SGF-NE		CHVP-Cnty NE		CHVP-SGF-E		CHVP-Cnty E		
SubK:	Tehama County Department of Education - Help Me Grow	(1)	(2)	(3)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
		TOTAL FUNDING	%	CHVP - SGF	%	Agency Funds*	%	Combined Fed/State	%	Combined Fed/Agency*	%	Combined Fed/State	%	Combined Fed/Agency*

(I) PERSONNEL DETAIL

TOTAL PERSONNEL COSTS		194,158.88		194,158.88		0.00		0.00		0.00		0.00			
FRINGE BENEFIT RATE		62.21%		74,462.88		0.00		0.00		0.00		0.00			
TOTAL WAGES		119,696.00		119,696.00		0.00		0.00		0.00		0.00			
FULL NAME (First Name Last Name)	TITLE OR CLASSIFICATION (No Acronyms)	% FTE	ANNUAL SALARY	TOTAL WAGES									J-Pers MCF Per Staff	Staff Travelling (K)	
1 Norma Chavez	Family Resource Liason	50.00%	52,600.00	26,300.00	100.00%	26,300.00		0.00		0.00		0.00		0.00	89.10%
2 Graciella Ramirez	Family Resource Liason	50.00%	49,543.00	24,772.00	100.00%	24,772.00		0.00		0.00		0.00		0.00	89.10%
3 Rocio Rico	Family Resource Liason	50.00%	49,843.00	24,922.00	100.00%	24,922.00		0.00		0.00		0.00		0.00	89.10%
4 Antonia Yasmin Solorio	Family Resource Liason	50.00%	54,103.00	27,052.00	100.00%	27,052.00		0.00		0.00		0.00		0.00	89.10%
5 Jackeline Espinoza	Early Childhood Education Specialist	25.00%	66,598.00	16,650.00	100.00%	16,650.00		0.00		0.00		0.00		0.00	89.10%

**BUDGET SUMMARY**

FISCAL YEAR  
**2026-27**

BUDGET  
**ORIGINAL**

BUDGET STATUS  
**ACTIVE**

BUDGET BALANCE  
**0.00**

**SUBCONTRACT**

Version 7.0 - 150 Quarterly 4/20/20

Program:	<b>California Home Visiting Program (SGF)</b>		<b>UNMATCHED FUNDING</b>				<b>NON-ENHANCED MATCHING (50/50)</b>				<b>ENHANCED MATCHING (75/25)</b>					
Agency:	<b>CHVP 24-52 TEHAMA</b>		CHVP - SGF		AGENCY FUNDS		CHVP-SGF-NE		CHVP-Cnty NE		CHVP-SGF-E		CHVP-Cnty E			
SubK:	<b>Tehama County Department of Education - Help Me Grow</b>		(1)	(2)	(3)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	
			TOTAL FUNDING	%	CHVP - SGF	%	Agency Funds*	%	Combined Fed/State	%	Combined Fed/Agency*	%	Combined Fed/State	%	Combined Fed/Agency*	
			<b>ALLOCATION(S) →</b>		<b>249,686.17</b>											<b>#VALUE!</b>

EXPENSE CATEGORY	(1)	(2)	(3)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
(I) PERSONNEL	202,348.86		202,348.86		0.00		0.00		0.00		0.00		0.00
(II) OPERATING EXPENSES	31,536.78		31,536.78		0.00		0.00		0.00		0.00		0.00
(III) CAPITAL EXPENDITURES	0.00		0.00		0.00		0.00		0.00		0.00		0.00
(IV) OTHER COSTS	4,125.00		4,125.00		0.00		0.00		0.00		0.00		0.00
(V) INDIRECT COSTS	11,675.53		11,675.53		0.00		0.00		0.00		0.00		0.00
<b>BUDGET TOTALS*</b>	<b>249,686.17</b>	<b>100.00%</b>	<b>249,686.17</b>	<b>0.00%</b>	<b>0.00</b>								
	<b>BALANCE(S) →</b>		<b>0.00</b>										

TOTAL CHVP - SGF	249,686.17	→	249,686.17	[50%]	0.00	[25%]	0.00
TOTAL TITLE XIX	0.00	→	0.00	[50%]	0.00	[50%]	0.00
TOTAL AGENCY FUNDS	0.00	→	0.00	[50%]	0.00	[75%]	0.00

**\$ 249,686.17 Maximum Amount Payable from State and Federal resources**

WE CERTIFY THAT THIS BUDGET HAS BEEN CONSTRUCTED IN COMPLIANCE WITH ALL MCAH ADMINISTRATIVE AND PROGRAM POLICIES.

MCAH/PROJECT DIRECTOR'S SIGNATURE

DATE

AGENCY FISCAL AGENT'S SIGNATURE

DATE

\* These amounts contain local revenue submitted for information and matching purposes. MCAH does not reimburse Agency contributions.

STATE USE ONLY - TOTAL STATE AND FEDERAL REIMBURSEMENT	PCA Codes	CHVP - SGF	AGENCY FUNDS	CHVP-SGF-NE	CHVP-Cnty NE	CHVP-SGF-E	CHVP-Cnty E
(I) PERSONNEL	51023	202,348.86		0.00	0.00	0.00	0.00
(II) OPERATING EXPENSES		31,536.78		0.00	0.00	0.00	0.00
(III) CAPITAL EXPENSES		0.00		0.00	0.00	0.00	0.00
(IV) OTHER COSTS		4,125.00		0.00	0.00	0.00	0.00
(V) INDIRECT COSTS		11,675.53		0.00	0.00	0.00	0.00
<b>Totals for PCA Codes</b>	<b>249,686.17</b>	<b>249,686.17</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Program: California Home Visiting Program (SGF)		UNMATCHED FUNDING					NON-ENHANCED MATCHING (50/50)				ENHANCED MATCHING (75/25)			
Agency: CHVP 24-52 TEHAMA		CHVP - SGF		AGENCY FUNDS			CHVP-SGF-NE		CHVP-Only NE		CHVP-SGF-E		CHVP-Only E	
SubK: Tehama County Department of Education - Help Me Grow		(1)	(2)	(3)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
		TOTAL FUNDING	%	CHVP - SGF	%	Agency Funds*	%	Combined Fed/State	%	Combined Fed/Agency*	%	Combined Fed/State	%	Combined Fed/Agency*
<b>(II) OPERATING EXPENSES DETAIL</b>							% TRAVEL NON-EHH MATCH				% TRAVEL ENH MATCH			% PERSONNEL MATCH
TOTAL OPERATING EXPENSES		31,536.78		31,536.78		0.00		0.00%				0.00%		0.00%
TRAVEL		13,074.30	100.00%	13,074.30		0.00		0.00		0.00		0.00		0.00
TRAINING		6,500.00	100.00%	6,500.00		0.00		0.00		0.00		0.00		0.00
1	Communications	1,350.00	100.00%	1,350.00		0.00		0.00		0.00		0.00		0.00
2	General Office Supplies	3,500.00	100.00%	3,500.00		0.00		0.00		0.00		0.00		0.00
3	General Expenses and Facilities	7,112.48	100.00%	7,112.48		0.00		0.00		0.00		0.00		0.00
4				0.00		0.00		0.00		0.00		0.00		0.00
5				0.00		0.00		0.00		0.00		0.00		0.00
6				0.00		0.00		0.00		0.00		0.00		0.00
7				0.00		0.00		0.00		0.00		0.00		0.00
8				0.00		0.00		0.00		0.00		0.00		0.00
9				0.00		0.00		0.00		0.00		0.00		0.00
10				0.00		0.00		0.00		0.00		0.00		0.00
11				0.00		0.00		0.00		0.00		0.00		0.00
12				0.00		0.00		0.00		0.00		0.00		0.00
13				0.00		0.00		0.00		0.00		0.00		0.00
14				0.00		0.00		0.00		0.00		0.00		0.00
15				0.00		0.00		0.00		0.00		0.00		0.00

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

<b>(III) CAPITAL EXPENDITURE DETAIL</b>														
TOTAL CAPITAL EXPENDITURES				0.00		0.00			0.00					

<b>(IV) OTHER COSTS DETAIL</b>															% PERSONNEL MATCH
TOTAL OTHER COSTS		4,125.00		4,125.00		0.00		0.00		0.00		0.00		0.00	0.00%
<b>SUBCONTRACTS</b>															Match Available
1				0.00		0.00		0.00		0.00		0.00		0.00	0.00%
2				0.00		0.00		0.00		0.00		0.00		0.00	0.00%
3				0.00		0.00		0.00		0.00		0.00		0.00	0.00%
4				0.00		0.00		0.00		0.00		0.00		0.00	0.00%
5				0.00		0.00		0.00		0.00		0.00		0.00	0.00%
6				0.00		0.00		0.00		0.00		0.00		0.00	0.00%
7				0.00		0.00		0.00		0.00		0.00		0.00	0.00%
8				0.00		0.00		0.00		0.00		0.00		0.00	0.00%
<b>OTHER CHARGES</b>															Match Available
1	PAT Curriculum Subscriber Fees	1,725.00	100.00%	1,725.00		0.00		0.00		0.00		0.00		0.00	0.00%
2	PAT Affiliate Member Fee	2,400.00	100.00%	2,400.00		0.00		0.00		0.00		0.00		0.00	0.00%
3				0.00		0.00		0.00		0.00		0.00		0.00	0.00%
4				0.00		0.00		0.00		0.00		0.00		0.00	0.00%
5				0.00		0.00		0.00		0.00		0.00		0.00	0.00%
6				0.00		0.00		0.00		0.00		0.00		0.00	0.00%
7				0.00		0.00		0.00		0.00		0.00		0.00	0.00%
8				0.00		0.00		0.00		0.00		0.00		0.00	0.00%

<b>(V) INDIRECT COSTS DETAIL</b>														
TOTAL INDIRECT COSTS		11,675.53		11,675.53		0.00		0.00		0.00		0.00		0.00
5.77%	of Total Wages + Fringe Benefits	11,675.53	100.00%	11,675.53		0.00		0.00		0.00		0.00		0.00

Program:	California Home Visiting Program (SGF)	UNMATCHED FUNDING				NON-ENHANCED MATCHING (50/50)				ENHANCED MATCHING (75/25)				
Agency:	CHVP 24-52 TEHAMA	CHVP - SGF		AGENCY FUNDS		CHVP-SGF-NE		CHVP-Cnty NE		CHVP-SGF-E		CHVP-Cnty E		
SubK:	Tehama County Department of Education - Help Me Grow	(1)	(2)	(3)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
	TOTAL FUNDING	%	CHVP - SGF	%	Agency Funds*	%	Combined Fed/State	%	Combined Fed/Agency*	%	Combined Fed/State	%	Combined Fed/Agency*	

(I) PERSONNEL DETAIL

TOTAL PERSONNEL COSTS		202,348.86		202,348.86		0.00		0.00		0.00		0.00		0.00	
FRINGE BENEFIT RATE		62.21%		77,603.86		0.00		0.00		0.00		0.00		0.00	
TOTAL WAGES		124,745.00		124,745.00		0.00		0.00		0.00		0.00		0.00	
FULL NAME (First Name Last Name)	TITLE OR CLASSIFICATION (No Acronyms)	% FTE	ANNUAL SALARY	TOTAL WAGES										J-Peris MCF Per Staff	Staff Travelling (X)
1 Norma Chavez	Family Resource Liason	50.00%	54,147.37	27,074.00	100.00%	27,074.00		0.00		0.00		0.00		0.00	89.10%
2 Graciella Ramirez	Family Resource Liason	50.00%	52,226.52	26,113.00	100.00%	26,113.00		0.00		0.00		0.00		0.00	89.10%
3 Rocio Rico	Family Resource Liason	50.00%	52,526.52	26,263.00	100.00%	26,263.00		0.00		0.00		0.00		0.00	89.10%
4 Antonia Yasmin Solorio	Family Resource Liason	50.00%	55,693.89	27,847.00	100.00%	27,847.00		0.00		0.00		0.00		0.00	89.10%
5 Jackeline Espinoza	Early Childhood Education Specialist	25.00%	69,791.69	17,448.00	100.00%	17,448.00		0.00		0.00		0.00		0.00	89.10%

**E-Contract Review**  
**Approval as to Form**

Department Name: Health Services Agency

Vendor Name: Department of Education

Contract Description: For the purpose of the Help Me Grow Home Visiting  
program FY 25-26

APPROVED AS TO FORM:



Date: 09/02/2025

Office of the Tehama County Counsel  
Margaret Long, County Counsel



# Tehama County

## Agenda Request Form

File #: 26-0286

Agenda Date: 3/10/2026

Agenda #: 5.

### DEPARTMENT OF AGRICULTURE

#### Requested Action(s)

a) AGREEMENT - Request approval and authorization for the Chairperson to sign Amendment No. 1 to Misc Agree. 2026-012 for the Cooperative Service Agreement No. 26-7306-7593-RA, Work and Financial Plan with the United States Department of Agriculture (USDA), Animal Plant Health Inspection Service (APHIS), Wildlife Services (WS) for the Wildlife Damage Management (IWDM) program, amending the "Vehicles" and "Other Services" line-item dollar amounts in all columns, with a maximum compensation to remain the same in an amount not to exceed \$24,599.84 to provide Wildlife Management Services effective 1/1/26 and shall terminate 6/30/26

#### Financial Impact:

The Amendment is correcting erroneous line-item dollar amounts only. "Subtotal (Direct Charges)" and "Agreement Total" remain the same as the original agreement. There is no additional impact to the General Fund.

#### Background Information:

The Board approved the original USDA-APHIS-WS Cooperative Services Agreement and Work and Financial Plan (Misc. Agreement 2026-012) to establish and maintain a USDA-APHIS-WS Integrated Wildlife Damage Management (IWDM) program in Tehama County at the January 27, 2026, Board Meeting.

The dollar amounts for line-items "Vehicles" and "Other Services" were incorrect and did not equal the "Subtotal (Direct Charges)" and "Agreement Total". The Amendment to the USDA-APHIS-WS Agreement Work and Financial Plan corrects the line-item dollar amounts to now total the "Subtotal (Direct Charges)" and "Agreement Total" reflected in the original agreement.

**COOPERATIVE SERVICE AGREEMENT**  
**between**  
**TEHAMA COUNTY (COOPERATOR)**  
**and**  
**UNITED STATES DEPARTMENT OF AGRICULTURE**  
**ANIMAL AND PLANT HEALTH INSPECTION SERVICE (APHIS)**  
**WILDLIFE SERVICES (WS)**

**ARTICLE 1 – PURPOSE**

The purpose of this agreement is to maintain an USDA-APHIS-WS Integrated Wildlife Damage Management (IWDM) program in Tehama County. USDA-APHIS-WS will assist business/property owners, private citizens, and governmental agencies in protecting human resources, which include, but are not limited to, residents, property, livestock, crops, and natural resources from damage caused by predators, wild and feral animals, and other nuisance wildlife.

**ARTICLE 2 – AUTHORITY**

APHIS-WS has statutory authority under the Acts of March 2, 1931, 46 Stat. 1468-69, 7 U.S.C. §§ 8351-8352, as amended, and December 22, 1987, Public Law No. 100-202, § 101(k), 101 Stat. 1329-331, 7 U.S.C. § 8353, to cooperate with States, local jurisdictions, individuals, public and private agencies, organizations, and institutions while conducting a program of wildlife services involving mammal and bird species that are reservoirs for zoonotic diseases, or animal species that are injurious and/or a nuisance to, among other things, agriculture, horticulture, forestry, animal husbandry, wildlife, and human health and safety.

**ARTICLE 3 - MUTUAL RESPONSIBILITIES**

The cooperating parties mutually understand and agree to/that:

1. APHIS-WS shall perform services set forth in the Work Plan, which is attached hereto and made a part hereof. The parties may mutually agree in writing, at any time during the term of this agreement, to amend, modify, add or delete services from the Work Plan.
2. The Cooperator certifies that APHIS-WS has advised the Cooperator there may be private sector service providers available to provide wildlife damage management (WDM) services that the Cooperator is seeking from APHIS-WS.
3. All equipment with a purchase price of \$5,000 or more per unit, purchased directly with funds from the cooperator for use on this project shall be subject to disposal according to APHIS policy, and shall be specifically listed in the attached work plan and financial plan. Property title/disposal shall be determined when this project (including all continuations

and revisions of this agreement) terminates, or when the equipment is otherwise directed to other projects, whichever comes first. If the equipment is sold prior to the project end, the proceeds should be allocated according to APHIS policy. Continuations and revisions to this agreement shall list any equipment with a purchase price of \$5,000 or more per unit, carried over from a purchase directly with funds from the cooperator for use on this project. All other equipment purchased for the program is and will remain the property of APHIS-WS.

4. The cooperating parties agree to coordinate with each other before responding to media requests on work associated with this project.

#### **ARTICLE 4 - COOPERATOR RESPONSIBILITIES**

Cooperator agrees:

1. To designate the following as the authorized representative who shall be responsible for collaboratively administering the activities conducted in this agreement;

Thomas Moss  
1834 Walnut St.  
Red Bluff, CA 96080  
(530) 527-4504  
tmoss@tehama.gov

2. To authorize APHIS-WS to conduct direct control activities as defined in the Work Plan. APHIS-WS will be considered an invitee on the lands controlled by the Cooperator. Cooperator will be required to exercise reasonable care to warn APHIS-WS as to dangerous conditions or activities in the project areas.
3. To reimburse APHIS-WS for costs, not to exceed the annually approved amount specified in the Financial Plan. If costs are projected to exceed the amount reflected in the Financial Plan, the agreement with amended Work Plan and Financial Plan shall be formally revised and signed by both parties before services resulting in additional costs are performed. The Cooperator agrees to pay all costs of services submitted via an invoice from APHIS-WS within 30 days of the date of the submitted invoice(s). Late payments are subject to interest, penalties, and administrative charges and costs as set forth under the Debt Collection Improvement Act of 1996.
4. To provide a Tax Identification Number or Social Security Number in compliance with the Debt Collection Improvement Act of 1996.
5. As a condition of this agreement, the Cooperator ensures and certifies that it is not currently debarred or suspended and is free of delinquent Federal debt.

6. To notify APHIS-WS verbally or in writing as far in advance as practical of the date and time of any proposed meeting related to the program.
7. The Cooperator acknowledges that APHIS-WS shall be responsible for administration of APHIS-WS activities and supervision of APHIS-WS personnel.
8. The Cooperator will not be connected to the USDA APHIS computer network(s).

## **ARTICLE 5 – APHIS-WS RESPONSIBILITIES**

APHIS-WS Agrees:

1. To designate the following as the APHIS-WS authorized representative who shall be responsible for collaboratively administering the activities conducted in this agreement.

Jeffrey Flores  
 10365 Old Placerville Rd Suite 210  
 Sacramento, CA 95827  
 (916) 979-2675  
 Jeffrey.b.flores@usda.gov

2. To conduct activities at sites designated by Cooperator as described in the Work and Financial Plans. APHIS-WS will provide qualified personnel and other resources necessary to implement the approved WDM activities delineated in the Work Plan and Financial Plan of this agreement.
3. That the performance of wildlife damage management actions by APHIS-WS under this agreement is contingent upon a determination by APHIS-WS that such actions are in compliance with the National Environmental Policy Act, Endangered Species Act, and any other applicable federal statutes. APHIS-WS will not make a final decision to conduct requested wildlife damage management actions until it has made the determination of such compliance.
4. To invoice Cooperator quarterly for actual costs incurred by APHIS-WS during the performance of services agreed upon and specified in the Work Plan. Authorized auditing representatives of the Cooperator shall be accorded reasonable opportunity to inspect the accounts and records of APHIS-WS pertaining to such claims for reimbursement to the extent permitted by Federal law and regulations.

## **ARTICLE 6 – CONTINGENCY STATEMENT**

This agreement is contingent upon the passage by Congress of an appropriation from which expenditures may be legally met and shall not obligate APHIS-WS upon failure of Congress to so appropriate. This agreement may also be reduced or terminated if Congress only provides APHIS-WS funds for a finite period under a Continuing Resolution.

## **ARTICLE 7 – NON-EXCLUSIVE SERVICE CLAUSE**

Nothing in this agreement shall prevent APHIS-WS from entering into separate agreements with any other organization or individual for the purpose of providing wildlife damage management services exclusive of those provided for under this agreement.

## **ARTICLE 8 – CONGRESSIONAL RESTRICTIONS**

Pursuant to Section 22, Title 41, United States Code, no member of or delegate to Congress shall be admitted to any share or part of this agreement or to any benefit to arise therefrom.

## **ARTICLE 9 – LAWS AND REGULATIONS**

This agreement is not a procurement contract (31 U.S.C. 6303), nor is it considered a grant (31 U.S.C. 6304). In this agreement, APHIS-WS provides goods or services on a cost recovery basis to nonfederal recipients, in accordance with all applicable laws, regulations and policies.

## **ARTICLE 10 – LIABILITY**

APHIS-WS assumes no liability for any actions or activities conducted under this agreement except to the extent that recourse or remedies are provided by Congress under the Federal Tort Claims Act (28 U.S.C. 1346(b), 2401(b), and 2671-2680).

## **ARTICLE 11 – NON-DISCRIMINATION CLAUSE**

The United States Department of Agriculture prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. Not all prohibited bases apply to all programs.

## **ARTICLE 12 - DURATION, REVISIONS, EXTENSIONS, AND TERMINATIONS**

This agreement shall become effective on 1 January 2026 and shall continue through 30 June 2030, not to exceed five years. This Cooperative Service Agreement may be amended by mutual agreement of the parties in writing. The Cooperator must submit a written request to extend the end date at least 10 days prior to expiration of the agreement. Also, this agreement may be terminated at any time by mutual agreement of the parties in writing, or by one party provided that party notifies the other in writing at least 60 days prior to effecting such action. Further, in the event the Cooperator does not provide necessary funds, APHIS-WS is relieved of the obligation to provide services under this agreement.



**USDA APHIS WILDLIFE SERVICES  
WORK AND FINANCIAL PLAN**

---

<b>COOPERATOR:</b>	<b>TEHAMA COUNTY (Cooperator)</b>
<b>COOPERATIVE AGREEMENT NO.:</b>	<b>26-7306-7593-RA</b>
<b>ACCOUNT WBS:</b>	<b>AP.RA.RX06.73.0343</b>
<b>AGREEMENT DATES:</b>	<b>January 1, 2026 – June 30, 2026</b>
<b>AGREEMENT AMOUNT:</b>	<b>\$24,599.84</b>

---

Pursuant to Cooperative Service Agreement No. 26-7306-7593-RA between Cooperator and the United States Department of Agriculture, Animal and Plant Health Inspection Service, Wildlife Services (APHIS-WS), this Work and Financial Plan defines the objectives, plan of action, resources, and budget for cooperative wildlife services program.

**OBJECTIVES/GOALS**

APHIS-WS objective is to provide professional wildlife damage management assistance to reduce or manage damage caused by predatory animals and other nuisance wildlife causing damage to protect property and human health and safety.

Specific goals are:

1. To administer an Integrated Wildlife Damage Management (IWDM) program in Tehama County.
2. To assist business/property owners, private citizens, and governmental agencies in protecting human resources, which include, but are not limited to, residents, property, livestock, crops, and natural resources from damage caused by predators, wild and feral animals, and other nuisance wildlife.
3. To provide assistance in the form of educational information.

**PLAN OF ACTION**

The objectives of the wildlife damage management program will be accomplished in the following manner.

1. APHIS-WS will provide technical assistance and or direct management at times and locations for where it is determined there is a need to resolve problems caused by wildlife. Management efforts will be directed towards specific offending individuals or local groups of animals. Method selection will be based on an evaluation of selectivity, humaneness, human safety, effectiveness, legality, and practicality.

Technical Assistance: APHIS-WS' personnel may provide verbal or written advice, recommendations, information, demonstrations, or training to use in managing wildlife damage problems. Generally, implementation of technical assistance recommendations is the responsibility of the resource/property owner.

Direct Management: Direct management is usually provided when the resource/property owner's efforts have proven ineffective and or technical assistance alone is inadequate. Direct management methods/techniques may include trap equipment, shooting, and other methods as mutually agreed upon.

2. APHIS-WS District Supervisor, Derek Milsaps, California District 2, will supervise this project, (530) 708-0369. This project will be monitored by Jeffrey B. Flores, WS-California State Director, in Sacramento, California, (916) 979-2675.
3. APHIS-WS will invoice Cooperator quarterly for actual costs incurred in providing service, provided there are billable expenses posted at the time of billing for the quarter of service. The combined quarter billings for the performance period in this Work and Financial Plan will not exceed **\$24,599.84 for the period of performance (01/01/2026 – 06/30/2026)**. In some cases, the work is done during the period of performance, but expenses posted outside of the agreement end date, resulting in a final invoice one quarter after the period of performance has ended.
4. In accordance with the Debt Collection Improvement Act (DCIA) of 1996, bills issued by APHIS-WS are due and payable within 30 days of the invoice date. The DCIA requires that all debts older than 120 days be forwarded to debt collection centers or commercial collection agencies for more aggressive action. Debtors have the option to verify, challenge and compromise claims, and have access to administrative appeals procedures which are both reasonable and protect the interests of the United States.

## PROCUREMENT

Cooperator understands that additional supplies and equipment may need to be purchased under this agreement to replace consumed, damaged, or lost supplies/equipment. Any items remaining at the end of the agreement will remain in the possession of APHIS-WS.

## STIPULATIONS AND RESTRICTIONS:

1. All operations shall have the joint concurrence of APHIS-WS and Cooperator and shall be under the direct supervision of APHIS-WS. APHIS-WS will conduct the program in accordance with its established operating policies and all applicable state and federal laws and regulations.
2. APHIS-WS will cooperate with the California Department of Fish and Wildlife, the U.S. Fish and Wildlife Service, California Department of Transportation, California Fire marshal's Office, county and local city governments, and other entities to ensure compliance with Federal, State, and local laws and regulations.
3. Wildlife Damage Management: A Work Initiation Document for Wildlife Damage Management (WS Form 12A), a Work Initiation Document for Wildlife Damage Management – Multiple Resource Owners (WS Form 12B) or a Work Initiation Document for Management of Wildlife Damage on Urban Properties (WS Form 12C) will be executed between APHIS-WS and the landowner, lessee, or administrator before any APHIS-WS work is conducted.
4. APHIS-WS SHALL PERFORM THE SERVICES UNDER THIS AGREEMENT IN ACCORDANCE WITH ITS FEDERAL AUTHORITY. APHIS-WS SHALL BE RESPONSIBLE TO THE EXTENT PERMITTED BY THE FEDERAL TORT CLAIMS ACT (28 U.S.C. 1346 (b), 2401 (b), 2671-2680), ONLY FOR THE ACTS, OMISSIONS, OR NEGLIGENCE OF ITS OWN OFFICERS, EMPLOYEES OR AGENTS.

THE COUNTY OF TEHAMA SHALL BE RESPONSIBLE TO THE EXTENT PERMITTED BY THE CALIFORNIA TORT CLAIMS ACT (Government Code §§ 810-996.6), ONLY FOR THE ACTS, OMISSIONS, OR NEGLIGENCE OF ITS OWN OFFICERS, EMPLOYEES, OR AGENTS. APHIS-WS AND ITS EMPLOYEES OR VOLUNTEERS ARE NOT CONSIDERED "OFFICERS, EMPLOYEES, OR AGENTS" OF THE STATE OF CALIFORNIA.

NEITHER PARTY WILL BE LIABLE FOR ANY DAMAGES OF ANY SORT ARISING SOLELY FROM THE TERMINATION OF THIS AGREEMENT IN ACCORDANCE WITH ITS TERMS

**COST ESTIMATE FOR SERVICES:**

Salary, including possible overtime, benefits, vehicle, supplies, and material costs are charged at actual cost. The distribution of the budget for this work plan may vary as necessary to accomplish the purpose of this Agreement. See Appendix A for a description of supplies and services.

Cost Element	Cost to Cooperator	Cost Share (Paid by Federal and State)	Full Cost
Personnel Compensation	\$13,226.60	\$7,667.00	\$20,893.60
Travel	\$500	0	\$500
Vehicles	\$3,353.50	\$410.00	\$3,763.50
Other Services	\$4,412.67	\$487.33	\$4,900.00
Supplies and Materials	\$500	0	\$500
Equipment	\$500	0	\$500

Subtotal (Direct Charges)	\$19,347.10	\$8,200.00	\$27,547.10
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Pooled Job Costs	11.00%	\$2,128.18		\$2,128.18
Indirect Costs	16.15%	\$3,124.56		\$3,124.56
<b>Agreement Total</b>		<b>\$24,599.84</b>	<b>\$8,200</b>	<b>\$32,799.84</b>

The distribution of the budget from this Financial Plan may vary as necessary to accomplish the purpose of this agreement but may not exceed: \$24,599.84.

**AUTHORIZATION:**

TEHAMA COUNTY  
 1834 Walnut St.  
 Red Bluff, CA 96080

*Tom Walker*

Representative, Tehama County  
 TIN# 94-6000543

*1-27-26*

Date

UNITED STATES DEPARTMENT OF AGRICULTURE  
 ANIMAL AND PLANT HEALTH INSPECTION SERVICE  
 WILDLIFE SERVICES

**Jeffrey B. Flores**

Jeffrey B. Flores, State Director, California

Digitally signed by Jeffrey B. Flores  
 DN: cn=Jeffrey B. Flores, o=Wildlife Services, ou=USDA APHIS, email=jeffrey.b.flores@usda.gov, c=US  
 Date: 2026.02.17 08:52:01 -08'00'  
 Date

Wendy Anderson, Director, Western Region

Date

## **Appendix A: Schedule of Supplies / Services**

### **WS Description of WS Supplies and Services for Tehama County – 01/01/26 – 6/30/26.**

#### **Salaries:**

Salary hours associated with this project include, but are not limited to, providing technical assistance, field work, equipment maintenance, vehicle maintenance, boat maintenance, mandatory training, annual leave, sick leave, awards, travel to and from official duty station, data entry, data analysis, project coordination, administrative support, health and retirement benefits, taxes, etc. These salaries provide the Wildlife Services Specialists that help meet the goals and fulfill the duties outlined in the AWP. Examples of this work include, but are not limited to, smolt protection from avian predators through harassment, providing facility and project protection from pigeons and marmot damage through a lethal removal program.

#### **Vehicles Operating Costs:**

The vehicle provides transportation of personnel and equipment assigned to the project. A flat rate is charged per vehicle used, per pay period that cooperatively funds vehicle operating costs. Vehicle operating costs include but are not limited to repair and maintenance, fuel consumption, oil changes, tire replacement, tire changes seasonally, and eventual vehicle replacement and depreciation costs resulting from wear and tear.

#### **Supplies:**

The supply charge is based on the quantity of supplies anticipated to be used for an operating project during the work period. Costs include, but are not limited to pyrotechnics, pyrotechnic launchers, traps and trap materials, office supplies, binoculars, ammunition, firearm maintenance cost, uniform allowance, computer accessories for data entry, euthanasia equipment, wildlife capture, restraint and handling devices, spotlights, and similar supplies and equipment.

#### **Training / Travel**

A flat rate is budgeted per project for costs associated with training for all specialists for that project. Costs include, but may not be limited to, the cost of on-line training, reimbursement of travel costs, per diem, lodging, training facilities rentals, instructor fees and training materials for seasonal and full-time employees related to individual operating projects.

#### **Pooled Job Costs:**

Pooled Job Costs (11% of subtotal) covers costs that may not be directly associated with one particular project and are distributed across all identifiable projects to which the costs pertain. Costs may include supervision not directly charged, employee retirement, severance, sick leave, self-insurance, OWCP costs, and vehicle, boat, and camp trailer repair and replacement.

#### **Administrative Costs:**

Administrative costs (16.15 % of subtotal) cover administrative infrastructure in the U.S. Department of Agriculture APHIS-WS.

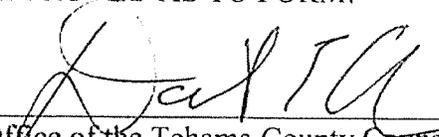
**E-Contract Review**  
**Approval as to Form**

Department Name: County of Tehama – Agricultural Commissioner

Vendor Name: USDA Animal and Plant Health Inspection Service, Wildlife Services

Document Description: Integrated Wildlife Damage Management Cooperative Agreement

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Office of the Tehama County Counsel

Date: 2/6/26

Daniel B. Klausner, Senior Deputy County Counsel

**USDA APHIS WILDLIFE SERVICES  
WORK AND FINANCIAL PLAN **AMENDMENT #1****

**COOPERATOR:** TEHAMA COUNTY (COOPERATOR)  
**COOPERATIVE AGREEMENT NO.:** 26-7306-7593-RA  
**ACCOUNT NO.:** AP.RA.RX06.73.0343  
**AGREEMENT DATES:** January 1, 2026 - June 30, 2026  
**AGREEMENT AMOUNT:** \$24,599.84

Pursuant to Cooperative Service Agreement No. 26-7306-7593-RA between Tehama County and the United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS), Wildlife Services (WS), the work and financial plan below is amended to reflect correct line-item dollar amounts (highlighted) that were incorrect in the original signed agreement. Subtotals and totals remain the same as the original agreement.

The Objectives/Goals, Plan of Action, Reports, Procurement, Stipulations and Restrictions sections remain unchanged.

Cost Element	Cost to Cooperator	Estimated Cost Share (Federal and State)	Full Cost
Personnel Compensation	\$ 13,226.60	\$ 7,667.00	\$ 20,893.60
Travel	\$ 500.00	\$ -	\$ 500.00
Vehicles	\$ 3,370.50	\$ 410.00	\$ 3,780.50
Other Services	\$ 1,250.00	\$ 123.00	\$ 1,373.00
Supplies and Materials	\$ 500.00	\$ -	\$ 500.00
Equipment	\$ 500.00	\$ -	\$ 500.00
<b>Subtotal (Direct Charges)</b>	<b>\$ 19,347.10</b>	<b>\$ 8,200.00</b>	<b>\$ 27,547.10</b>
Pooled Job Costs	11.00% \$ 2,128.18		\$ 2,128.18
Indirect Costs	16.15% \$ 3,124.56		\$ 3,124.56
<b>Agreement Total</b>	<b>\$ 24,599.84</b>	<b>\$ 8,200.00</b>	<b>\$ 32,799.84</b>

The distribution of the budget from this Financial Plan may vary as necessary to accomplish the purpose of this agreement but may not exceed: \$24,599.84. The Cost Share amount is \$8,200.00. This is an estimate based on available State and Federal funding and may be adjusted accordingly

\_\_\_\_\_  
 Representative, Tehama County

\_\_\_\_\_  
 Date

**UNITED STATES DEPARTMENT OF AGRICULTURE, ANIMAL AND PLANT HEALTH INSPECTION SERVICE, WILDLIFE SERVICES**

\_\_\_\_\_  
 Jeffrey B. Flores, State Director, California

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Wendy Anderson, Director, Western Region

\_\_\_\_\_  
 Date

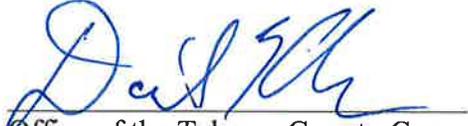
**E-Contract Review**  
**Approval as to Form**

Department Name: County of Tehama – Agricultural Commissioner

Vendor Name: USDA Animal and Plant Health Inspection Service, Wildlife Services

Document Description: Amendment to Integrated Wildlife Damage Management  
Cooperative Agreement

APPROVED AS TO FORM:



Office of the Tehama County Counsel

Daniel B. Klausner, Senior Deputy County Counsel

Date: 2/25/26



# Tehama County

## Agenda Request Form

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**File #:** 26-0278

**Agenda Date:** 3/10/2026

**Agenda #:** 6.

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### COMMITTEES & COMMISSIONS

#### **Requested Action(s)**

a) RED BLUFF CEMETERY DISTRICT - One (1) four-year appointment to fill the expired term of Barbara Thomas as Trustee of the District, with said new term expiring 3/10/30 (Interested person: Barbara Thomas)

#### **Financial Impact:**

None.

#### **Background Information:**

The Red Bluff Cemetery District has five members, serving for four-year terms.

# Red Bluff Cemetery District

Oak Hill      Saint Mary's      Lowrey

## BOARD OF TRUSTEES

Barbara Thomas      Harvey Iness      Carole May  
Bonnie Pettey      Valerie Trautt

P.O. Box 546, Red Bluff, CA 96080  
Telephone/Fax (530) 527-4417  
Email: redbluffcemeterydistrict@yahoo.com

February 20, 2026

Board of Supervisors  
Tehama County  
P.O. Box 250  
Red Bluff, CA 96080

RE: Term of Office for Trustee Barbara Thomas

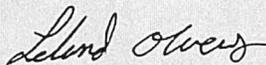
Honorable Board of Supervisors,

The term of office for Trustee Barbara Thomas for the Red Bluff Cemetery District did expire on August 31, 2025.

Mrs. Thomas has expressed the desire to continue in the role as Trustee of the Red Bluff Cemetery District.

This letter is to request that Mrs. Thomas be reappointed as Trustees of the Red Bluff Cemetery District for another four year term.

Sincerely,



Leland K Owens  
Manager  
Red Bluff Cemetery District



# Tehama County

## Agenda Request Form

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**File #:** 26-0201

**Agenda Date:** 3/10/2026

**Agenda #:** 7.

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### BOARD OF SUPERVISORS

#### **Requested Action(s)**

a) Determine that there is a need to continue the emergency proclamation, proclaiming the existence of the local emergency in Tehama County that caused conditions of peril

#### **Financial Impact:**

The requested action has no financial impact. Total impacts of the flooding damage are still being quantified, and State assistance is being sought.

#### **Background Information:**

At the September 16, 2025 meeting, the Board of Supervisors approved an emergency proclamation due to the forced closure of the Newville Road Bridge and the looming threat to Woodson Bridge, both caused by Winter Storm events. The Board also declared an emergency for this situation on February 7, 2025, before the full extent of the damage was known.

Staff are working to mitigate the existing issues to restore public access and prevent further damages, but has not yet been able to meet all needs.

The Board took action to extend this emergency on October 7, 2025, October 28, 2025, November 25, 2025, December, 16, 2025, January 13, 2026, and February 10, 2026 and action must continue every 30 days to continue.

**PROCLAMATION OF A LOCAL EMERGENCY  
BY THE TEHAMA COUNTY BOARD OF SUPERVISORS**

**WHEREAS**, the Board of Supervisors of Tehama County does hereby find; that conditions of extreme peril to the safety of persons and property have arisen within said Tehama County, caused by the unanticipated closure of the Newville Road bridge at Kendrick Creek due to the scour and undermining caused by Winter Storms in a previous emergency proclaimed February 7, 2025; that catastrophic damage from this event was not apparent in the immediate aftermath of the storms; that closure of this route limits the response ability of law enforcement, medical, and fire services; that the looming threat of catastrophic erosion-caused damage to Woodson Bridge was accelerated to a critical point by the Winter Storms in the aforementioned and another previously-declared emergency and; that these conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of Tehama County;

**NOW, THEREFORE, IT IS HEREBY PROCLAIMED** that a local emergency now exists throughout Tehama County due to both the existing and threatened conditions, as set forth above, and;

**IT IS FURTHER PROCLAIMED AND ORDERED** that during the existence of said local emergency the powers, functions, and duties of the emergency organization of Tehama County shall be those prescribed by state law, by ordinances, and resolutions of Tehama County, and approved by the Board of Supervisors and by the Tehama County Operational Area Emergency Operations Plan as approved by the Board of Supervisors; and,

**IT IS FURTHER ORDERED** that a copy of this proclamation be forwarded to the Secretary of the California Emergency Management Agency.

Signed:   
Chairman, Tehama County Board of Supervisors

Dated: 9/16/2025

Print Name     Matt Hansen    

Address     727 Oak Street      
    Red Bluff, CA 96080    

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 a Proclamation adopted by the Board of Supervisors on the 16<sup>th</sup>, day of September, 2025.

Dated this 16 day of September, 2025.

Sean Houghtby, County Clerk and ex-officio  
Clerk of the Board of Supervisors,  
County of Tehama, State of California

By   
Deputy



# Tehama County

## Agenda Request Form

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**File #:** 26-0291

**Agenda Date:** 3/10/2026

**Agenda #:** 8.

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### **PERSONNEL / ASSESSOR - Assessor Burley Phillips**

#### **Requested Action(s)**

a) OTHER THAN "A" STEP - Request approval to appoint the applicant as Extra Help Senior Appraiser, Range 34, Step D, effective 3/10/26, or upon successful completion of all pre-employment requirements

#### **Financial Impact:**

The extra-help position is a fully funded and approved line item within the Department budget.

#### **Background Information:**

Before resigning in March of 2025, the applicant was a Senior Appraiser who completed a wide variety of appraisals on multiple property types within the county. This extra-help assignment aims to help complete appraisals to ensure the timely completion of the assessment roll by the mandated deadline of July 1st. This candidate will be able to immediately contribute by independently processing work. The position will sunset on June 30, 2026.

The Personnel Office has reviewed the candidate's qualifications and agrees with placement at Salary Range 34, Step D, upon successful completion of all pre-employment requirements.



## OTHER THAN "A" STEP REQUEST

The Board of Supervisors, on November 13, 1990, asked to receive consistent information from Department Heads who request to hire a new employee at other than "A" step of the classification range. Board policy cites that "A" step is the normal and desired starting point in a classification unless compelling\* reasons exist to start an individual at a higher step.

\*Please note that the Board has previously provided direction that a pay disparity between Tehama and other counties is not, in and of itself, a sufficient compelling reason to start an employee at higher than "A" step.

---

FROM:

TO: Board of Supervisors/Personnel Office

RE: Request to hire an applicant in the following classification:

Extra Help Senior Appraiser at other than "A" step.

Please answer the following questions so that the Board may more objectively assess the request. Send the completed form along with the Agenda Request Form to the Personnel office, allowing sufficient time for review and approval/disapproval prior to the anticipated hiring date. Requests for "C" step or above will be referred to the Board of Supervisors on the regular agenda for their consideration. Requests for "B" step will be placed on the consent agenda for approval.

1. \$ 29.69 Step A Request: \$ 34.37 Step D

2. Total applications received during recruitment for this position: 2  
Total number of "qualified" applicants: 1

3. Justification for requesting higher step than A:

Before resigning in March of 2025, the applicant was a Senior Appraiser who completed a wide variety of appraisals on multiple property types within the county. This extra-help assignment aims to help complete appraisals to ensure the timely completion of the assessment roll by the mandated deadline of July 1st. The candidate will be able to immediately contribute by processing work, training others, and helping in the office. The position will sunset on June 30, 2026.

4. How has the Department budgeted for this additional cost?

The extra-help position is fully funded and approved within the department budget.

Department Head Signature



# Tehama County

## Agenda Request Form

File #: 25-1797

Agenda Date: 3/10/2026

Agenda #: 9.

### HEALTH SERVICES AGENCY - Executive Director Jayme Bottke

#### Requested Action(s)

a) AGREEMENT - Request approval and authorization for the Executive Director to sign the agreement with ZND Residential, Inc. for the provision of Mental Health Services for the maximum compensation not to exceed \$400,000, effective upon signing and shall terminate 6/30/27 (*Subject to receipt of required insurance documentation*)

#### Financial Impact:

Budget Unit is 40131 for Mental Health. Costs of services will be paid for with Mental Health Realignment funds and/or Mental Health Services Act funds allocated for medically necessary services. There is no impact to the General Fund.

#### Background Information:

This is a new agreement with the vendor to provide mental health services to Tehama County youth. Placement for at risk youth is extremely difficult and there is a statewide shortage of beds available. This is a community based residential treatment facility providing psychiatric treatment and psycho-social rehabilitative services to individuals diagnosed with mental illness. Their program is designed for children and non-minor dependents from 10-18 years of age. If the agreement is not approved, mental health services to youth who are referred to the Department will not have the benefit of this location.

**AGREEMENT BETWEEN THE COUNTY OF TEHAMA AND  
ZND RESIDENTIAL, INC.**

---

This agreement is entered into between the County of Tehama, through its Health Services Agency, (“County”) and ZND Residential, Inc. (“Contractor”) for the provision of Mental Health Services.

**1. RESPONSIBILITIES OF CONTRACTOR**

Contractor agrees to provide Mental Health Services for Full-Scope Medi-Cal beneficiaries eligible for enrollment in the Tehama County (COUNTY 52 Medi-Cal) Mental Health Plan. Services to uninsured or non-Medi-Cal eligible individuals may be reimbursed under this agreement on a case-by-case basis if the Contractor receives written authorization from County prior to providing such services provided however, that only medically necessary services shall be provided or billed under this contract. Without limiting the generality of the foregoing, educationally related mental health services are not covered by this contract, and County shall not be obligated to pay for such services under the contract. Further, this contract shall not cover services provided to any individual placed in Contractor’s facility pursuant to an Individualized Education Plan, and County shall not be obligated to pay for such services under the contract.

Contractor agrees to provide specialized treatment services for adolescents who are certified to require Short Term Residential Therapeutic Programs (STRTP) upon request of County (subject to availability of staff) including:

1. One-on-one supervision with client and staff as necessary for special needs client.
2. Additional treatment for the client requiring clinical therapeutic intervention by licensed professional staff, or clinical therapeutic intervention by unlicensed professional staff who are under direct clinical supervision of licensed professional staff.
3. Nighttime supervision for the client requiring extensive supervision and/or crisis intervention.
4. Group and individual outpatient psychotherapy sessions, delivered by a licensed mental health clinician.
5. Milieu therapy and other specified therapeutic services as deemed necessary in accordance with the youth's treatment plan.

7. Aftercare services for clients meeting criteria for return to community living. Aftercare services shall include medication support services, and other specified therapeutic services as deemed necessary in accordance with youth's return.
8. Service planning, treatment planning, progress evaluation, aftercare planning, and discharge. Planning shall be scheduled between County's and Contractor's staffs to insure appropriate continuity of care, and concurrent review and service authorization.

Contractor will provide these services specifically for the client who needs maintenance through behaviors that cannot be tolerated in the regular group home setting, i.e., assaultive behavior, self-injurious or self-destructive behavior, suicidal behavior, bizarre or outrageous behavior, self-mutilation, elopement.

Contractor shall provide only those services for which a written authorization from the County has been received. Services provided without prior written authorization from the County will be the responsibility of the Contractor and will not be reimbursed by the County.

Contractor understands that court-ordered assessments, written reports, expert witness testimony, case conferences or other forensic or administrative professional activities shall not be considered reimbursable activities under this agreement.

Contractor shall comply with:

- A. Applicable Medi-Cal Specialty Mental Health Services regulations, section 14680 of the Welfare and Institutions Code and the California Code of Regulations, Title 9, Division 1, Chapter 11;
- B. Applicable sections of the Tehama County Mental Health Plan ("MHP") as approved by the California Department of Health Care Services, the Tehama County Mental Health Quality Assurance Plan, the Tehama County Cultural Competency Plan, and the various policies and procedures established by the Tehama County Mental Health Director for the administration of public mental health services within Tehama County, as hereafter amended; and
- C. The most current Tehama County Behavioral Health Member Handbook ("Handbook") – Exhibit E.

Contractor shall be liable for State Department of Health Care Services audit exceptions due to inadequate documentation as per medical necessity requirements and shall reimburse County for any recoupments ordered by the State within sixty (60) days of the date of the State or County's notice of such recoupment order. If Contractor fails to reimburse County within such period, County may offset the unpaid amount against any sums due from County to Contractor pursuant to this agreement or any other agreement of obligation.

## **2. RESPONSIBILITIES OF THE COUNTY**

County shall compensate Contractor as set forth in section 3 of this agreement. Contractor acknowledges TCHSA Executive Director's ("Director") responsibility for implementing, operating, managing, and overseeing the MHP and compliance with California Welfare and Institutions Code, and Title 9, California Code of Regulations ("Title 9, CCR"). Director retains the right to restrict payment under this agreement to medically necessary services that meet MHP and Title 9, CCR requirements for preauthorization and retrospective review.

County agrees to pay Contractor at the rates listed in section 3 of this agreement for authorized services. In the event that the State of California shall establish a maximum allowance for any service listed in section 1 that is lower than the rate established by this agreement the maximum allowance established by the State of California shall prevail.

County will provide Contractor with the Handbook, attached hereto as Exhibit E, and by this reference made a part hereof.

County will follow the Provider Problem Resolution Process described in the Handbook when Contractor disputes denial of payment. If a Federal or State audit exception is created due to error of omission or commission on the part of the County, the County will be held responsible for the audit exception.

## **3. COMPENSATION**

A. County shall compensate Contractor for services rendered pursuant to the terms described in the current Handbook, attached as Exhibit E and incorporated herein. County shall pay Contractor the rates set forth in Exhibit B.

- B. Board and Care shall not be the responsibility of Tehama County and shall not be billed under this Agreement.
- C. The total Maximum compensation payable under this agreement shall not exceed \$400,000.00 (Four Hundred Thousand Dollars and no cents) at the rates set forth in Exhibit B, pursuant to the terms and conditions of this Agreement and pursuant to any special compensation terms specified therein.

**SPECIAL COMPENSATION TERMS**

The following specific terms of compensation shall apply. For each client the monthly claim shall itemize the type and date of service:

**Medication Visits** - in increments of staff minutes so that County is able to bill the Medi-Cal program for minutes of medication support provided by an appropriately licensed medical professional.

D. Cost Reports

Effective July 1, 2022, MHPs, DMCODS/DMC counties will no longer be required to submit an annual Medi-Cal cost report. This policy change will eliminate the need for counties to collect and submit cost reports from subcontracted network providers for purposes of Medi-Cal reimbursement. However, counties may still need to collect cost information from subcontracted network providers for a variety of reasons, including, but not limited to:

MHPs and DMC-ODS/DMC counties are required to continue to collect cost reports from network providers in compliance with DHCS cost reporting policies for services rendered prior to the date Behavioral Health Payment Reform is implemented on July 1, 2023.

When cost reporting is required by state or federal law.

**4. BILLING AND PAYMENT**

Contractor shall submit to County a monthly invoice of rendered services by the thirtieth day following the last day of the month in which the services were delivered. County shall make payment within 30 days of the date the services were approved for payment on the basis of retrospective review described in Section 27, PAYMENT AUTHORIZATION, below. County shall not be obligated to pay for services billed later than the thirtieth day following the last day

of the month in which the services were delivered except in the case of beneficiaries covered by both Medi-Cal and a third-party payer. If a beneficiary is covered by both Medi-Cal and a third-party payer, Contractor will bill third party payer and receive an Explanation of Benefits (EOB) from the third-party payer prior to billing County. Submission to County shall be considered timely when a billing invoice (accompanied by an EOB indicating payment or denial) is submitted: (1) no later than the thirtieth day following the last day of the month in which Contractor received an EOB for the billed service from the third-party payer, and (2) no later than the 120th day following the last day of the month in which services were delivered.

When, on the basis of retrospective review, it has been determined that Contractor has failed to meet service standards or documentation standards established by the MHP and Title 9, California Code of Regulations, payment will be denied on the basis of audit exception. Payment will not be made on the basis of added, amended, or altered records presented after the date of the retrospective review.

**5. TERM OF AGREEMENT**

This agreement shall commence on the date of signing and shall terminate June 30, 2027, unless terminated in accordance with section 6 below.

**6. TERMINATION OF AGREEMENT**

If Contractor fails to perform his/her duties to the satisfaction of the County, or if Contractor fails to fulfill in a timely and professional manner his/her obligations under this agreement, or if Contractor violates any of the terms or provisions of this agreement, then the County shall have the right to terminate this agreement effective immediately upon the County giving written notice thereof to the Contractor. Either party may terminate this agreement on 30 days' written notice. County shall pay contractor for all work satisfactorily completed as of the date of notice. County may terminate this agreement immediately upon oral notice should funding cease or be materially decreased or should the Tehama County Board of Supervisors fail to appropriate sufficient funds for this agreement in any fiscal year.

The County's right to terminate this agreement may be exercised by the Health Services Agency's Executive Director.

**7. ENTIRE AGREEMENT; MODIFICATION**

This agreement for the services specified herein supersedes all previous agreements for these services and constitutes the entire understanding between the parties hereto. Contractor shall be entitled to no other benefits other than those specified herein. No changes, amendments or alterations shall be effective unless in writing and signed by both parties. Contractor specifically acknowledges that in entering into and executing this agreement, Contractor relies solely upon the provisions contained in this agreement and no other oral or written representation.

**8. NONASSIGNMENT OF AGREEMENT**

Inasmuch as this agreement is intended to secure the specialized services of Contractor, Contractor may not assign, transfer, delegate or sublet any interest herein without the prior written consent of the County.

**9. EMPLOYMENT STATUS**

Contractor shall, during the entire term of this agreement, be construed to be an independent contractor and nothing in this agreement is intended nor shall be construed to create an employer-employee relationship, a joint venture relationship, or to allow County to exercise discretion or control over the professional manner in which Contractor performs the services which are the subject matter of this agreement; provided always, however, that the services to be provided by Contractor shall be provided in a manner consistent with the professional standards applicable to such services. The sole interest of the County is to ensure that the services shall be rendered and performed in a competent, efficient, and satisfactory manner. Contractor shall be fully responsible for payment of all taxes due to the State of California or the Federal government, which would be withheld from compensation of Contractor, if Contractor were a County employee. County shall not be liable for deductions for any amount for any purpose from Contractor's compensation. Contractor shall not be eligible for coverage under County's Workers Compensation Insurance Plan nor shall Contractor be eligible for any other County benefit.

**10. INDEMNIFICATION**

Contractor shall defend, hold harmless, and indemnify Tehama County, its elected officials, officers, employees, agents, and volunteers against all claims, suits, actions, costs, expenses (including but not limited to reasonable attorney's fees of County), damages, judgments, or

decrees by reason of any person's or persons' injury, including death, or property (including property of County) being damaged, arising out of contractor's performance of work hereunder or its failure to comply with any of its obligations contained in this agreement, whether by negligence or otherwise. Contractor shall, at its own expense, defend any suit or action founded upon a claim of the foregoing. Contractor shall also defend and indemnify County against any adverse determination made by the Internal Revenue Service or the State Franchise Tax Board and/or any other taxing or regulatory agency against the County with respect to Contractor's "independent contractor" status that would establish a liability for failure to make social security or income tax withholding payments, or any other legally mandated payment.

#### **11. INSURANCE**

Contractor shall procure and maintain insurance pursuant to Exhibit A, "Insurance Requirements For Contractor," attached hereto and incorporated by reference.

#### **12. PREVAILING WAGE**

Contractor certifies that it is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., as well as California Code of Regulations, Title 8, Section 16000 et seq. ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. If the Services hereunder are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Contractor agrees to fully comply with and to require its subcontractors to fully comply with such Prevailing Wage Laws, to the extent that such laws apply. If applicable, County will maintain the general prevailing rate of per diem wages and other information set forth in Labor Code section 1773 at its principal office and will make this information available to any interested party upon request. Contractor shall defend, indemnify, and hold the County, its elected officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties, or interest arising out of any failure or alleged failure of the Contractor or its subcontractors to comply with the Prevailing Wage Laws. Without limiting the generality of the foregoing, Contractor specifically acknowledges that County has not affirmatively represented to contractor in writing, in the call for bids, or otherwise, that the work to be covered by the bid or contract was not a "public work." To the fullest extent permitted by law, Contractor hereby

specifically waives and agrees not to assert, in any manner, any past, present, or future claim for indemnification under Labor Code section 1781.

Contractor acknowledges the requirements of Labor Code sections 1725.5 and 1771.1 which provide that no contractor or subcontractor may be listed on a bid proposal or be awarded a contract for a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5, with exceptions from this requirement specified under Labor Code sections 1725.5(f), 1771.1(a) and 1771.1(n).

If the services are being performed as part of the applicable “public works” or “maintenance” project, as defined by the Prevailing Wage Laws, Contractor acknowledges that this project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

### **13. NON-DISCRIMINATION**

Contractor shall not employ discriminatory practices in the treatment of persons in relation to the circumstances provided for herein, including assignment of accommodations, employment of personnel, or in any other respect on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.

### **14. GREEN PROCUREMENT POLICY**

Through Tehama County Resolution No. 2021-140, the County adopted the Recovered Organic Waste Product Procurement Policy (available upon request) to (1) protect and conserve natural resources, water and energy; (2) minimize the jurisdiction’s contribution to pollution and solid waste disposal; (3) comply with state requirements as contained in 14 CCR Division 7, Chapter 12, Article 12 (SB 1383); (4) support recycling and waste reduction; and (5) promote the purchase of products made with recycled materials, in compliance with the California Integrated Waste Management Act of 1989 (AB 939) and SB1382 when product fitness and quality are equal and they are available at the same or lesser cost of non-recycled products. Contractor shall adhere to this policy as required therein and is otherwise encouraged to conform to this policy.

### **15. COMPLIANCE WITH LAWS AND REGULATIONS**



Contractor understands that this is not an exclusive agreement, and that County shall have the right to negotiate with and enter into agreements with others providing the same or similar services to those provided by Contractor, or to perform such services with County's own forces, as County desires.

**20. STANDARDS OF THE PROFESSION**

Contractor agrees to perform its duties and responsibilities pursuant to the terms and conditions of this agreement in accordance with the standards of the profession for which Contractor has been properly licensed to practice.

**21. LICENSING OR ACCREDITATION**

Where applicable the Contractor shall maintain the appropriate license or accreditation through the life of this contract.

**22. RESOLUTION OF AMBIGUITIES**

If an ambiguity exists in this Agreement, or in a specific provision hereof, neither the Agreement nor the provision shall be construed against the party who drafted the Agreement or provision.

**23. NO THIRD-PARTY BENEFICIARIES**

Neither party intends that any person shall have a cause of action against either of them as a third-party beneficiary under this Agreement. The parties expressly acknowledge that is not their intent to create any rights or obligations in any third person or entity under this Agreement. The parties agree that this Agreement does not create, by implication or otherwise, any specific, direct or indirect obligation, duty, promise, benefit and/or special right to any person, other than the parties hereto, their successors and permitted assigns, and legal or equitable rights, remedy, or claim under or in respect to this Agreement or provisions herein.

**24. SERVICE STANDARDS**

Contractor agrees to abide by the same standards of care under which county provides service through programs staffed by County employees. Standards of care are communicated to Contractor via the Handbook, orientation, site certification process, retrospective reviews by the MHP, and training as new standards of care are implemented.

## **25. PAYMENT AUTHORIZATION**

County shall render payment as described in the current Handbook for services provided under this agreement that were authorized and that meet service standards and documentation standards established by the Tehama County MHP and Title 9, CCR. Compliance with MHP and Title 9, CCR service standards and documentation standards shall be established on the basis of retrospective reviews performed by Director or his or her designee. All claims for reimbursement under this agreement shall be submitted together with an Assurance of Compliance and Letter of Transmittal (see Handbook).

## **26. CODE OF CONDUCT**

Tehama County Health Services Agency (TCHSA) maintains high ethical standards and is committed to complying with all applicable statutes, regulations, and guidelines. The TCHSA and each of its employees and contractors shall follow an established Code of Conduct.

### **PURPOSE**

The purpose of the TCHSA Code of Conduct is to ensure that all TCHSA employees and contractors are committed to conducting their activities in accordance with the highest levels of ethics and in compliance with all applicable State and Federal statutes, regulations, and guidelines. The Code of Conduct also serves to demonstrate TCHSA's dedication to providing quality care to its patients.

### **CODE OF CONDUCT – General Statement**

The Code of Conduct is intended to provide TCHSA employees and contractors with general guidelines to enable them to conduct the business of TCHSA in an ethical and legal manner;

- Every TCHSA employee and contractor is expected to uphold the Code of Conduct;
- Failure to comply with the Code of Conduct or failure to report non-compliance may subject the TCHSA employee or contractor to disciplinary action, up to or including termination of employment or contracted status.

### **CODE OF CONDUCT**

All TCHSA employees and contractors:

- Shall perform their duties in good faith and to the best of their ability.
- Shall comply with all statutes, regulations, and guidelines applicable to Federal health care programs, and with TCHSA's own policies and procedures.
- Shall refrain from any illegal conduct. When an employee or contractor is uncertain of the meaning or application of a statute, regulation, or guideline, or the legality of a certain practice or activity, he or she shall seek guidance from his or her immediate

Supervisor, Division Director, the Quality Assurance Manager, the Compliance Auditor, the Assistant Executive Director-Programs, or the Assistant Executive Director-Administration.

- Shall not obtain any improper personal benefit by virtue of their employment or contractual relationship with TCHSA.
- Shall notify their Supervisor, Division Director, Assistant Executive Director-Administration, the Assistant Executive Director-Programs, or Agency Executive Director immediately upon receipt (at work or at home) of any inquiry, subpoena, or other agency or governmental request for information regarding TCHSA;
- Shall not destroy or alter TCHSA information or documents in anticipation of, or in response to, a request for documents by any applicable governmental agency or from a court of competent jurisdiction;
- Shall not engage in any practice intended to unlawfully obtain favorable treatment or business from any entity, physician, patient, resident, vendor, or any other person or entity in a position to provide such treatment or business;
- Shall not accept any gift of more than nominal value or any hospitality or entertainment, which because of its source or value, might influence the employee's or contractor's independent judgment in transactions involving TCHSA;
- Shall disclose to their Division Director any financial interest, official position, ownership interest, or any other relationship that they (or a member of their immediate family) has with TCHSA vendors or contractors;
- Shall not participate in any false billing of patients, governmental entities, or any other party;
- Shall not participate in preparation of any false cost report or other type of report submitted to the government;
- Shall not pay or arrange for TCHSA to pay any person or entity for the referral of patients to TCHSA, and shall not accept any payment or arrangement for TCHSA to accept any payment for referrals from TCHSA;
- Shall not use confidential TCHSA information for their own personal benefit or for the benefit of any other person or entity while employed at or under contract to TCHSA, or at any time thereafter;
- Shall not disclose confidential medical information pertaining to TCHSA's patients or clients without the express written consent of the patients or clients or pursuant to court order and in accordance with the applicable law and TCHSA applicable policies and procedures;
- Shall promptly report to the Compliance Auditor any and all violations or suspected violations of the Code of Conduct;
- Shall promptly report to the Compliance Auditor any and all violations or suspected violations of any statute, regulation, or guideline applicable to Federal health care programs or violations of TCHSA's own policies and procedures;
- Shall not engage in or tolerate retaliation against employees or contractors who report or suspect wrongdoing.

**27. HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT (HIPAA)**

The Contractor acknowledges that it is a “health care provider” for purposes of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and its implementing regulations. The Contractor agrees to use individually identifiable healthcare information obtained from the COUNTY only for purposes of providing diagnostic or treatment services to patients.

CONTRACTOR agrees to report to County any security incident or any use or disclosure of PHI (in any form) not provided for by this Agreement. Security incidents include attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with system operations in an information system. CONTRACTOR shall make this report by the next business day following discovery of the use, disclosure, or security incident.

**28. CULTURAL COMPETENCY**

Contractor shall insure that services delivered under the terms of this agreement reflect a comprehensive range of age appropriate, cost-effective, high quality intervention strategies directed so as to promote wellness, avert crises, and maintain beneficiaries within their own communities. Contractor shall make every effort to deliver services which are culturally sensitive and culturally competent and which operationalize the following values:

- A. Services should be delivered in the client's primary language or language of choice since language is the primary "carrier of culture,"
- B. Services should encourage the active participation of individuals in their own care, protect confidentiality at all times, and recognize the rights of all individuals regardless of race, ethnicity, cultural background, disability or personal characteristics,
- C. Service delivery staff should reflect the racial, ethnic, and cultural diversity of the population being served,
- D. Certain culturally sanctioned behaviors, values, or attitudes of individuals legitimately may conflict with "mainstream values" without indicating psychopathology or moral deviance,
- E. Service delivery systems should reflect cultural diversity in methods of service

delivery as well as policy,

- F. The organization should instill values in staff which encourage them to confront racially or culturally biased behavior in themselves and others and which encourage them to increase their sensitivity and acceptance of culturally based differences.
- G. Contractor's staff shall receive cultural competency training and Contractor shall provide evidence of such training to County upon request.

**29. DOCUMENTS AND RECORDS**

- A. Upon written request, Contractor agrees to permit County, State, and/or Federal agencies authorized by the Director, to inspect, review, and copy all records, notes, and writing of any kind in connection with the services provided by Contractor under this agreement. All such inspections and copying shall occur during normal business hours.
- B. If the California Department of Health Care Services, Center for Medicare and Medicaid Services (CMS), or Office of the Inspector General of the US Department of Health and Human Services determines there is a reasonable possibility of fraud or similar risk, the State, SMC or HHS Inspector General may inspect, evaluate, and audit the subcontractor at any time.
- C. Contractor shall preserve all records relating to the services provided pursuant to this agreement until at least ten years from the final date of the contract period or ten years from the date of completion of any audit, whichever is later.
- D. At the end of the period required for record retention, Contractor shall destroy all records made pursuant to this agreement in accordance with the California Code of Regulations, the California Welfare and Institutions Code, and Contractor's State licensing requirements.
- E. Contractor shall document compliance with all contractual requirements. Such documentation shall be provided to County upon request.

**30. CLINICAL RECORDS**

Contractor shall maintain adequate records. Patient records must comply with all appropriate State and Federal requirements. Individual records shall contain intake information, interviews, and progress notes. Program records shall contain detail adequate for the evaluation of the service. Contractor agrees that its inability to produce records adequate for evaluation of the service shall constitute ground for audit exception and denial of Contractor's claim for payment for those services. Contractor shall provide monthly reports to the Director in conformance with the Client and Service Information (CSI) System as prescribed by the State Department of Health Care Services.

If Contractor maintains an Electronic Health Record (EHR) with Protected Health Information (PHI), and an individual requests a copy of such information in an electronic format, Contractor shall provide such information in an electronic format to enable the County to fulfill its obligations under the HITECH Act, including but not limited to, 42 U.S.C. Section 17935(e) and the HIPAA regulations.

### **31. FINANCIAL RECORDS**

Contractor shall maintain financial records that clearly reflect the cost of each type of service for which payment is claimed. Any apportionment of costs shall be made in accordance with generally accepted accounting principles and shall evidence proper audit trails reflecting the true cost of the services rendered. Appropriate service and financial records must be maintained and retained for ten years following the close of the fiscal year to which the records pertain, or settlement of the Short-Doyle Medi-Cal Cost Report with the State of California, whichever is longer.

### **32. CONFIDENTIALITY OF PATIENT INFORMATION**

All information and records obtained in the course of providing services under this agreement shall be confidential and Contractor shall comply with State and Federal requirements regarding confidentiality of patient information (including but not limited to section 5328 of the Welfare and Institutions Code, and Title 45, Code of Federal Regulations, section 205.50 for Medi-Cal-eligible patients) including all applicable provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). All applicable regulations and statutes relating to patients' rights shall be adhered to. This provision shall survive the termination, expiration, or cancellation of this agreement.

**33. SEVERABILITY**

If any portion of this agreement or application thereof to any person or circumstance is declared invalid by a court of competent jurisdiction or if it is found in contravention of any federal or state statute or regulation or County ordinance, the remaining provisions of this agreement, or the application thereof, shall not be invalidated thereby and shall remain in full force and effect to the extent that the provisions of this agreement are severable.

**34. PARTICIPATION IN FEDERAL HEALTHCARE PROGRAMS**

- A. In entering into this agreement, Contractor acknowledges that County intends to seek reimbursement from Federal Healthcare programs for services provided directly by Contractor. Contractor acknowledges County's intent to comply with all rules and regulations pertaining to Federal Healthcare Programs. Contractor agrees to comply, and to require its employees who are considered "Covered Individuals" to comply with all policies and procedures of the Compliance Program. "Covered Individuals" are defined as employees or independent contractors of the Contractor with responsibilities pertaining to the ordering, provision, documentation, coding, or billing of services payable by a Federal Healthcare program for which County seeks reimbursement from the Federal Healthcare programs.
  
- B. Contractor agrees to provide copies of the Code of Conduct to all Covered Individuals and to obtain (subject to review by County and/or Office of Inspector General [OIG]) signed certifications from each individual certifying that they have received, read, and understand the Code of Conduct and agree to abide by all rules and regulations pertaining to participation in Federal Healthcare programs. Contractor will submit the signed certifications to TCHSA's Compliance Officer within thirty (30) days after the effective date of this agreement for all current employees who are "Covered Individuals" and within thirty (30) days after the start date of any newly-hired employees or independent contractors who are "Covered Individuals".
  
- C. Contractor shall comply with all contractual provisions pursuant to Exhibit D, "COMPLIANCE AND PROGRAM INTEGRITY," attached hereto and

incorporated by reference.

D. Contractor shall provide assurances of compliance with current State of California and Federal regulations regulating the reimbursement and delivery of healthcare services. These assurances are in the following forms which are provided in the Handbook:

(1) Statement of Understanding and Compliance – signed by each service provider for every day he/she provides a service to a beneficiary. This Statement shall be attached to or printed on the service provider’s daily time sheet, service activity log, or billing record. If Contractor does not use a daily time sheet, service activity log, or billing record, Contractor may, after approval from County (which may be obtained via email), have each service provider sign a monthly Statement of Understanding and Compliance. Contractor shall make signed Statements available to County upon request.

(2) Assurance of Compliance and Letter of Transmittal – signed by an officer of the corporation. This must accompany each claim for reimbursement.

**35. AGREEMENT SUPERVISION**

A. The Director, or his/her designee, shall be the County employee authorized and assigned to represent the interests of the County and to ensure that the terms and conditions of this agreement are carried out.

B. County shall monitor the kind, quality, and quantity of Contractor's services and criteria for determining the persons to be served and length of treatment for patients covered under the terms of this agreement.

**36. PERSONNEL**

A. Contractor shall furnish such qualified professional personnel as prescribed in Title 9 of the California Code of Regulations required for the type of services described in Section 1.

- B. All Contractor's personnel (including independent contractors) shall have the appropriate current State licensure required for their given profession.
- C. Contractor shall comply with all applicable Federal and/or State laws, rules, and regulations in regard to nondiscrimination in employment on the basis of race, color, ancestry, national origin, religion, sex, marital status, sexual orientation, age, medical condition, or disability (including compliance with the Federal Rehabilitation Act of 1973, section 504.

**37. LICENSING REQUIREMENTS**

Contractor shall comply with all necessary County or State licensing requirements and must obtain appropriate licenses and display same in a location that is reasonably conspicuous. Contractor shall abide by the Welfare and Institutions Code, section 5600 et. seq., Title 9 and Title 22 of the California Code of Regulations, the State Cost Reporting/Data Collection Manual (CR/DC), and State Department of Health Care Services Policy Letters.

**38. TAXES**

Contractor agrees to file Federal and State tax returns and pay all applicable State and Federal taxes on amounts paid pursuant to this agreement. In case County is audited for compliance regarding withholding or other applicable taxes, Contractor agrees to furnish County with proof of payment of taxes on those earnings.

**39. PATIENT'S RIGHTS**

Contractor shall give beneficiaries notice of their rights as contained in the Tehama County Guide to Medi-Cal Mental Health Services (available upon request from County in electronic or paper form). In addition, in all facilities providing the services described herein the Contractor shall have prominently posted in the predominant languages of the community a list of the patients' rights.

**40. SUPPLEMENTATION OF WAGES**

Contractor desires to comply with DSS Manual of Procedures Section 11-402.122 & .123 which allows RCL programs to use mental health funds to pay for certain payroll costs of child care and

social worker staff and not forfeit RCL points. County acknowledges that the funds in this contract may be used, in part, to supplement the wages (including taxes and benefits) of child care and social worker staff which would otherwise be paid with AFDC-FC funds. Any requirement for additional hours or positions beyond the minimum provided for under AFDC-FC policy may also be paid for with mental health funds.

**41. MISCELLANEOUS PROVISION**

Contractor shall comply specifically with Division 5 of the Welfare and Institutions Code, Titles 9 and 22 of the California Code of Regulations, and all statutes and regulations related thereto.

Contractor shall possess and maintain Mental Health Organizational Provider certification and comply with the California Department of Health Care Services requirements thereof, including on-site reviews at least once every three years. If Contractor is a STRTP, Contractor shall also maintain accreditation in good status, Mental Health Program Approval and Medi-Cal certification.

Contractor shall comply with all Patients' Rights statutes and regulations.

Contractor shall insure that all pertinent admissions and length of stay requests comply with utilization review regulations.

**BANKRUPTCY:** Contractor shall immediately notify County in the event that Contractor ceases conducting business in the normal manner, becomes insolvent, makes a general assignment for the benefits of creditors, suffers or permits the appointment of a receiver for its business or assets, or avails itself, or, becomes subject to, any proceeding under the Federal Bankruptcy Act or any other statute of any state relating to insolvency or protection of the rights of creditors.

**42. HAZARDOUS MATERIALS**

Contractor shall provide to County all Safety Data Sheets covering all Hazardous Materials to be furnished, used, applied, or stored by Contractor, or any of its Subcontractors, in connection with the services on County property. Contractor shall provide County with copies of any such Safety Data Sheets prior to entry to County property or with a document certifying that no Hazardous Materials will be brought onto County property by Contractor, or any of its Subcontractors,

during the performance of the services. County shall provide Safety Data Sheets for any Hazardous Materials that Contractor may be exposed to while on County property.

**43. HARASSMENT**

Contractor agrees to make itself aware of and comply with the County's Harassment Policy, TCPR §8102: Harassment, which is available upon request. The County will not tolerate or condone harassment, discrimination, retaliation, or any other abusive behavior. Violations of this policy may cause termination of this agreement.

**44. TRAFFICKING VICTIMS PROTECTION ACT OF 2000**

Contractor and its Subcontractors that provide services covered by this Contract shall comply with Section 106(g) of the Trafficking Victims Protection Act of 2000 as amended (22 U.S.C.7104).”

**45. BYRD ANTI-LOBBYING AMENDMENT (31 USC 1352)**

Contractor certifies that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 USC 1352. Contractor shall also disclose to DHCS any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.

**46. HATCH AC**

County agrees to comply with the provisions of the Hatch Act (USC, Title 5, Part III, Subpart F., Chapter 73, Subchapter III), which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.

**47. COUNTERPARTS, ELECTRONIC SIGNATURES – BINDING**

This agreement may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument. Each Party of this agreement agrees to the use of electronic signatures, such as digital signatures that meet the requirements of the California Uniform Electronic Transactions Act (“CUETA”) Cal. Civil Code §§ 1633.1 to

1633.17), for executing this agreement. The Parties further agree that the electronic signatures of the Parties included in this agreement are intended to authenticate this writing and to have the same force and effect as manual signatures. Electronic signature means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record pursuant to the CUETA as amended from time to time. The CUETA authorizes use of an electronic signature for transactions and contracts among Parties in California, including a government agency. Digital signature means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature, and shall be reasonably relied upon by the Parties. For purposes of this section, a digital signature is a type of “electronic signature” as defined in subdivision (i) of Section 1633.2 of the Civil Code. Facsimile signatures or signatures transmitted via pdf document shall be treated as originals for all purposes.

#### **48. EXHIBITS**

Contractor shall comply with all provisions of Exhibits A through E, attached hereto and incorporated by reference. In the event of a conflict between the provisions of the main body of this Agreement and any attached Exhibit(s), the main body of the Agreement shall take precedence.

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

Date: 10-1-25

COUNTY OF TEHAMA  
  
Jayne S. Bottke, Executive Director

Date: 10/1/25

ZND Residential, Inc.  
  
Jante Bracamontes, CFO

-----  
Contractor Number

-----  
Vendor Number

-----  
Budget Account Number

## Exhibit A

### **INSURANCE REQUIREMENTS FOR CONTRACTOR**

Contractor shall procure and maintain, for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work described herein and the results of that work by Contractor, his/her agents, representatives, employees, or subcontractors. At a minimum, Contractor shall maintain the insurance coverage, limits of coverage and other insurance requirements as described below.

Commercial General Liability (including operations, products and completed operations) \$1,000,000 per occurrence for bodily injury, personal injury, and property damage. If coverage is subject to an aggregate limit, that aggregate limit will be twice the occurrence limit, or the general aggregate limit shall apply separately to this project/location.

#### Automobile Liability

Automobile liability insurance is required with minimum limits of \$1,000,000 per accident for bodily injury and property damage, including owned and non-owned and hired automobile coverage, as applicable to the scope of services defined under this agreement.

#### Workers' Compensation

If Contractor has employees, he/she shall obtain and maintain continuously Workers' Compensation insurance to cover Contractor and Contractor's employees and volunteers, as required by the State of California, as well as Employer's Liability insurance in the minimum amount of \$1,000,000 per accident for bodily injury or disease.

#### Professional Liability (Contractor/Professional services standard agreement only)

If Contractor is a state-licensed architect, engineer, contractor, counselor, attorney, accountant, medical provider, and/or other professional licensed by the State of California to practice a profession, Contractor shall provide and maintain in full force and effect while providing services pursuant to this contract a professional liability policy (also known as Errors and Omissions or Malpractice liability insurance) with single limits of liability not less than \$1,000,000 per claim and \$2,000,000 aggregate on a claims made basis. However, if

coverage is written on a claims-made basis, the policy shall be endorsed to provide coverage for at least three years from termination of agreement.

If Contractor maintains higher limits than the minimums shown above, County shall be entitled to coverage for the higher limits maintained by Contractor.

All such insurance coverage, except professional liability insurance, shall be provided on an “occurrence” basis, rather than a “claims made” basis.

#### Endorsements: Additional Insureds

The Commercial General Liability and Automobile Liability policies shall include, or be endorsed to include “Tehama County, its elected officials, officers, employees and volunteers” as an additional insured.

The certificate holder shall be “County of Tehama.”

#### Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions of \$25,000 or more must be declared to, and approved by, the County. The deductible and/or self-insured retentions will not limit or apply to Contractor’s liability to County and will be the sole responsibility of Contractor.

#### Primary Insurance Coverage

For any claims related to this project, Contractor’s insurance coverage shall be primary insurance as respects the County, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of Contractor’s insurance and shall not contribute with it.

#### Coverage Cancellation

Each insurance policy required herein shall be endorsed to state that “coverage shall not be reduced or canceled without 30 days’ prior written notice certain to the County.”

### Acceptability of Insurers

Contractor's insurance shall be placed with an insurance carrier holding a current A.M. Best & Company's rating of not less than A:VII unless otherwise acceptable to the County. The County reserves the right to require rating verification. Contractor shall ensure that the insurance carrier shall be authorized to transact business in the State of California.

### Subcontractors

Contractor shall require and verify that all subcontractors maintain insurance that meets all the requirements stated herein.

### Material Breach

If for any reason, Contractor fails to maintain insurance coverage or to provide evidence of renewal, the same shall be deemed a material breach of contract. County, in its sole option, may terminate the contract and obtain damages from Contractor resulting from breach. Alternatively, County may purchase such required insurance coverage, and without further notice to Contractor, County may deduct from sums due to Contractor any premium costs advanced by County for such insurance.

### Policy Obligations

Contractor's indemnity and other obligations shall not be limited by the foregoing insurance requirements.

### Verification of Coverage

Contractor shall furnish County with original certificates and endorsements effecting coverage required herein. All certificates and endorsements shall be received and approved by the County prior to County signing the agreement and before work commences. However, failure to do so shall not operate as a waiver of these insurance requirements.

The County reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

Exhibit B

PAYMENT TERMS

- I. COUNTY shall pay CONTRACTOR as per the following instructions:
  - A. CONTRACTOR shall submit claims in accordance with the applicable billing requirements. COUNTY shall reimburse CONTRACTOR within thirty (30) days upon receipt of invoice (Attachment 2) from CONTRACTOR.
  - B. Net negotiated rates for services are as defined in Fiscal Year 2025-26 Rates below:

<b>Group Name</b>	<b>Group Description</b>	<b>Hourly Rate</b>
CNS Group	Certified Nurse Specialists	\$467.89
LPHA Group	LPHAs {MFT LCSW LPCC}/ Intern or Waivered LPHAs {MFT LCSW LPCC}	\$244.88
LVN Group	Licensed Vocational Nurses	\$200.77
MA Group	Medical Assistants	\$138.01
MD Group	Licensed Physicians	\$940.90
MHRS Group	Mental Health Rehab Specialists	\$184.23
NP Group	Nurse Practitioners	\$467.89
OT Group	Occupational Therapists	\$325.96
OTHER Group	Other Qualified Practitioners	\$184.23
PA Group	Physicians Assistants	\$421.99
PEER Group	Peer Support Specialists	\$193.44
PHARM Group	Pharmacists	\$450.39
PSY Group	Psychologists {Licensed or Waivered}	\$378.40
PT Group	Licensed Psychiatric Technicians	\$172.11
RN Group	Registered Nurses	\$382.18

- C. Rates for services rendered by CONTRACTOR shall be reviewed annually and amended by mutual agreement of CONTRACTOR and COUNTY at the beginning of each fiscal year. In the event mutual agreement for rates is not reached between parties hereto, this Agreement shall terminate upon written notice from COUNTY or CONTRACTOR.
- D. Payment of claims is contingent upon authorization for treatment by COUNTY or designee as the Managed Care Provider.

## Exhibit C

### **SCOPE OF WORK**

The County of Tehama, on behalf of the Department of Behavioral Health (DBH), intends to engage several Short-Term Residential Therapeutic Program (STRTP) contractors under a master agreement to provide outpatient specialty mental health to youth placed in their STRTP licensed and Mental Health Program Application (MHPA) approved homes.

#### **A. Background**

On October 11, 2015 and September 25, 2016, Assembly Bills 403 and 1997 were signed into law, respectively, to implement provisions of the Continuum of Care Reform (CCR). The provisions were founded on the collective belief among stakeholders involved in California's child welfare system that all children served by the foster care system need, deserve, and have an ability to be part of a loving family, and not to grow up in a congregate setting. Assembly Bill 403 created a new youth residential licensing category – the Short-Term Residential Therapeutic Program (STRTP – to replace the former group home Rate Classification Level (RCL) structure. With this change, youth and non-minor dependents would receive short-term, specialized, and intensive treatment, and 24-hour care and supervision within the STRTP home in which they were placed. Assembly Bill 1997 further adopted the requirement for all STRTPs to provide and ensure access to specialty mental health services to youth and non-minor dependents placed in their care. This would allow for the timely provision of services and greater care coordination for foster youth in the system.

STRTPs are required to obtain and maintain STRTP licensure through the California Department of Social Services (CDSS) and Mental Health Program Application (MHPA) approval and Medi-Cal site certification through either the Department of Health Care Services (DHCS) or their home county, if it is a delegate county. In order to provide Medi-Cal billable services within Tehama County, STRTPs are required to obtain and maintain Medi-Cal site certification.

#### **B. Target Population**

Tehama County youth, presumptive transfer youth, and AB1051 youth placed within the care of the STRTP.

#### **Entry Criteria**

A licensed STRTP may accept youth, including non-minor dependents, for placement who meet all of the following criteria:

1. Youth does not require inpatient care in a licensed health facility,

2. Youth has been assessed by a licensed mental health professional as meeting the applicable criteria for placement in a STRTP program,
3. A determination has been made by the Interagency Placement Committee (IPC) that the youth should be placed in a STRTP.

Referrals shall be submitted to the program from the Tehama County DSS and Probation Department. The STRTP may also receive referrals from out-of-county DSS and Probation Departments.

AB 1051 changes to the presumptive transfer process would necessitate an individual contract between the STRTP and county of responsibility for all out of county youth placed in the home. Out-of-county youth covered by the Master STRTP Agreement are those:

1. Youth from a county which has signed onto the Tehama County DBH county-to-county agreement; or
2. Youth who have had an exemption granted by Tehama County DBH for the youth to be presumptively transferred.

Additionally, Z.N.D. RESIDENTIAL, INC. (Z.N.D.) shall ensure that American Indian youth receive specialty mental health services in accordance with the Federal Indian Child Welfare Act (25 U.S.C. Sec 1901 et seq.).

#### C. Description of Services

The intended benefit of the STRTP program is to increase ease of access and availability of mental health services for youth placed within the care of the STRTP.

Z.N.D. RESIDENTIAL, INC. (Z.N.D.) shall provide a level of service and support that will reflect each participant's unique and individual needs.

#### A. Services Start Date

The County intends to select one (1) or more bidder(s) to provide the requested services under the development of a master agreement expected to be effective July 1, 2025.

Site certification/recertification must be completed no later than September 1, 2025.

#### B. Summary of Services

- i. Z.N.D. RESIDENTIAL, INC. (Z.N.D.) shall provide these services to all individuals in the program. Services will include but are not limited to the following:

- a. Provide support to the youth's family and other members of the youth's social network to help them manage the symptoms and illness of the youth and reduce the level of family and social stress associated with the illness.
- b. Make appropriate referrals and linkages to services that are beyond that of the selected bidder(s)' services under this agreement or as appropriate when discharging/transitioning a youth from your program.
- c. Coordinate services with any other community mental health and non-mental health providers as well as other medical
- d. Assist person served/family with accessing all entitlements or benefits for which they are eligible (i.e. Managed Care Plan benefits, Medi-Cal, SSI, Section 8 vouchers etc.).
- e. Develop family support and involvement whenever possible.
- f. Refer individuals to supported education and employment opportunities, as appropriate.
- g. Provide or link to transportation services when it is critical to initially access a support service or gain entitlements or benefits.
- h. Provide or refer to peer support activities, as appropriate.
- i. Ensure that clinically appropriate Evidence-Based Practices are utilized in service delivery at all levels of care.
- ii. Z.N.D. RESIDENTIAL, INC. (Z.N.D.) shall deliver a comprehensive specialty mental health program. Behavioral health services include but are not limited to:
  - a. Assessment
  - b. Treatment or Care planning/Goal setting
  - c. Pediatric Symptom Checklist (PSC) 35 and the Child and Adolescent Needs and Strengths (CANS) assessment
  - d. Individual therapy
  - e. Group therapy
  - f. Family therapy
  - g. Case Management
  - h. Medication Support
  - i. Intensive Home-Based Services

- j. Intensive Care Coordination
- k. Consultation
- l. Linkage to additional services and supports
- m. Hospitalization/Post Hospitalization Support
- iii. Z.N.D. RESIDENTIAL, INC. (Z.N.D.) will ensure that all services:
  - a. Be values-driven, Strengths-based, individual-driven, and co- occurring capable.
  - b. Be culturally and linguistically competent.
  - c. Be age, culture, gender, and language appropriate.
  - d. Include accommodations for individuals with physical disability(ies).
- iv. Methods for service coordination and communication between program and other service providers shall be developed and implemented consistent with Tehama County Mental Health Plan (MHP) confidentiality rules.
- v. Z.N.D. RESIDENTIAL, INC. (Z.N.D.) shall maintain an up-to-date caseload record of all individuals enrolled in services, and provide individual, programmatic, and other demographic information to DBH as requested.
- vi. Z.N.D. RESIDENTIAL, INC. (Z.N.D.) shall ensure billable specialty mental health services meet any/all County, State, Federal regulations including any utilization review and quality assurance standards and provide all pertinent and appropriate information in a timely manner to DBH to bill Medi-Cal services rendered.
- vii. STRTP specific programming

The STRTP program is designed so that youth and non-minor dependents placed within the STRTP home have the ability to receive services – including specialty mental health services – in one place. Specialty mental health services are provided within the home by the STRTP’s mental health staff, with youth and non-minor dependents Frequency and intensity of specialty mental health services are determined by the person served’s treatment plan, or as identified in their day-to-day needs. Z.N.D. RESIDENTIAL, INC. (Z.N.D.) shall have a plan to meet the youth’s mental health needs outside of the regular working hours of mental health staff, including weekends.

Based on the acuity of this population, each youth shall receive a minimum of two direct treatment encounters per week. The STRTP shall ensure and document daily attempts to engage youth in a mental health service when a youth is refusing to participate in all other services offered by the program. All mental health services are trauma-informed, culturally,

and developmentally appropriate. Additionally, all specialty mental health services shall meet Medi-Cal standards and the STRTP shall collaborate with the Interagency Placement Committee

(IPC), Wrap Team, and Child and Family Team (CFT) for treatment planning and linkage to support systems.

Additional services provided by the STRTP program include, but are not limited to:

- a. Crisis Intervention
- b. EPSDT Supplemental Specialty Mental Health Services
- c. Medication Support

Shall be provided via the STRTP's psychiatrist on staff or a subcontracted psychiatrist. Z.N.D. RESIDENTIAL, INC. (Z.N.D.) will monitor that the following is adhered to by the psychiatrist for these services:

- a) The psychiatrist shall examine each youth prior to prescribing any psychotropic medication and include a screening to determine whether there are potential medical complications that may contribute to the youth's health condition. This examination shall be noted in the youth's record.
  - b) The psychiatrist shall sign a written medication review for each youth prescribed psychotropic medication as clinically appropriate, but at least every forty-five (45) days. This review shall be included in the youth's record.
  - c) The psychiatrist shall review the course of treatment for all youth who are not on psychotropic medication at least every ninety (90) days and include the results of this review in a progress note signed by the prescribing physician at the time the review is completed.
  - d) Psychotropic medications for a youth placed in an STRTP shall be administered in accordance with all applicable State and Federal laws, which include but are not limited to laws related to informed consent, documentation of informed consent, and California Welfare & Institutions (WIC) Code Sections 369.5 and 739.5.
  - e) A nurse practitioner, physician's assistant or registered, licensed or vocational nurse acting within their scope of practice; may perform the functions in subdivisions (b), (c), and (d) under the direction of a psychiatrist. However, each child shall be examined by a psychiatrist at least once during the child's stay at the STRTP."
- viii. A licensed mental health professional (LMHP) or waived/registered professional shall perform a clinical review every ninety (90) days of the youth's status and progress in

treatment to determine whether the youth should continue admission in the program or be transitioned to a different level of care. The LMHP or waived/registered professional shall make this determination in consultation with the CFT. A report documenting the clinical review shall be maintained in the youth's record and provided to DBH upon request.

ix. The STRTP shall ensure continuity of care, services, and treatment as a youth moves from his or her STRTP placement to home-based family care or to a permanent living situation through reunification, adoption, or guardianship, in accordance with the youth's case plan or treatment plan. This includes notifying all outside treating mental health providers when the youth is no longer residing in the STRTP. The STRTP shall

make appropriate referrals for mental health services if a youth does not have an assigned mental health provider outside of the STRTP.

I. Location of Services

Services shall be provided at Z.N.D. RESIDENTIAL, INC. (Z.N.D.) licensed STRTP site, as shown below. These sites shall maintain STRTP licensure through CDSS, as well as mental health program application approval (MHPA) and Medi-Cal site certification through the Tehama County Department of Behavioral Health

(DBH). The County must be notified of any addition or change to the location of an STRTP and the new site must obtain its own, separate licensure, MHPA approval, and Medi-Cal site certification. Z.N.D. RESIDENTIAL, INC. (Z.N.D.) must also be capable of offering services through Telehealth-phone and Telehealth-video should the need arise.

II. Hours of Z.N.D. RESIDENTIAL, INC. (Z.N.D.)

Z.N.D. RESIDENTIAL, INC. (Z.N.D.) shall have services available between 9:00 am and 5:00 pm five (5) days per week.

III. Care Coordination/Transition Plan

i. Intake and Initial Assessment

Z.N.D. RESIDENTIAL, INC. (Z.N.D.) shall complete the following, upon intake or as indicated below.

1. Mental Health Assessment

A mental health assessment shall be completed by a licensed mental health professional (LMHP) or waived/registered associate within five (5) calendar days of a youth's arrival.

A mental health assessment that was completed by an LMHP within sixty (60) calendar days may also be used to meet this requirement.

## 2. Treatment Plan

Each youth admitted to the STRTP shall have a Treatment Plan reviewed and signed by a LMHP, waived/registered professional, or the Head of Service (HOS) within ten (10) calendar days of the youth's arrival at the STRTP.

The Treatment Plan shall be reviewed by a member of the mental health program staff at least every thirty (30) calendar days.

## 3. Medication Support

Within the first thirty (30) days of youth's arrival, a psychiatrist shall examine each youth prior to prescribing any psychotropic medication and include a screening to determine whether there

are potential medical complications that may contribute to the youth's health condition. This examination shall be noted in the youth's record.

Medication support may be provided onsite or via telepsychiatry.

### ii. Transition and Discharge

Discharge planning, including transition planning that supports a step- down process utilizing a CFT, permanency specialist (which may include family finding) and child specific strategies to build natural and formal support systems, shall begin at intake and is determined on a case-by- case basis, depending on the youth's progress toward individualized treatment goals. Additionally, linkages shall be made to ongoing support, such as specialty mental health resources, for all youth. All transitions and discharges shall be discussed in a CFT to ensure all members of the youths' support system are aware of the recommendation being made by the STRTP.

## IV. Evidence Based Practices (EBPs)

Z.N.D. RESIDENTIAL, INC. (Z.N.D.) must use evidence-based practices (EBPs) found effective in serving this target population. This includes the provision of training, ongoing sustainability, and fidelity to a core competency for Z.N.D. RESIDENTIAL, INC. (Z.N.D.) mental health clinicians. Evidence- Based Practices (EBP) utilized in the STRTP include but are not limited to: Cognitive Behavioral Therapy (CBT), Trauma Focused CBT (TF-CBT), Dialectical Behavioral Therapy (DBT), and Motivational Interviewing (MI). Any additional evidence-based practices Z.N.D. RESIDENTIAL, INC. (Z.N.D.) would like to utilize will require review and consultation with County.

## V. County Shall

- i. Assist the Z.N.D. RESIDENTIAL, INC. (Z.N.D.) efforts to evaluate the needs of each enrolled child on an ongoing basis to ensure each child is receiving clinically appropriate services.
- ii. Provide oversight and collaborate with Z.N.D. RESIDENTIAL, INC. (Z.N.D.) and other County Departments and community agencies to help achieve State program goals and outcomes. Oversight includes, but is not limited to, contract monitoring and coordination with the State Department of Health Care Services and California Department of Social Services in regard to program administration and outcomes.
- iii. Assist the Z.N.D. RESIDENTIAL, INC. (Z.N.D.) in making links with the total mental health system of care. This will be accomplished through regularly scheduled meetings as well as formal and informal consultation.
- iv. Participate in evaluating overall program progress and efficiency and be available to Z.N.D. RESIDENTIAL, INC. (Z.N.D.) for ongoing consultation.
- v. Gather outcome information from target person served groups and throughout each term of this Agreement. County shall notify Z.N.D. RESIDENTIAL, INC. (Z.N.D.) when their participation is required. The performance outcome measurement process will not be limited to survey instruments but will also include, as appropriate, a person on served and staff interviews, chart reviews, and other methods of obtaining required information.
- vi. Assist Z.N.D. RESIDENTIAL, INC. (Z.N.D.) efforts toward cultural and linguistic competency by providing the following:
  1. Technical assistance regarding cultural competency requirements.
  2. Mandatory cultural competency training for Z.N.D. RESIDENTIAL, INC. (Z.N.D.) personnel, if training capacity allows.

#### VI. Staffing

- vii. Z.N.D. RESIDENTIAL, INC. (Z.N.D.) shall provide the following staffing components, at minimum:
  - i. Mental health program staff shall be consistent with the current STRTP regulations and should be appropriate for services needed by each youth, which would include any of the following classifications: physicians, psychologists/waivered psychologists, LCSW/ASW, LMFT/AMFT, LPCC/APCC, registered nurses, LVNs, psychiatric technicians, and mental health rehabilitation specialists..

viii. Of the direct service program staff required above, The STRTP shall have one (1) half-time equivalent LMHP or waived/registered professional employed for each six (6) children admitted to the program. A LMHP or waived/registered professional who is employed to meet this requirement may also be the head of service, if employed at least forty (40) hours per week.

ix. Z.N.D. RESIDENTIAL, INC. (Z.N.D.) shall ensure staff are qualified in education, experience, and clinical competencies appropriate for their respective job classifications.

x. Z.N.D. RESIDENTIAL, INC. (Z.N.D.)) shall maintain adequate staffing levels in relation to the number of open person-served cases at any given point and align with the needs of the population. Clinician caseloads shall not exceed 6 individuals per clinician. Staffing levels shall not jeopardize the quality of services provided to the persons served.

xi. Peer support staff shall not be counted as part of the mental health program staff for the purpose of meeting regulatory staffing ratios and shall only be hired and utilized as approved in the selected bidder(s)' MHPA and site certification.

F. Z.N.D. RESIDENTIAL, INC. (Z.N.D.) will provide appropriate training for all staff to include but not limited to trauma-informed practice, EBPs utilized, working with specialized populations such as Human Trafficking, and co-occurring competence to serve individuals with mental health and substance use/abuse disorders.

G. Z.N.D. RESIDENTIAL, INC. (Z.N.D.) will comply with the training requirements and expectations referenced in Exhibit A, Department of Behavioral Health Selected Bidder Training Requirements Reference Guide.

H. Z.N.D. RESIDENTIAL, INC. (Z.N.D.) will provide sufficient number of licensed staffing and will manage assignment of persons served within the program to ensure that all services for persons with dual coverage are claimable (e.g. Medicare/Medi-Cal dually enrolled persons).

## VII. General Requirements

A. Guiding Principles of Care Delivery: All services provided by Z.N.D. RESIDENTIAL, INC. (Z.N.D.) shall be in accordance with DBH's Guiding Principles of Care Delivery in accordance to Exhibit B.

### B. Compliance Program

Z.N.D. RESIDENTIAL, INC. (Z.N.D.)) shall be responsible for conducting internal monitoring and auditing of its agency. Internal monitoring and auditing include, but are not limited to billing practices, licensure/ certification verification and adherence to County, State and Federal regulations. If a selected bidder identifies improper procedures, actions or

circumstances, including fraud/waste/abuse and/or systemic issue(s), prompt steps shall be taken to correct said problem(s) and must report to DBH any overpayments discovered as a result of such problems. Z.N.D. RESIDENTIAL, INC. (Z.N.D.) shall either adopt DBH's Compliance Plan/ Program or establish its own Compliance Plan/Program and provide documentation to DBH to evaluate whether the program is consistent with the elements of a compliance program as recommended by the United States Department of Health and Human Services, Office of Inspector General. Z.N.D. RESIDENTIAL, INC. (Z.N.D.) shall adhere to applicable DBH Policies and Procedures relating to the Compliance Program or develop its own compliance related policies and procedures.

Z.N.D. RESIDENTIAL, INC. (Z.N.D.) shall comply with Tehama County

Department of Behavioral Health Compliance Program Code of Conduct and Acknowledgement and Agreement Form in accordance with Exhibit

C. Specific Compliance requirements will be outlined in the resulting agreement.

C. Cultural Responsivity: Z.N.D. RESIDENTIAL, INC. (Z.N.D.) shall be required to adhere to DBH's Cultural Responsivity requirements included as Exhibit D –National Standards for Culturally and Linguistically Appropriate Services (CLAS).

D. Federal/HIPAA Laws: Strictly adhere with all applicable Federal (including HIPAA laws), State of California and/or local laws and regulations relating to confidentiality and protected health information.

E. Interpreter/Translation Services: Provide/demonstrate ability to access competent and appropriate linguistic services in the identified individual's language of choice and have a working knowledge of accessing and utilizing qualified staff /third-party interpreters or language lines during provision of services. Interpretation/Translation services will be at the cost of Z.N.D. RESIDENTIAL, INC. (Z.N.D.).

F. Licensing, Certification, and Credentialing: MHP requires its licensed/registered/waivered and certified providers to comply with and maintain professional competencies in their fields of expertise. To ensure competency, the credentialing process is required for all new and current provider staff. Credentialing Committee must approve Z.N.D. RESIDENTIAL, INC. (Z.N.D.) mental health program staff before service delivery. Z.N.D. RESIDENTIAL, INC. (Z.N.D.) will be required to submit related documents to the County's DBH Plan Administration Division for review by DBH's Credentialing Committee. Z.N.D. RESIDENTIAL, INC. (Z.N.D.) will define their protocol for ensuring the Tehama County credentialing process is adhered to. If Z.N.D. RESIDENTIAL, INC. (Z.N.D.) is not certified at the time of award, Z.N.D. RESIDENTIAL, INC. (Z.N.D.) will

work with DBH to execute the process for certification within 60 days of the start of the contract.

G. Service Data for Billing Purposes

Z.N.D. RESIDENTIAL, INC. (Z.N.D.) will provide accurate and timely input of services provided in the County's Electronic Health Record (EHR). The current EHR is a web-based application and requires a computer with a minimum of 16 GB RAM using either Edge or Chrome as the browser, and a stable high speed internet connection. Additional drivers may be needed to scan documents into the EHR.

Z.N.D. RESIDENTIAL, INC. (Z.N.D.) will be responsible for equipment to support the using of the EHR. Z.N.D. RESIDENTIAL, INC. (Z.N.D.) may be required to utilize data entry forms, portals, or related systems for compliance with County data reporting requirements during the duration of the contract.

Data entry shall be the responsibility of Z.N.D. RESIDENTIAL, INC. (Z.N.D.). The County shall monitor the number and amount of services entered into the EHR. Any and all audit exceptions resulting from the provision and billing of Medi-Cal services by Z.N.D. RESIDENTIAL, INC. (Z.N.D.) shall be the sole responsibility of the selected bidder(s).

Z.N.D. RESIDENTIAL, INC. (Z.N.D.) will utilize the County's EHR for all Behavioral Health Plan billing and reporting functions and may elect to utilize the County's EHR for all clinical documentation, at no additional cost to the selected bidder. Preference will be given to bidders electing to utilize the County's EHR for clinical documentation.

elects to not use the County's EHR for all clinical documentation, Z.N.D. RESIDENTIAL, INC. (Z.N.D.) must submit a plan demonstrating how all necessary requirements involving electronic health information exchange between Z.N.D. RESIDENTIAL, INC. (Z.N.D.) and the county will be

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In an effort to satisfy required state, federal and other funding and reporting requirements and to successfully administer, assess and evaluate program outcomes effectiveness, Z.N.D. RESIDENTIAL, INC. (Z.N.D.) shall be asked to collect data and measures applicable to services requested in this RFSQ and submit them in a timely manner to the Departments. The Departments will collect data and develop the required annual reports. The data that shall be requested is necessary for the Departments to successfully complete its reporting and outcome requirements with appropriate funders, which may include local, State and Federal agencies.

The outcomes will be composed of two sections: a general data requirement for systemic services delivery oversight and reporting, and a specific data set dependent on the level of service, age range, modality, funding source requirements, and other specific measures.

Outcomes shall include improvement in functioning as demonstrated via IP-CANS assessment. IP-CANS assessments shall be conducted at intake and in response to changes in the child's case including, but not limited to, placement changes, visitation changes, and any "significant changes in child circumstances or functioning". IP-CANS assessments shall be completed at least every six (6) months even in the absence of significant changes. Outcome measures shall be expected after six (6) months of receiving services.

Specific outcomes requirements are outlined in Exhibit E. As noted previously in this RFSQ, regulations are expected to change and Z.N.D. RESIDENTIAL, INC. (Z.N.D.) will be required to adhere to new requirements and changes in collaboration with the Department.

#### I. CLAS and Diversity, Equity and Inclusion (DEI) Outcomes

Z.N.D. RESIDENTIAL, INC. (Z.N.D.) providing direct care and services shall adhere to the CLAS standards to adhere with regulatory requirements and ensure culturally and linguistically responsive care.

Z.N.D. RESIDENTIAL, INC. (Z.N.D.) shall provide annual documentation to demonstrate implementation and compliance with CLAS standards, which may include an organizational CLAS plan, training records, records of interpreter/translation services utilized, etc.

Additionally, Z.N.D. RESIDENTIAL, INC. (Z.N.D.) will be required to collect the required demographic data related to their funding source to meet outcomes and evaluation requirements.

Participation on the annual diversity, equity and inclusion survey provides the Department vital data necessary to assess its effectiveness in meeting the Cultural Competency Plan Requirements (CCPR), and thus Z.N.D. RESIDENTIAL, INC. (Z.N.D.) will be required to participate in the annual survey process.

Specific CLAS and DEI requirements will be outlined in the resulting agreement.

#### VIII. Reports

quarterly shall track data and provide reporting on the following items and send all applicable information and reports to the DBH Contract Analysts.

- A. The STRTP shall be expected to comply with all contract monitoring and compliance protocols, procedures, data collection methods, and reporting requirements conducted by County.
- B. The STRTP will be responsible for meeting with DBH on a quarterly basis, or more often as agreed upon between County and the for contract and performance monitoring.
- C. All reports will be due to the County by the 10th of each month, unless otherwise specified, and will be reviewed for accuracy. (If the 10th lands on a weekend or Holiday, reports will be due the next business day). Reimbursement for monthly expenses may be delayed in the event inaccurate reports are submitted.
- D. The STRTP shall submit a census report to the CWMH Team on the 1st and 15th of each month.
- E. The STRTP shall provide DBH with Outcome Reports on an annual and semi-annual basis, respectively. Outcome Report formats will be established through County/ST RTP collaboration. Outcome Report measures may change, based on information or measures needed.
- F. Z.N.D. RESIDENTIAL, INC. (Z.N.D.) will report and document all major and/or sensitive incidents (“critical incidents”) to the County. The County, at its sole discretion, may require Z.N.D. RESIDENTIAL, INC. (Z.N.D.) to conduct all necessary follow-up activities after reporting critical incidents. If there is any doubt about whether an incident should be reported, the default shall be for Z.N.D. RESIDENTIAL, INC. (Z.N.D.) to report the incident to the County.
- G. Additional reports and outcome information may be requested by County at a later date, as needed.

## Exhibit D

### **COMPLIANCE AND PROGRAM INTEGRITY**

#### **Evidence of Contractual Compliance**

Contractor shall document evidence of compliance with all contractual provisions and provide to County upon request.

#### **Exclusions Checks**

Consistent with the requirements of 42 Code of Federal Regulations, (C.F.R.) part 455.436, Contractor shall confirm the identity and determine the exclusion status of all providers (employees and subcontractors), as well as any person with an ownership or control interest, or who is an agent or managing employee of Contractor through monthly checks of Federal and State databases. The databases to be included are:

- A. The Social Security Administration's Death Master File
- B. The National Plan and Provider Enumeration System (NPPES)
- C. The Office of Inspector General's List of Excluded Individuals/Entities (LEIE)
- D. The System for Award Management (SAM)
- E. The California Department of Health Care Services (DHCS) Medi-Cal Suspended and Ineligible Provider List (S & I List)

Contractor shall retain evidence of monthly checks and provide to County upon request. If the Contractor finds a party that is excluded, Contractor shall notify the County within one (1) business day. Contractor shall not permit an excluded provider to render services to a County client.

#### **Ownership Disclosure**

Pursuant to the requirements of 42 C.F.R. § 455.104, Contractor must make disclosures regarding any person (individual or corporation) who has an ownership or control interest in the Contractor, whether the person (individual or corporation) is related to another person with an ownership or control interest in the Contractor as a spouse, parent, child, or sibling, or whether the person (individual or corporation) with an ownership or control interest in any subcontractor in which the Contractor has a five percent (5%) or more interest is related to another person with ownership or control interest in the Contractor as a spouse, parent, child or sibling.

The term “person with an ownership or control interest” means, with respect to the Contractor, a person who:

- A. Has directly or indirectly an ownership of five percent (5%) or more in the Contractor; or
- B. Is the owner of a whole or part interest in any mortgage, deed of trust, note, or other obligation secured in whole (or in part) by the Contractor or any property of or assets thereof, which whole or part interest is equal to or exceeds five percent (5%) of the total property and assets or the entity; or
- C. Is an officer or director of the Contractor if the Contractor is organized as a corporation; or
- D. Is a partner in the Contractor, if the Contractor is organized as a partnership

Contractor will provide County the following disclosures prior to the execution of this contract (and annually thereafter), prior to its extension or renewal (and annually thereafter), and within thirty five (35) days after any change in Contractor ownership:

- A. The name and address of any person (individual or corporation) with an ownership or control interest in the Contractor. The address for corporate entities shall include, as applicable, a primary business address, every business location, and a P.O. Box address;
- B. Date of birth and Social Security Number (in the case of an individual);
- C. Other tax identification number [in the case of a corporation with an ownership or control interest in the Contractor or in any subcontractor in which the Contractor has a five percent (5%) or more interest];
- D. Whether the person (individual or corporation) with an ownership or control interest in the Contractor is related to another person with ownership or control interest in the Contractor as a spouse, parent, child, or sibling; or whether the person (individual or corporation) with an ownership or control interest in any subcontractor in which the Contractor has a five percent (5%) or more interest is related to another person with ownership or control interest in the Contractor as a spouse, parent, child, or sibling;
- E. The name of any other disclosing entity in which the Contractor has an ownership or control interest. Other disclosing entity means any other Medicaid disclosing entity

and any entity that does not participate in Medicaid, but is required to disclose certain ownership and control information because of participation in any of the programs established under title V, XVIII, or XX of the Act. This includes:

- (1) Any hospital, skilled nursing facility, home health agency, independent clinical laboratory, renal disease facility, rural health clinic, or health maintenance organization that participates in Medicare (title XVIII);
- (2) Any Medicare intermediary or carrier; and
- (3) Any entity (other than an individual practitioner or group of practitioners) that furnishes, or arranges for the furnishing of, health-related services for which it claims payment under any plan or program established under title V or title XX of the Act.
- (4) The name, address, date of birth, and Social Security Number of any managing employee of the managed care entity.

### **Business Transactions Disclosure**

Contractor must submit disclosures and updated disclosures to County regarding certain business transactions within thirty five (35) days, upon request. The following must be disclosed:

- A. The ownership of any subcontractor with whom Contractor had business transactions totaling more than \$25,000 during the 12-month period ending on the date of request; and
- B. Any significant business transactions between Contractor and any wholly owned supplier, or between Contractor and any subcontractor, during the 5-year period ending on the date of request.

### **Persons Convicted of Crimes Disclosure**

Contractor shall submit the following disclosures to County regarding Contractor's management prior to execution of this contract and at any time upon County request:

- (A) The identity of any person who is a managing employee of Contractor who has been convicted of a crime related to federal health care programs. [42 C.F.R. § 455.106(a)(1), (2).]
- (B) The identity of any person who is an agent of Contractor who has been convicted of a crime related to federal health care programs. (42 C.F.R. § 455.106(a)(1), (2).)

For this purpose, the word "agent" has the meaning described in 42 C.F.R. § 455.101.

### **Criminal Background Checks**

Contractor must require providers (employees and contracted) to consent to criminal background checks including livescans pursuant to 42 C.F.R. 455.434(a). Upon DHCS' determination that Contractor or a person with a five percent (5%) or more direct or indirect ownership interest in Contractor meets DHCS' criteria for criminal background checks as a high risk to the Medicaid program, Contractor's providers (employees and contracted) must submit livescans pursuant to 42 C.F.R. 455.434(b)(1).

Exhibit E

# **TEHAMA COUNTY**

## **Behavioral Health Member**

### **Handbook**

## **Specialty Mental Health Services and Drug Medi-Cal**

**Tehama County Health Services Agency  
Mental Health and Substance Use Recovery Division  
P.O. Box 400  
1860 Walnut Street  
Red Bluff, CA 96080  
Phone: (530) 527-5631**

**TCHSA Access Line 1-800-240-3208 is available 24 hours a day, 7 days a week.**

Effective Date: January 1, 2025<sup>1</sup>

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<sup>1</sup> The handbook must be offered at the time the member first accesses services.

## LANGUAGE TAGLINES

### English Tagline

ATTENTION: If you need help in your language call 1-800-240-3208 (TTY: 711). Aids and services for people with disabilities, like documents in braille and large print, are also available. Call 1-800-240-3208 (TTY: 711). These services are free of charge.

### الشعار بالعربية (Arabic)

يُرجى الانتباه: إذا احتجت إلى المساعدة بلغتك، فاتصل بـ 1-800-240-3208 (TTY: 711). تتوفر أيضًا المساعدات والخدمات للأشخاص ذوي الإعاقة، مثل المستندات المكتوبة بطريقة برايل والخط الكبير. اتصل بـ 1-800-240-3208 (TTY: 711). هذه الخدمات مجانية.

### Հայերեն պիտակ (Armenian)

ՈՒՇԱԴՐՈՒԹՅՈՒՆ: Եթե Ձեզ օգնություն է հարկավոր Ձեր լեզվով, զանգահարեք 1-800-240-3208 (TTY: 711): Կան նաև օժանդակ միջոցներ ու ծառայություններ հաշմանդամություն ունեցող անձանց համար, օրինակ՝ Բրայլի գրատիպով ու խոշորատառ տպագրված նյութեր: Զանգահարեք 1-800-240-3208 (TTY: 711): Այդ ծառայություններն անվճար են:

### ប្រាសាទជាភាសាខ្មែរ (Cambodian)

ចំណាំ: បើអ្នក ត្រូវ ការជំនួយ ជាភាសា របស់អ្នក សូម ទូរស័ព្ទទៅលេខ 1-800-240-3208 (TTY: 711)។ ជំនួយ និង សេវាកម្ម សម្រាប់ ជនពិការ ដូចជាឯកសារសរសេរជាអក្សរធំ សម្រាប់ជនពិការភ្នែក ឬឯកសារសរសេរជាអក្សរព្រមព្រៀង ក៏អាចរកបានផងដែរ។ ទូរស័ព្ទមកលេខ 1-800-240-3208 (TTY: 711)។ សេវាកម្មទាំងនេះមិនគិតថ្លៃឡើយ។

### 简体中文标语 (Chinese)

请注意：如果您需要以您的母语提供帮助，请致电 1-800-240-3208 (TTY:

711)。另外还提供针对残疾人士的帮助和服务，例如盲文和需要较大字体阅读，也是方便取用的。请致电 1-800-240-3208 (TTY: 711)。这些服务都是免费的。

### مطلب به زبان فارسی (Farsi)

توجه: اگر می‌خواهید به زبان خود کمک دریافت کنید، با 1-800-240-3208 (TTY: 711) تماس بگیرید. کمک‌ها و خدمات مخصوص افراد دارای معلولیت، مانند نسخه‌های خط بریل و چاپ با حروف بزرگ، نیز موجود است. با 1-800-240-3208 (TTY: 711) تماس بگیرید. این خدمات رایگان ارائه می‌شوند.

### हिंदी टैगलाइन (Hindi)

ध्यान दें: अगर आपको अपनी भाषा में सहायता की आवश्यकता है तो 1-800-240-3208 (TTY: 711) पर कॉल करें। अशक्तता वाले लोगों के लिए सहायता और सेवाएं, जैसे ब्रेल और बड़े प्रिंट में भी दस्तावेज़ उपलब्ध हैं। 1-800-240-3208 (TTY: 711) पर कॉल करें। ये सेवाएं नि: शुल्क हैं।

### Nqe Lus Hmoob Cob (Hmong)

CEEB TOOM: Yog koj xav tau kev pab txhais koj hom lus hu rau 1-800-240-3208 (TTY:

711). Muaj cov kev pab txhawb thiab kev pab cuam rau cov neeg xiam oob qhab, xws li puav leej muaj ua cov ntawv su thiab luam tawm ua tus ntawv loj. Hu rau 1-800-240-3208 (TTY: 711). Cov kev pab cuam no yog pab dawb xwb.

### **日本語表記 (Japanese)**

注意日本語での対応が必要な場合は 1-800-240-3208 (TTY: 711)へお電話ください。点字の資料や文字の拡大表示など、障がいをお持ちの方のためのサービスも用意しています。 1-800-240-3208 (TTY: 711)へお電話ください。これらのサービスは無料で提供しています。

### **한국어 태그라인 (Korean)**

유의사항: 귀하의 언어로 도움을 받고 싶으시면 1-800-240-3208 (TTY: 711) 번으로 문의하십시오. 점자나 큰 활자로 된 문서와 같이 장애가 있는 분들을 위한 도움과 서비스도 이용 가능합니다. 1-800-240-3208 (TTY: 711) 번으로 문의하십시오. 이러한 서비스는 무료로 제공됩니다.

### **ແຫກໄລພາສາລາວ (Laotian)**

ປະກາດ: ຖ້າທ່ານຕ້ອງການຄວາມຊ່ວຍເຫຼືອໃນພາສາຂອງທ່ານໃຫ້ໃຫ້ທາດປີ 1-800-240-3208 (TTY: 711). ຍັງມີຄວາມຊ່ວຍເຫຼືອແລະການບໍລິການສໍາລັບຄົນພິການ ເຊັ່ນເອກະສານທີ່ເປັນອັກສອນນູນແລະມິໂຕພິມໃຫຍ່ ໃຫ້ໃຫ້ທາດປີ 1-800-240-3208 (TTY: 711). ການບໍລິການເຫຼົ່ານີ້ບໍ່ຕ້ອງເສຍຄ່າໃຊ້ຈ່າຍໃດໆ.

### **Mien Tagline (Mien)**

LONGC HNYOUV JANGX LONGX OC: Beiv taux meih qiex longc mienh tengx faan benx meih nyei waac nor douc waac daaih lorx taux 1-800-240-3208 (TTY: 711). Liouh lorx jauv-louc tengx aengx caux nzie gong bun taux ninh mbuo wuaaic fangx mienh, beiv taux longc benx nzangc-pokc bun hluo mbiutc aengx caux aamz mborqv benx domh sou se mbenc nzaih bun longc. Douc waac daaih lorx 1-800-240-3208 (TTY: 711). Naaiv deix nzie weih gong-bou jauv-louc se benx wang-henh tengx mv zuqc cuotv nyaanh oc.

### **ਪੰਜਾਬੀ ਟੈਗਲਾਈਨ (Punjabi)**

ਧਿਆਨ ਦਿਓ: ਜੇ ਤੁਹਾਨੂੰ ਆਪਣੀ ਭਾਸ਼ਾ ਵਿੱਚ ਮਦਦ ਦੀ ਲੋੜ ਹੈ ਤਾਂ ਕਾਲ ਕਰੋ 1-800-240-3208 (TTY: 711). ਅਪਾਹਜ ਲੋਕਾਂ ਲਈ ਸਹਾਇਤਾ ਅਤੇ ਸੇਵਾਵਾਂ, ਜਿਵੇਂ ਕਿ ਬ੍ਰੇਲ ਅਤੇ ਮੋਟੀ ਛਪਾਈ ਵਿੱਚ ਦਸਤਾਵੇਜ਼, ਵੀ ਉਪਲਬਧ ਹਨ। ਕਾਲ ਕਰੋ 1-800-240-3208 (TTY: 711). ਇਹ ਸੇਵਾਵਾਂ ਮੁਫਤ ਹਨ।

### **Русский слоган (Russian)**

ВНИМАНИЕ! Если вам нужна помощь на вашем родном языке, звоните по номеру 1-800-240-3208 (линия ТТУ: 711). Также предоставляются средства и услуги для людей с ограниченными возможностями, например документы крупным шрифтом или шрифтом Брайля. Звоните по номеру 1-800-240-3208 (линия ТТУ: 711). Такие услуги предоставляются бесплатно.

### **Mensaje en español (Spanish)**

ATENCIÓN: si necesita ayuda en su idioma, llame al 1-800-240-3208 (TTY: 711). También ofrecemos asistencia y servicios para personas con discapacidades, como documentos en braille y con letras grandes. Llame al 1-800-240-3208 (TTY: 711). Estos servicios son gratuitos.

### **Tagalog Tagline (Tagalog)**

ATENSIYON: Kung kailangan mo ng tulong sa iyong wika, tumawag sa 1-800-240-3208 (TTY: 711). Mayroon ding mga tulong at serbisyo para sa mga taong may kapansanan, tulad ng mga dokumento sa braille at malaking print. Tumawag sa 1-800-240-3208 (TTY: 711). Libre ang mga serbisyong ito.

### **แท็กไลน์ภาษาไทย (Thai)**

โปรดทราบ: หากคุณต้องการความช่วยเหลือเป็นภาษาของคุณ กรุณาโทรศัพท์ไปที่หมายเลข 1-800-240-3208 (TTY: 711) นอกจากนี้ ยังพร้อมให้ความช่วยเหลือและบริการต่าง ๆ สำหรับบุคคลที่มีความพิการ เช่น เอกสารต่าง ๆ ที่เป็นอักษรเบรลล์และเอกสารที่พิมพ์ด้วยตัวอักษรขนาดใหญ่ กรุณาโทรศัพท์ไปที่หมายเลข 1-800-240-3208 (TTY: 711) ไม่มีค่าใช้จ่ายสำหรับบริการเหล่านี้

### **Примітка українською (Ukrainian)**

УВАГА! Якщо вам потрібна допомога вашою рідною мовою, телефонуйте на номер 1-800-240-3208 (TTY: 711). Люди з обмеженими можливостями також можуть скористатися допоміжними засобами та послугами, наприклад, отримати документи, надруковані шрифтом Брайля та великим шрифтом. Телефонуйте на номер 1-800-240-3208 (TTY: 711). Ці послуги безкоштовні.

### **Khẩu hiệu tiếng Việt (Vietnamese)**

CHÚ Ý: Nếu quý vị cần trợ giúp bằng ngôn ngữ của mình, vui lòng gọi số 1-800-240-3208 (TTY: 711). Chúng tôi cũng hỗ trợ và cung cấp các dịch vụ dành cho người khuyết tật, như tài liệu bằng chữ nổi Braille và chữ khổ lớn (chữ hoa). Vui lòng gọi số 1-800-240-3208 (TTY: 711). Các dịch vụ này đều miễn phí.

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## OTHER LANGUAGES AND FORMATS

### **Other languages**

If you need help in your language call 1-800-240-3208 (TTY: 711). Aids and services for people with disabilities, like documents in braille and large print, are also available. Call 1-800-240-3208 (TTY: 711). These services are free of charge.

### **Other formats**

You can get this information in other formats, such as braille, 20-point font large print, audio, and accessible electronic formats at no cost to you. Call the county telephone number listed on the cover of this handbook (TTY: 711). The call is toll free.

### **Interpreter Services**

The county provides oral interpretation services from a qualified interpreter, on a 24-hour basis, at no cost to you. You do not have to use a family member or friend as an interpreter. We discourage the use of minors as interpreters, unless it is an emergency. Interpreter,

linguistic and cultural services are available at no cost to you. Help is available 24 hours a day, 7 days a week. For language help or to get this handbook in a different language, call the county telephone number listed on the cover of this handbook (TTY: 711). The call is toll free.

## COUNTY CONTACT INFORMATION

We are here to help. The following county contact information will help you get the services you need.

Telephone Number: (530) 527-5631

County 24/7 Access Line: (800) 240-3208

County behavioral health website hyperlink:

<https://www.tehamahealthservices.net/administration/about-us/behavioral-health/>

County Provider Directory hyperlink:

<https://www.tehamahealthservices.net/behavioral-health-provider-directory/>

Tehama County Patient Access Application Programming Interfaces (APIs) are still under development at this time. When they are completed and ready to be accessed, an update will be made to this handbook.

### **Who Do I Contact If I'm Having Suicidal Thoughts?**

If you or someone you know is in crisis, please call the 988 Suicide and Crisis Lifeline at **988** or the National Suicide Prevention Lifeline at **1-800-273-TALK (8255)**. Chat is available at <https://988lifeline.org/>.

To access your local programs, please call the 24/7 Access Line or county telephone number listed above.

## PURPOSE OF THIS HANDBOOK

### Why is it important to read this handbook?

Your county has a mental health plan that offers mental health services known as “specialty mental health services”. Additionally, your Drug Medi-Cal county provides services for alcohol or drug use, known as “substance use disorder services”. Together these services are known as “behavioral health services”, and it is important that you have information about these services so that you can get the care you need. This handbook explains your benefits and how to get care. It will also answer many of your questions.

You will learn:

- How to receive behavioral health services through your county.
- What benefits you can access.
- What to do if you have a question or problem.
- Your rights and responsibilities as a member of your county.
- If there is additional information about your county, which may be indicated at the end of this handbook.

If you do not read this handbook now, you should hold on to it so you can read it later. This book is meant to be used along with the book you got when you signed up for your Medi-Cal benefits. If you have any questions about your Medi-Cal benefits, call the county using the phone number on the front of this book.

### Where Can I Go for More Information About Medi-Cal?

Visit the Department of Health Care Services website at

<https://www.dhcs.ca.gov/services/medi-cal/eligibility/Pages/Beneficiaries.aspx>

for more information about Medi-Cal.

## BEHAVIORAL HEALTH SERVICES INFORMATION

### How to Tell if You or Someone You Know Needs Help?

Many people go through hard times in life and may experience mental health or substance use conditions. The most important thing to remember is that help is available. If you or your family member are qualified for Medi-Cal and need behavioral health services, you should call the county's 24/7 Access Line or the Drug Medi-Cal county telephone number within the hours of operation listed on the cover of this handbook. Your managed care plan can also help you contact your county if they believe you or a family member need behavioral health services that the managed care plan does not cover. Your county will help you find a provider for the services you may need.

The list below can help you decide if you or a family member needs help. If more than one sign is present or happens for a long time, it may be a sign of a more serious problem that requires professional help. Here are some common signs you might need help with a mental health condition or substance use condition:

### Thoughts and Feelings

- Strong mood changes, possibly with no reason, such as:
  - Too much worry, anxiety, or fear
  - Too sad or low
  - Too good, on top of the world
  - Moody or angry for too long
- Thinking about suicide
- Focusing only on getting and using alcohol or drugs
- Problems with focus, memory or logical thought and speech that are hard to explain
- Problems with hearing, seeing, or sensing things that are hard to explain or that most people say don't exist

## Physical

- Many physical problems, possibly without obvious causes, such as:
  - Headaches
  - Stomach aches
  - Sleeping too much or too little
  - Eating too much or too little
  - Unable to speak clearly
- Decline in looks or strong concern with looks, such as:
  - Sudden weight loss or gain
  - Red eyes and unusually large pupils
  - Odd smells on breath, body, or clothing

## Behavioral

- Having consequences from your behavior because of changes to your mental health or using alcohol or drugs, such as:
  - Having issues at work or school
  - Problems in relationships with other people, family, or friends
  - Forgetting your commitments
  - Not able to carry out usual daily activities
- Avoiding friends, family, or social activities
- Having secretive behavior or secret need for money
- Becoming involved with the legal system because of changes to your mental health or using alcohol or drugs

## Members Under the Age of 21

### *How Do I Know When a Child or Teenager Needs Help?*

You may contact your county or managed care plan for a screening and assessment for your child or teenager if you think they are showing signs of a behavioral health condition. If your child or teenager qualifies for Medi-Cal and the screening or

assessment shows that behavioral health services are needed, then the county will arrange for your child or teenager to receive behavioral health services. Your managed care plan can also help you contact your county if they believe your child or teenager needs behavioral health services that the managed care plan does not cover. There are also services available for parents who feel stressed by being a parent.

Minors 12 years of age or older, may not need parental consent to receive outpatient mental health services or residential shelter services if the attending professional person believes the minor is mature enough to participate in the behavioral health services or residential shelter services. Minors 12 years of age or older, may not need parental consent to receive medical care and counseling to treat a substance use disorder related problem. Parental or guardian involvement is required unless the attending professional person determines that their involvement would be inappropriate after consulting with the minor.

The list below can help you decide if your child or teenager needs help. If more than one sign is present or persists for a long time, it may be that your child or teenager has a more serious problem that requires professional help. Here are some signs to look out for:

- A lot of trouble paying attention or staying still, putting them in physical danger or causing school problems
- Strong worries or fears that get in the way of daily activities
- Sudden huge fear without reason, sometimes with racing heart rate or fast breathing
- Feels very sad or stays away from others for two or more weeks, causing problems with daily activities
- Strong mood swings that cause problems in relationships
- Big changes in behavior
- Not eating, throwing up, or using medicine to cause weight loss
- Repeated use of alcohol or drugs

- Severe, out-of-control behavior that can hurt self or others
- Serious plans or tries to harm or kill self
- Repeated fights, use of a weapon, or serious plan to hurt others

## **ACCESSING BEHAVIORAL HEALTH SERVICES**

### **How Do I Get Behavioral Health Services?**

If you think you need behavioral health services such as mental health services and/or substance use disorder services, you can call your county's 24/7 Access Line or the Drug Medi-Cal county telephone number within the hours of operation listed on the cover of this handbook. Once you contact the county, you will receive a screening and be scheduled for an appointment for an assessment.

You can also request behavioral health services from your managed care plan if you are a member. If the managed care plan determines that you meet the access criteria for behavioral health services, the managed care plan will help you to get an assessment to receive behavioral health services through your county. Ultimately, there is no wrong door for getting behavioral health services. You may even be able to receive behavioral health services through your managed care plan in addition to behavioral health services through your county. You can access these services through your behavioral health provider if your provider determines that the services are clinically appropriate for you and as long as those services are coordinated and not duplicative.

In addition, keep the following in mind:

- You may be referred to your county for behavioral health services by another person or organization, including your general practitioner/doctor, school, a family member, guardian, your managed care plan, or other county agencies. Usually, your doctor or the managed care plan will need your consent or the permission of the parent or caregiver of a child, to make the referral directly to

the county, unless there is an emergency.

- Your county may not deny a request to do an initial assessment to determine whether you meet the criteria for receiving behavioral health services.
- Behavioral health services can be provided by the county or other providers the county contracts with (such as clinics, treatment centers, community-based organizations, or individual providers).

### **Where Can I Get Behavioral Health Services?**

You can get behavioral health services in the county where you live, and outside of your county if necessary. Each county has behavioral health services for children, youth, adults, and older adults. If you are under 21 years of age, you are eligible for additional coverage and benefits under Early and Periodic Screening, Diagnostic, and Treatment. See the “Early and Periodic Screening, Diagnostic, and Treatment” section of this handbook for more information.

Your county will help you find a provider who can get you the care you need. For mental health services, the county must refer you to the closest provider to your home, or within time or distance standards who will meet your needs.

### **When Can I Get Behavioral Health Services?**

Your county has to meet appointment time standards when scheduling a service for you. For mental health services, the county must offer you an appointment:

- Within 10 business days of your non-urgent request to start services with the mental health plan;
- Within 48 hours if you request services for an urgent condition;
- Within 15 business days of your non-urgent request for an appointment with a psychiatrist; and,
- Within 10 business days from the prior appointment for nonurgent follow up appointments for ongoing conditions.

For substance use disorder services, the Drug Medi-Cal county must offer you an appointment:

- Within 10 business days of your non-urgent request to start services with a

- substance use disorder provider for outpatient and intensive outpatient services;
- Within 3 business days of your request for Narcotic Treatment Program services;
- A follow-up non-urgent appointment within 10 days if you're undergoing a course of treatment for an ongoing substance use disorder, except for certain cases identified by your treating provider.

However, these times may be longer if your provider has determined that a longer waiting time is medically appropriate and not harmful to your health. If you have been told you have been placed on a waitlist and feel the length of time is harmful to your health, contact your mental health plan's 24/7 Access Line or the Drug Medi-Cal county telephone number within the hours of operation listed on the cover of this handbook. You have the right to file a grievance if you do not receive timely care. For more information about filing a grievance, see "The Grievance Process" section of this handbook.

### **What Are Emergency Services?**

Emergency services are services for members experiencing an unexpected medical condition, including a psychiatric emergency medical condition. An emergency medical condition has symptoms so severe (possibly including severe pain) that an average person could reasonably expect the following might happen at any moment:

- The health of the individual (or the health of an unborn child) could be in serious trouble
- Causes serious harm to the way your body works
- Causes serious damage to any body organ or part

A psychiatric emergency medical condition occurs when an average person thinks that someone:

- Is a current danger to himself or herself or another person because of a mental health condition or suspected mental health condition.
- Is immediately unable to provide or eat food, or use clothing or shelter because of a mental health condition or suspected mental health condition.

Emergency services are covered 24 hours a day, seven days a week for Medi-Cal members. Prior authorization is not required for emergency services. The Medi-Cal program will cover emergency conditions, whether the condition is due to a physical health or mental health condition (thoughts, feelings, behaviors which are a source of distress and/or dysfunction in relation to oneself or others). If you are enrolled in Medi-Cal, you will not receive a bill to pay for going to the emergency room, even if it turns out to not be an emergency. If you think you are having an emergency, call **911** or go to any hospital or other setting for help.

### **Who Decides Which Services I Will Receive?**

You, your provider, and the county are all involved in deciding what services you need to receive. A behavioral health professional will talk with you and will help determine what kind of services are needed.

You do not need to know if you have a behavioral health diagnosis or a specific behavioral health condition to ask for help. You will be able to receive some services while your provider completes an assessment.

If you are under the age of 21, you may also be able to access behavioral health services if you have a behavioral health condition due to trauma, involvement in the child welfare system, juvenile justice involvement, or homelessness. Additionally, if you are under age 21, the county must provide medically necessary services to help your behavioral health condition. Services that sustain, support, improve, or make more tolerable a behavioral health condition are considered medically necessary.

Some mental health services may require prior authorization from the county. Services that require prior authorization include Intensive Home-Based Services, Day Treatment Intensive, Day Rehabilitation, Therapeutic Behavioral Services, and Therapeutic Foster Care. You may ask the county for more information about its prior authorization process. Call your county's 24/7 Access Line using the telephone number on the cover of this handbook to request additional information.

The county's authorization process for mental health services must follow specific timelines.

- For a standard prior mental health authorization, the county must decide based on your provider's request as quickly as your condition requires, but not to exceed five (5) business days from when the county receives the request.
  - For example, if following the standard timeframe could seriously jeopardize your life, health, or ability to attain, maintain, or regain maximum function, your mental health plan must rush an authorization decision and provide notice based on a timeframe related to your health condition that is no later than 72 hours after receipt of the service request. Your county may extend the time for up to 14 additional calendar days after the county receives the request if you or your provider request the extension or the county provides justification for why the extension is in your best interest.

If the county does not make a decision within the listed timelines or denies, delays, reduces, or terminates the services requested, the county must send you a Notice of Adverse Benefit Determination telling you that the services are denied, delayed, reduced or terminated, inform you that you may file an appeal, and give you information on how to file an appeal.

You may ask the county for more information about its authorization process.

If you don't agree with the county's decision on an authorization process, you may file an appeal. For more information, see the "Problem Resolution" section of this handbook.

### **What Is Medical Necessity?**

Services you receive must be medically necessary and clinically appropriate to address your condition. For members 21 years of age and older, a service is medically necessary when it is reasonable and necessary to protect your life, prevent significant illness or disability, or improve severe pain.

For members under the age of 21, a service is considered medically necessary if it corrects, sustains, supports, improves, or makes more tolerable a behavioral health condition. Services that sustain, support, improve, or make more tolerable a behavioral health condition are considered medically necessary and covered as Early and Periodic Screening, Diagnostic, and Treatment services.

### **How Do I Get Other Mental Health Services That Are Not Covered by the County?**

If you are enrolled in a managed care plan, you have access to the following outpatient mental health services through your managed care plan:

- Mental health evaluation and treatment, including individual, group and family therapy.
- Psychological and neuropsychological testing, when clinically indicated to evaluate a mental health condition.
- Outpatient services for purposes of monitoring prescription drugs.
- Psychiatric consultation.

To get one of the above services, call your managed care plan directly. If you are not in a managed care plan, you may be able to get these services from individual providers and clinics that accept Medi-Cal. The county may be able to help you find a provider or clinic.

Any pharmacy that accepts Medi-Cal can fill prescriptions to treat a mental health condition. Please note that most prescription medication dispensed by a pharmacy, called Medi-Cal Rx, is covered under the Fee-For-Service Medi-Cal program, not your managed care plan.

### **What Other Substance Use Disorder Services Are Available from Managed Care Plans or the Medi-Cal “Fee for Service” Program?**

Managed care plans must provide covered substance use disorder services in primary care settings and tobacco, alcohol, and illegal drug screening. They must also cover substance use disorder services for pregnant members and alcohol and drug use screening, assessment, brief interventions, and referral to the appropriate treatment setting for members ages 11 and older. Managed care plans must provide or arrange

services for Medication Assisted Treatment provided in primary care, inpatient hospital, emergency departments, and other contracted medical settings. Managed care plans must also provide emergency services necessary to stabilize the member, including voluntary inpatient detoxification.

### **How Do I Get Other Medi-Cal Services (Primary Care/Medi-Cal)?**

If you are in a managed care plan, the plan is responsible for finding a provider for you. If you are not enrolled in a managed care plan and have "regular" Medi-Cal, also called Fee-For-Service Medi-Cal, then you can go to any provider that accepts Medi-Cal. You must tell your provider that you have Medi-Cal before you begin getting services. Otherwise, you may be billed for those services. You may use a provider outside your managed care plan for family planning services.

### **Why Might I Need Psychiatric Inpatient Hospital Services?**

You may be admitted to a hospital if you have a mental health condition or signs of a mental health condition that can't be safely treated at a lower level of care, and because of the mental health condition or symptoms of mental health condition, you:

- Represent a danger to yourself, others, or property.
- Are unable to care for yourself with food, clothing, or shelter.
- Present a severe risk to your physical health.
- Have a recent, significant deterioration in the ability to function as a result of a mental health condition.
- Need psychiatric evaluation, medication treatment, or other treatment that can only be provided in the hospital.

## **SELECTING A PROVIDER**

### **How Do I Find a Provider For The Behavioral Health Services I Need?**

Your county is required to post a current provider directory online. You can find the provider directory link in the County Contact section of this handbook. The directory contains information about where providers are located, the services they provide, and

other information to help you access care, including information about the cultural and language services that are available from the providers.

If you have questions about current providers or would like an updated provider directory, visit your county's website or use the telephone number located on the cover of this handbook. You can get a list of providers in writing or by mail if you ask for one.

**Note:** The county may put some limits on your choice of providers for mental health services. When you first start receiving mental health services you can request that your county provide you with an initial choice of at least two providers. Your county must also allow you to change providers. If you ask to change providers, the county must allow you to choose between at least two providers when possible and that there are enough providers close to you to make sure that you can get covered mental health services if you need them. Your county is responsible for ensuring that you have timely access to mental health services.

Sometimes the county's contracted providers choose to no longer provide mental health services because they may no longer contract with the county or no longer accept Medi-Cal. When this happens, the county must make a good faith effort to give written notice to each person who was receiving mental health services from the provider. You are required to get a notice 30 calendar days prior to the effective date of the termination or 15 calendar days after the county knows the provider will stop working. When this happens, your county must allow you to continue receiving services from the provider who left the county, if you and the provider agree. This is called "continuity of care" and is explained below.

**Note:** American Indian and Alaska Native individuals who are eligible for Medi-cal and reside in Drug Medi-Cal counties, can also receive Drug Medi-Cal services through Indian Health Care Providers that have the necessary Drug Medi-Cal certification.

**Can I Continue To Receive Specialty Mental Health Services From My Current Provider?**

If you are already receiving mental health services from a managed care plan, you may continue to receive care from that provider even if you receive mental health services from your county, as long as the services are coordinated between the providers and the services are not the same.

In addition, if you are already receiving mental health services from another county, managed care plan, or an individual Medi-Cal provider, you may request “continuity of care” so that you can stay with your current provider, for up to 12 months. You may wish to request continuity of care if you need to stay with your current provider to continue your ongoing treatment or because it would cause serious harm to your mental health condition to change to a new provider. Your continuity of care request may be granted if the following is true:

- You have an ongoing relationship with the provider you are requesting and have seen that provider in the last 12 months;
- You need to stay with your current provider to continue ongoing treatment to prevent serious detriment to the member's health or reduce the risk of hospitalization or institutionalization.
- The provider is qualified and meets Medi-Cal requirements;
- The provider agrees to the county's requirements for contracting with the mental health plan and payment for services; and
- The provider shares relevant documentation with the county regarding your need for the services.

## **YOUR RIGHT TO ACCESS YOUR MENTAL HEALTH MEDICAL RECORDS AND PROVIDER DIRECTORY INFORMATION USING SMART DEVICES**

You can access your mental health records and/or find a provider using an application downloaded on a computer, smart tablet, or mobile device. Information to think about before choosing an application to get information this way can be found on your mental health plan's website listed in the County Contact section of this handbook.

## **SCOPE OF SERVICES**

If you meet the criteria for accessing behavioral health services, the following services are available to you based on your need. Your provider will work with you to decide which services will work best for you.

### **Specialty Mental Health Services**

#### ***Mental Health Services***

- Mental health services are individual, group, or family-based treatment services that help people with mental health conditions to develop coping skills for daily living. These services also include work that the provider does to help make the services better for the person receiving care. These kinds of things include assessments to see if you need the service and if the service is working; treatment planning to decide the goals of your mental health treatment and the specific services that will be provided; and “collateral”, which means working with family members and important people in your life (if you give permission) to help you improve or maintain your daily living abilities.
- Mental health services can be provided in a clinic or provider’s office, your home or other community setting, over the phone, or by telehealth (which includes both audio-only and video interactions). The county and provider will work with you to determine the frequency of your services/appointments.

#### ***Medication Support Services***

- These services include prescribing, administering, dispensing, and monitoring of psychiatric medicines. Your provider can also provide education on the medication. These services can be provided in a clinic, the doctor’s office, your home, a community setting, over the phone, or by telehealth (which includes both audio-only and video interactions).

#### ***Targeted Case Management***

- This service helps members get medical, educational, social, prevocational, vocational, rehabilitative, or other community services when these services may be hard for people with a mental health condition to get on their own. Targeted

case management includes, but is not limited to:

- Plan development;
- Communication, coordination, and referral;
- Monitoring service delivery to ensure the person's access to service and the service delivery system; and
- Monitoring the person's progress.

### ***Crisis Intervention Services***

- This service is available to address an urgent condition that needs immediate attention. The goal of crisis intervention is to help people in the community so that they won't need to go to the hospital. Crisis intervention can last up to eight hours and can be provided in a clinic or provider's office, or in your home or other community setting. These services can also be done over the phone or by telehealth.

### ***Crisis Stabilization Services***

- This service is available to address an urgent condition that needs immediate attention. Crisis stabilization lasts less than 24 hours and must be provided at a licensed 24-hour health care facility, at a hospital-based outpatient program, or at a provider site certified to provide these services.

### ***Adult Residential Treatment Services***

- These services provide mental health treatment to those with a mental health condition living in licensed residential facilities. They help build skills for people and provide residential treatment services for people with a mental health condition. These services are available 24 hours a day, seven days a week. Medi-Cal does not cover the room and board cost for staying at these facilities.

### ***Crisis Residential Treatment Services***

- These services provide mental health treatment and skill building for people who have a serious mental or emotional crisis. This is not for people who need psychiatric care in a hospital. Services are available at licensed facilities for 24

hours a day, seven days a week. Medi-Cal does not cover the room and board cost for these facilities.

### ***Day Treatment Intensive Services***

- This is a structured program of mental health treatment provided to a group of people who might otherwise need to be in the hospital or another 24-hour care facility. The program lasts three hours a day. It includes therapy, psychotherapy and skill-building activities.

### ***Day Rehabilitation***

- This program is meant to help people with a mental health condition learn and develop coping and life skills to better manage their symptoms. This program lasts at least three hours per day. It includes therapy and skill-building activities.

### ***Psychiatric Inpatient Hospital Services***

- These are services provided in a licensed psychiatric hospital. A licensed mental health professional decides if a person needs intensive around-the-clock treatment for their mental health condition. If the professional decides the member needs around-the-clock treatment, the member must stay in the hospital 24 hours a day.

### ***Psychiatric Health Facility Services***

- These services are offered at a licensed psychiatric health facility specializing in 24-hour rehabilitative treatment of serious mental health conditions. Psychiatric health facilities must have an agreement with a nearby hospital or clinic to meet the physical health care needs of the people in the facility. Psychiatric health facilities may only admit and treat patients who have no physical illness or injury that would require treatment beyond what ordinarily could be treated on an outpatient basis.

### ***Therapeutic Behavioral Services***

Therapeutic Behavioral Services are intensive short-term outpatient treatment interventions for members up to age 21. These services are designed specifically for

each member. Members receiving these services have serious emotional disturbances, are experiencing a stressful change or life crisis, and need additional short-term, specific support services.

These services are a type of specialty mental health service available through the county if you have serious emotional problems. To get Therapeutic Behavioral Services, you must receive a mental health service, be under the age of 21, and have full-scope Medi-Cal.

- If you are living at home, a Therapeutic Behavioral Services staff person can work one-to-one with you to decrease severe behavior problems to try to keep you from needing to go to a higher level of care, such as a group home for children and young people under the age of 21 with very serious emotional problems.
- If you are living in an out-of-home placement, a Therapeutic Behavioral Services staff person can work with you so you may be able to move back home or to a family-based setting, such as a foster home.

Therapeutic Behavioral Services will help you and your family, caregiver, or guardian learn new ways of addressing problem behavior and increasing the kinds of behavior that will allow you to be successful. You, the Therapeutic Behavioral Services staff person, and your family, caregiver, or guardian will work together as a team to address problematic behaviors for a short period until you no longer need the services. You will have a Therapeutic Behavioral Services plan that will say what you, your family, caregiver, or guardian, and the Therapeutic Behavioral Services staff person will do while receiving these services. The Therapeutic Behavioral Services plan will also include when and where services will occur. The Therapeutic Behavioral Services staff person can work with you in most places where you are likely to need help. This includes your home, foster home, school, day treatment program, and other areas in the community.

### ***Intensive Care Coordination***

This is a targeted case management service that facilitates the assessment, care planning for, and coordination of services to beneficiaries under age 21. This service is for those that are qualified for the full-scope of Medi-Cal services and who are referred to the service on basis of medical necessity. This service is provided through the principles of the Integrated Core Practice Model. It includes the establishment of the Child and Family Team to help make sure there is a healthy communicative relationship among a child, their family, and involved child-serving systems.

The Child and Family Team includes professional support (for example: care coordinator, providers, and case managers from child-serving agencies), natural support (for example: family members, neighbors, friends, and clergy), and other people who work together to make and carry out the client plan. This team supports and ensures children and families reach their goals.

This service also has a coordinator that:

- Makes sure that medically necessary services are accessed, coordinated, and delivered in a strength-based, individualized, client-driven, culturally and language appropriate manner.
- Makes sure that services and support are based on needs of child.
- Makes a way to have everyone work together for the child, family, providers, etc.
- Supports parent/caregiver in helping meet child's needs.
- Helps establish the Child and Family Team and provides ongoing support.
- Makes sure the child is cared for by other child-serving systems when needed.

### ***Intensive Home-Based Services***

- These services are designed specifically for each member. It includes strength-based interventions to improve mental health conditions that may interfere with the child/youth's functioning. These services aim to help the child/youth build necessary skills to function better at home and in the community and improve their family's ability to help them do so.

- Intensive Home-Based Services are provided under the Integrated Core Practice Model by the Child and Family Team. It uses the family's overall service plan. These services are provided to members under the age of 21 who are eligible for full-scope Medi-Cal services. A referral based on medical necessity is needed to receive these services.

### ***Therapeutic Foster Care***

- The Therapeutic Foster Care service model provides short-term, intensive, and trauma-informed specialty mental health services for children up to the age of 21 who have complex emotional and behavioral needs. These services are designed specifically for each member. In Therapeutic Foster Care, children are placed with trained, supervised, and supported Therapeutic Foster Care parents.

### ***Justice-Involved Reentry***

- Providing health services to justice-involved members up to 90 days prior to their incarceration release. The types of services available include reentry case management, behavioral health clinical consultation services, peer supports, behavioral health counseling, therapy, patient education, medication services, post-release and discharge planning, laboratory and radiology services, medication information, and support services. To receive these services, individuals must be a Medi-Cal or CHIP member, and:
  - If under the age of 21 in custody at a Youth Correctional Facility.
  - If an adult, be in custody and meet one of the health care needs of the program.
- Contact your county using the telephone number on the cover of this handbook for more information on this service.

### ***Medi-Cal Peer Support Services (varies by county)***

- Medi-Cal Peer Support Services promote recovery, resiliency, engagement, socialization, self-sufficiency, self-advocacy, development of natural supports, and identification of strengths through structured activities. These services can be provided to you or your designated significant support person(s) and can be

received at the same time as you receive other mental health services. The Peer Support Specialist in Medi-Cal Peer Support Services is an individual who has lived experience with behavioral health or substance use conditions and is in recovery, who has completed the requirements of a county's State-approved certification program, who is certified by the county, and who provides these services under the direction of a Behavioral Health Professional who is licensed, waived, or registered with the State.

- Medi-Cal Peer Support Services include individual and group coaching, educational skill-building groups, resource navigation, engagement services to encourage you to participate in behavioral health treatment, and therapeutic activities such as promoting self-advocacy.
- Members under age 21 may be eligible for the service under Early and Periodic Screening, Diagnostic, and Treatment regardless of which county they live in.
- Providing Medi-Cal Peer Support Services is optional for participating counties. At this time TCHSA does not cover Peer Support Services for the Specialty Mental Health Services System.

### ***Mobile Crisis Services***

- Mobile Crisis Services are available if you are having a mental health crisis.
- Mobile Crisis Services are provided by health providers at the location where you are experiencing a crisis, including at your home, work, school, or other community locations, excluding a hospital or other facility setting. Mobile Crisis Services are available 24 hours a day, 7 days a week, and 365 days a year.
- Mobile Crisis Services include rapid response, individual assessment, and community-based stabilization. If you need further care, the mobile crisis providers will also provide warm handoffs or referrals to other services.

### **Substance Use Disorder Services**

#### ***What are Drug Medi-Cal County Services?***

Drug Medi-Cal County services are for people who have a substance use condition, meaning they may be misusing alcohol or other drugs, or people who may be at risk of developing a substance use condition that a pediatrician or general practitioner may not be able to treat. These services also include work that the provider does to

help make the services better for the person receiving care. These kinds of things include assessments to see if you need the service and if the service is working.

Drug Medi-Cal services can be provided in a clinic or provider's office, or your home or other community setting, over the phone, or by telehealth (which includes both audio-only and video interactions). The county and provider will work with you to determine the frequency of your services/appointments.

### ***American Society of Addiction Medicine (ASAM)***

Some of the Drug Medi-Cal services you may receive are based on the American Society of Addiction Medicine standards. The county or provider will use the American Society of Addiction Medicine tool to find the right type of services for you – if needed. These types of services are described as “levels of care,” and are defined below.

### ***Screening, Assessment, Brief Intervention, and Referral to Treatment (American Society of Addiction Medicine Level 0.5)***

Alcohol and Drug Screening, Assessment, Brief Interventions, and Referral to Treatment (SABIRT) is not a Drug Medi-Cal benefit. It is a benefit in Medi-Cal Fee-for-Service and Medi-Cal managed care delivery system for members that are aged 11 years and older. Managed care plans must provide covered substance use disorder services, including this service for members ages 11 years and older.

### ***Early Intervention Services***

Early intervention services are a covered Drug Medi-Cal service for members under age 21. Any member under age 21 who is screened and determined to be at risk of developing a substance use disorder may receive any service covered under the outpatient level of service as early intervention services. A substance use disorder diagnosis is not required for early intervention services for members under age 21.

### ***Early Periodic Screening, Diagnosis, and Treatment***

Members under age 21 can get the services described earlier in this handbook as well as additional Medi-Cal services through a benefit called Early and Periodic Screening, Diagnostic, and Treatment.

To be able to get Early and Periodic Screening, Diagnostic, and Treatment services, a member must be under age 21 and have full-scope Medi-Cal. This benefit covers services that are medically necessary to correct or help physical and behavioral health conditions. Services that sustain, support, improve, or make a condition more tolerable are considered to help the condition and are covered as Early and Periodic Screening, Diagnostic, and Treatment services. The access criteria for members under 21 are different and more flexible than the access criteria for adults accessing Drug Medi-Cal services, to meet the Early and Periodic Screening, Diagnostic, and Treatment requirement and the intent for prevention and early intervention of substance use disorder conditions.

If you have questions about these services, please call your Drug Medi-Cal county or visit the [DHCS Early and Periodic Screening, Diagnostic, and Treatment webpage](#).

### ***Outpatient Treatment Services (American Society of Addiction Medicine Level 1)***

- Counseling services are provided to members up to nine hours a week for adults and less than six hours a week for members under age 21 when medically necessary. You might get more hours based on your needs. Services can be provided by someone licensed, like a counselor, in person, by telephone, or by telehealth.
- Outpatient Services include assessment, individual counseling, group counseling, patient education, medication services, Medication Assisted Treatment for opioid use disorders, and substance use disorder crisis intervention services.

### ***Intensive Outpatient Services (American Society of Addiction Medicine Level 2.1)***

- Intensive Outpatient Services are given to members a minimum of nine hours with a maximum of 19 hours a week for adults, and a minimum of six hours with a maximum of 19 hours a week for members under age 21 when medically necessary. Services may exceed the maximum based on individual medical

necessity. Services are mostly counseling and education about addiction-related issues. Services can be provided by a licensed professional or a certified counselor in a structured setting. Intensive Outpatient Treatment Services may be provided in person, by telehealth, or by telephone.

- Intensive Outpatient Services include the same things as Outpatient Services. More hours of service is the main difference.

### ***Perinatal Residential Substance Use Disorder Treatment Services***

- Providing non-medical rehabilitative substance use disorder treatment services for pregnant and postpartum women. The types of services offered include assessments, counseling, education, and medication assistance.
- For information about these services call the Drug Medi-Cal county telephone number within the hours of operation listed on the cover of this handbook.

### ***Narcotic Treatment Program***

- Narcotic Treatment Programs are programs outside of a hospital that provide medications to treat substance use disorders, when ordered by a doctor as medically necessary. Narcotic Treatment Programs are required to give medications to members, including methadone, buprenorphine, naloxone, and disulfiram.
- A member must be offered, at a minimum, 50 minutes of counseling sessions per calendar month. These counseling services can be provided in person, by telehealth, or by telephone. Narcotic Treatment Services include assessment, individual counseling, group counseling, patient education, medical psychotherapy, medication services, care management Medication Assisted Treatment for opioid use disorders, and substance use disorder crisis intervention services.

### ***Medication Assisted Treatment***

- Medication Assisted Treatment is available in clinical and non-clinical settings. Medication Assisted Treatment includes all FDA-approved medications and biological products to treat opioid use disorders. Members have a right to be

offered Medication Assisted Treatment on-site or through a referral outside of the facility. A list of approved medications include:

- Acamprosate Calcium
  - Buprenorphine Hydrochloride
  - Buprenorphine Extended-Release Injectable (Sublocade)
  - Buprenorphine/Naloxone Hydrochloride
  - Naloxone Hydrochloride
  - Naltrexone (oral)
  - Naltrexone Microsphere Injectable Suspension (Vivitrol)
  - Lofexidine Hydrochloride (Lucemyra)
  - Disulfiram (Antabuse)
  - Methadone (delivered by Narcotic Treatment Programs)
- Medication Assisted Treatment may be provided with the following services: assessment, individual counseling, group counseling, patient education, medical psychotherapy, medication services, substance use disorder crisis intervention services, and prescribing and monitoring of Medication Assisted Treatment. Medication Assisted Treatment may be provided as part of all Drug Medi-Cal services, including Outpatient Treatment Services, Intensive Outpatient Services, and Residential Treatment, for example.
  - Members may access Medication Assisted Treatment outside of the Drug Medi-Cal county as well. For instance, Medication Assisted Treatment, such as buprenorphine, can be prescribed by some prescribers in primary care settings that work with your managed care plan and can be dispensed or administered at a pharmacy.

### ***Justice-Involved Reentry***

- Providing health services to justice-involved members up to 90 days prior to their incarceration release. The types of services available include reentry case management, behavioral health clinical consultation services, peer supports, behavioral health counseling, therapy, patient education, medication services, post-release and discharge planning, laboratory and radiology services, medication information, and support services. To receive these services, individuals must be a Medi-Cal or CHIP member, and:

- If under the age of 21 in custody at a Youth Correctional Facility.
- If an adult, be in custody and meet one of the health care needs of the program.
- Contact your county using the telephone number on the cover of this handbook for more information on this service.

***Medi-Cal Peer Support Services (varies by county)***

- Medi-Cal Peer Support Services promote recovery, resiliency, engagement, socialization, self-sufficiency, self-advocacy, development of natural supports, and identification of strengths through structured activities. These services can be provided to you or your designated significant support person(s) and can be received at the same time as you receive other Drug Medi-Cal county services. The Peer Support Specialist in Medi-Cal Peer Support Services is an individual who has lived experience with behavioral health or substance use conditions and is in recovery, who has completed the requirements of a county’s State-approved certification program, who is certified by the counties, and who provides these services under the direction of a Behavioral Health Professional who is licensed, waived, or registered with the State.
- Medi-Cal Peer Support Services include individual and group coaching, educational skill-building groups, resource navigation, engagement services to encourage you to participate in behavioral health treatment, and therapeutic activities such as promoting self-advocacy.
- Members under age 21 may be eligible for the service under Early and Periodic Screening, Diagnostic, and Treatment regardless of which county they live in.
- Providing Medi-Cal Peer Support Services is optional for participating counties. At this time TCHSA does not cover Peer Support Services for the Specialty Mental Health Services System.

***Mobile Crisis Services***

- Mobile Crisis Services are available if you are having a substance use crisis.
- Mobile Crisis Services are provided by health providers at the location where you are experiencing a crisis, including at your home, work, school, or other

community locations, excluding a hospital or other facility setting. Mobile Crisis Services are available 24 hours a day, 7 days a week, and 365 days a year.

- Mobile Crisis Services include rapid response, individual assessment, and community-based stabilization. If you need further care, the mobile crisis providers will also provide warm handoffs or referrals to other services.

## **AVAILABLE SERVICES BY TELEPHONE OR TELEHEALTH**

In-person, face-to-face contact between you and your provider is not always required for you to be able to receive behavioral health services. Depending on your services, you might be able to receive your services through telephone or telehealth. Your provider should explain to you about using telephone or telehealth and make sure you agree before beginning services via telephone or telehealth. Even if you agree to receive your services through telehealth or telephone, you can choose later to receive your services in-person or face-to-face. Some types of behavioral health services cannot be provided only through telehealth or telephone because they require you to be at a specific place for the service, such as residential treatment services or hospital services.

## THE PROBLEM RESOLUTION PROCESS: TO FILE A GRIEVANCE, APPEAL, OR REQUEST A STATE FAIR HEARING

### What If I Don't Get the Services I Want From My County?

Your county must have a way for you to work out any problems related to the services you want or are receiving. This is called the problem-resolution process and it could involve the following:

- **The Grievance Process:** A verbal or written expression of unhappiness about anything regarding your specialty mental health services, substance use disorder services, a provider, or the county. Refer to the Grievance Process section in this handbook for more information.
- **The Appeal Process:** An appeal is when you don't agree with the county's decision to change your services (e.g., denial, termination, or reduction to services) or to not cover them. Refer to the Appeal Process section in this handbook for more information.
- **The State Fair Hearing Process:** A State Fair Hearing is a meeting with a judge from the California Department of Social Services (CDSS) if the county denies your appeal. Refer to the State Fair Hearing section in this handbook for more information.

Filing a grievance, appeal, or requesting a State Fair Hearing will not count against you and will not impact the services you are receiving. Filing a grievance or appeal helps to get you the services you need and to solve any problems you have with your behavioral health services. Grievances and appeals also help the county by giving them the information they can use to improve services. Your county will notify you, providers, and parents/guardians of the outcome once your grievance or appeal is complete. The State Fair Hearing Office will notify you and the provider of the outcome once the State Fair Hearing is complete.

**Note:** Learn more about each problem resolution process below.

## **Can I Get Help With Filing an Appeal, Grievance, or State Fair Hearing?**

Your county will help explain these processes to you and must help you file a grievance, an appeal, or to request a State Fair Hearing. The county can also help you decide if you qualify for what's called an "expedited appeal" process, which means it will be reviewed more quickly because your health, mental health, and/or stability are at risk. You may also authorize another person to act on your behalf, including your provider or advocate.

If you would like help, contact your county using the telephone number listed on the cover of this handbook. Your county must give you reasonable assistance in completing forms and other procedural steps related to a grievance or appeal. This includes, but is not limited to, providing interpreter services and toll-free numbers with TTY/TDD and interpreter capability.

### **If You Need Further Assistance**

*Contact the Department of Health Care Services, Office of the Ombudsman:*

- Phone: # **1-888-452-8609**, Monday through Friday, 8 a.m. to 5 p.m. (excluding holidays).

*OR*

- E-mail: [MMCDOmbudsmanOffice@dhcs.ca.gov](mailto:MMCDOmbudsmanOffice@dhcs.ca.gov). **Please note**: E-mail messages are not considered confidential (please do not include personal information in the e-mail message).

You may also get free legal help at your local legal aid office or other groups. To ask about your State Fair Hearing rights, you can contact the California Department of Social Services Public Inquiry and Response Unit at this phone number: **1-800-952-5253** (for TTY, call **1-800-952-8349**).

## **Grievances**

### ***What Is a Grievance?***

A grievance is a complaint regarding your unhappiness with any aspect of your behavioral health services or the county that is not covered by the appeal or State Fair Hearing processes.

### ***What Is the Grievance Process?***

The grievance process will:

- Involve simple steps to file your grievance orally or in writing.
- Not cause you to lose your rights or services or be held against your provider.
- Allow you to approve another person to act on your behalf. This could be a provider or an advocate. If you agree to have another person act on your behalf, you may be asked to sign an authorization form, which gives your county permission to release information to that person.
- Make sure the approved person deciding on the grievance is qualified to make decisions and has not been a part of any previous level of review or decision-making.
- Determine the duties of your county, provider, and yourself.
- Make sure the results of the grievance are provided within the required timeline.

### ***When Can I File a Grievance?***

You can file a grievance at any time if you are unhappy with the care you have received or have another concern regarding your county.

### ***How Can I File a Grievance?***

You may call your county's 24/7 toll-free Access Line at any time or call the Drug Medi-Cal county phone number within the hours of operation to receive assistance with a grievance. Oral or written grievances can be filed. Oral grievances do not have to be followed up in writing. If you file your grievance in writing, please note the following: Your county supplies self-addressed envelopes at all provider sites. If you do not have a

self-addressed envelope, mail your written grievances to the address provided on the front of this handbook.

### ***How Do I Know If the County Received My Grievance?***

Your county is required to provide you with a written letter to let you know your grievance has been received within five calendar days of receipt. A grievance received over the phone or in person, that you agree is resolved by the end of the next business day, is exempt and you may not get a letter.

### ***When Will My Grievance Be Decided?***

A decision about your grievance must be made by your county within 30 calendar days from the date your grievance was filed.

### ***How Do I Know If the County Has Made a Decision About My Grievance?***

When a decision has been made about your grievance, the county will:

- Send you or your approved person a written notice of the decision;
- Send you or your approved person a Notice of Adverse Benefit Determination advising you of your right to request a State Fair Hearing if the county does not notify you of the grievance decision on time;
- Advise you of your right to request a State Fair Hearing.

You may not get a written notice of the decision if your grievance was filed by phone or in person and you agree your issue has been resolved by the end of the next business day from the date of filing.

**Note:** Your county is required to provide you with a Notice of Adverse Benefit Determination on the date the timeframe expires. You may call the county for more information if you do not receive a Notice of Adverse Benefit Determination.

### ***Is There a Deadline to File a Grievance?***

No, you may file a grievance at any time.

## **Appeals**

You may file an appeal when you do not agree with the county's decision for the behavioral health services you are currently receiving or would like to receive. You may request a review of the county's decision by using:

- The Standard Appeal Process.

OR

- The Expedited Appeal Process.

**Note:** The two types of appeals are similar; however, there are specific requirements to qualify for an expedited appeal (see below for the requirements).

The county shall assist you in completing forms and taking other procedural steps to file an appeal, including preparing a written appeal, notifying you of the location of the form on their website or providing you with the form upon your request. The county shall also advise and assist you in requesting continuation of benefits during an appeal of the adverse benefit determination in accordance with federal regulations.

### ***What Does the Standard Appeal Process Do?***

The Standard Appeal Process will:

- Allow you to file an appeal orally or in writing.
- Make sure filing an appeal will not cause you to lose your rights or services or be held against your provider in any way.
- Allow you to authorize another person (including a provider or advocate) to act on your behalf. Please note: If you authorize another person to act on your behalf, the county might ask you to sign a form authorizing the county to release information to that person.
- Have your benefits continued upon request for an appeal within the required timeframe. Please note: This is 10 days from the date your Notice of Adverse Benefit Determination was mailed or personally given to you.
- Make sure you do not pay for continued services while the appeal is pending and if the final decision of the appeal is in favor of the county's adverse benefit determination.
- Make sure the decision-makers for your appeal are qualified and not involved in any previous level of review or decision-making.

- Allow you or your approved person to review your case file, including medical records and other relevant documents.
- Allow you to have a reasonable opportunity to present evidence, testimony, and arguments in person or in writing.
- Allow you, your approved person, or the legal representative of a deceased member's estate to be included as parties to the appeal.
- Give you written confirmation from your county that your appeal is under review.
- Inform you of your right to request a State Fair Hearing, following the completion of the appeal process.

### ***When Can I File an Appeal?***

You can file an appeal with your county when:

- The county or the contracted provider determines that you do not meet the access criteria for behavioral health services.
- Your healthcare provider recommends a behavioral health service for you and requests approval from your county, but the county denies the request or alters the type or frequency of service.
- Your provider requests approval from the county, but the county requires more information and does not complete the approval process on time.
- Your county does not provide services based on its predetermined timelines.
- You feel that the county is not meeting your needs on time.
- Your grievance, appeal, or expedited appeal was not resolved in time.
- You and your provider disagree on the necessary behavioral health services.

### ***How Can I File an Appeal?***

- You may file an appeal via one of the following three methods:
  - Call your county's toll-free phone number or Drug Medi-Cal county's phone number within the hours of operation listed on the cover of this handbook. After calling, you will have to file a subsequent written appeal as well; or
  - Mail your appeal (The county will provide self-addressed envelopes at all provider sites for you to mail in your appeal). Note: If you do not have a

self-addressed envelope, you may mail your appeal directly to the address in the front of this handbook; or

- Submit your appeal by e-mail or fax. Refer to the “Additional Information About Your County” section located at the end of this handbook for more information.

### ***How Do I Know If My Appeal Has Been Decided?***

You or your approved person will receive written notification from your county of the decision on your appeal. The notification will include the following information:

- The results of the appeal resolution process.
- The date the appeal decision was made.
- If the appeal is not resolved in your favor, the notice will provide information regarding your right to a State Fair Hearing and how to request a State Fair Hearing.

### ***Is There a Deadline to File an Appeal?***

You must file an appeal within 60 calendar days of the date on the Notice of Adverse Benefit Determination. There are no deadlines for filing an appeal when you do not get a Notice of Adverse Benefit Determination, so you may file this type of appeal at any time.

### ***When Will a Decision Be Made About My Appeal?***

The county must decide on your appeal within 30 calendar days of receiving your request.

### ***What If I Can't Wait 30 Days for My Appeal Decision?***

If the appeal meets the criteria for the expedited appeal process, it may be completed more quickly.

### ***What Is an Expedited Appeal?***

An expedited appeal follows a similar process to the standard appeal but is quicker. Here is additional information regarding expedited appeals:

- You must show that waiting for a standard appeal could make your behavioral health condition worse.

- The expedited appeal process follows different deadlines than the standard appeal.
- The county has 72 hours to review expedited appeals.
- You can make a verbal request for an expedited appeal.
- You do not have to put your expedited appeal request in writing.

### ***When Can I File an Expedited Appeal?***

If waiting up to 30 days for a standard appeal decision will jeopardize your life, health, or ability to attain, maintain or regain maximum function, you may request an expedited resolution of an appeal.

### ***Additional Information Regarding Expedited Appeals:***

- If your appeal meets the requirements for an expedited appeal, the county will resolve it within 72 hours of receiving it.
- If the county determines that your appeal does not meet the criteria for an expedited appeal, they are required to provide you with timely verbal notification and will provide you with written notice within two calendar days, explaining the reason for their decision. Your appeal will then follow the standard appeal timeframes outlined earlier in this section.
- If you disagree with the county's decision that your appeal does not meet the criteria for expedited appeal, you may file a grievance.
- After your county resolves your request for an expedited appeal, you and all affected parties will be notified both orally and in writing.

## **State Fair Hearings**

### ***What Is A State Fair Hearing?***

A State Fair Hearing is an independent review conducted by an administrative law judge from the California Department of Social Services (CDSS) to ensure you receive the behavioral health services that you are entitled to under the Medi-Cal program.

Please visit the California Department of Social Services website

<https://www.cdss.ca.gov/hearing-requests> for additional resources.

### ***What Are My State Fair Hearing Rights?***

You have the right to:

- Request a hearing before an administrative law judge, also known as a State Fair Hearing, to address your case.
- Learn how to request a State Fair Hearing.
- Learn about the regulations that dictate how representation works during the State Fair Hearing.
- Request to have your benefits continue during the State Fair Hearing process if you request for a State Fair Hearing within the required timeframes.
- Not pay for continued services while the State Fair Hearing is pending and if the final decision is in favor of the county's adverse benefit determination.

### ***When Can I File for a State Fair Hearing?***

You can file for a State Fair Hearing if:

- You filed an appeal and received an appeal resolution letter telling you that your county denied your appeal request.
- Your grievance, appeal, or expedited appeal wasn't resolved in time.

### ***How Do I Request a State Fair Hearing?***

You can request a State Fair Hearing:

- Online: at the Department of Social Services Appeals Case Management website: <https://acms.dss.ca.gov/acms/login.request.do>
- In Writing: Submit your request to the county welfare department at the address shown on the Notice of Adverse Benefit Determination, or mail it to:  
**California Department of Social Services**  
**State Hearings Division**  
**P.O. Box 944243, Mail Station 9-17-37**  
**Sacramento, CA 94244-2430**
- By Fax: 916-651-5210 or 916-651-2789

You can also request a State Fair Hearing or an expedited State Fair Hearing:

- By Phone:
  - *State Hearings Division*, toll-free, at **1-800-743-8525** or **1- 855-795-0634**.
  - *Public Inquiry and Response*, toll-free, at **1- 800-952-5253** or TDD at **1-800-952-8349**.

### ***Is There a Deadline to Ask for a State Fair Hearing?***

You have 120 days from the date of the county's written appeal decision notice to request a State Fair Hearing. If you didn't receive a Notice of Adverse Benefit Determination, you may file for a State Fair Hearing at any time.

### ***Can I Continue Services While I'm Waiting for a State Fair Hearing Decision?***

Yes, if you are currently receiving authorized services and wish to continue receiving the services while you wait for the State Fair Hearing decision, you must request a State Fair Hearing within 10 days from the date the appeal decision notice was postmarked or delivered to you. Alternatively, you can request the hearing before the date your county says that services will be stopped or reduced.

#### **Note:**

- When requesting a State Fair Hearing, you must indicate that you wish to continue receiving services during the State Fair Hearing process.
- If you request to continue receiving services and the final decision of the State Fair Hearing confirms the reduction or discontinuation of the service you are receiving, you are not responsible for paying the cost of services provided while the State Fair Hearing was pending.

### ***When Will a Decision Be Made About My State Fair Hearing Decision?***

After requesting a State Fair Hearing, it may take up to 90 days to receive a decision.

### ***Can I Get a State Fair Hearing More Quickly?***

If you think waiting that long will be harmful to your health, you might be able to get an answer within three working days. You can request for an Expedited State Fair Hearing

by either writing a letter yourself or asking your general practitioner or mental health professional to write a letter for you. The letter must include the following information:

1. Explain in detail how waiting up to 90 days for your case to be decided can seriously harm your life, health, or ability to attain, maintain, or regain maximum function.
2. Ask for an “expedited hearing” and provide the letter with your request for a hearing.

The State Hearings Division of the Department of Social Services will review your request for an expedited State Fair Hearing and determine if it meets the criteria. If your request is approved, a hearing will be scheduled, and a decision will be made within three working days from the date the State Hearings Division receives your request.

## **ADVANCE DIRECTIVE**

### **What is an Advance Directive?**

You have the right to an advance directive. An advance directive is a written document about your health care that is recognized under California law. You may sometimes hear an advance directive described as a living will or durable power of attorney. It includes information about how you would like health care provided or says what decisions you would like to be made, if or when you are unable to speak for yourself. This may include such things as the right to accept or refuse medical treatment, surgery, or make other health care choices. In California, an advance directive consists of two parts:

- Your appointment of an agent (a person) making decisions about your health care; and
- Your individual health care instructions.

Your county is required to have an advance directive program in place. Your county is required to provide written information on the advance directive policies and explain the state law if asked for the information. If you would like to request the information, you should call the telephone number on the cover of this handbook for more information.

You may get a form for an advance directive from your county or online. In California, you have the right to provide advance directive instructions to all of your healthcare providers. You also have the right to change or cancel your advance directive at any time.

If you have a question about California law regarding advance directive requirements, you may send a letter to:

**California Department of Justice  
Attn: Public Inquiry Unit  
P. O. Box 944255  
Sacramento, CA 94244-2550**

## **RIGHTS AND RESPONSIBILITIES**

### **County Responsibilities**

#### ***What is my County Responsible for?***

Your county is responsible for the following:

- Figuring out if you meet the criteria to access behavioral health services from the county or its provider network.
- Providing a screening or an assessment to determine whether you need behavioral health services.
- Providing a toll-free phone number that is answered 24 hours a day, seven days a week, that can tell you how to get mental health services. The telephone number is listed on the cover of this handbook.
- Making sure there are sufficient mental health providers nearby so that you can access the services covered by your county when necessary.
- Informing and educating you about services available from your county.

- Providing services in your language at no cost to you, and if needed, providing an interpreter for you free of charge.
- Providing you with written information about what is available to you in other languages or alternative forms like Braille or large-size print. Refer to the “Additional Information About Your County” section located at the end of this handbook for more information.
- Informing you about any significant changes in the information mentioned in this handbook at least 30 days before the changes take effect. A change is considered significant when there is an increase or decrease in the quantity or types of services offered, if there is an increase or decrease in the number of network providers, or if there is any other change that would impact the benefits you receive from the county.
- Making sure to connect your healthcare with any other plans or systems that may be necessary to help transition your care smoothly. This includes ensuring that any referrals for specialists or other providers are properly followed up on and that the new provider is willing to take care of you. (This responsibility is specific to mental health services only)
- Making sure you can keep seeing your current healthcare provider, even if they are not in your network, for a certain amount of time. This is important if switching providers would harm your health or raise the chance of needing to go to the hospital. (This responsibility is specific to mental health services only)

### ***Is Transportation Available?***

If you struggle to attend your medical or behavioral health appointments, the Medi-Cal program helps in arranging transportation for you. Transportation must be provided for Medi-Cal members who are unable to provide transportation on their own and who have a medical necessity to receive Medi-Cal covered services. There are two types of transportation for appointments:

- Non-Medical: transportation by private or public vehicle for people who do not have another way to get to their appointment.
- Non-Emergency Medical: transportation by ambulance, wheelchair van, or litter

van for those who cannot use public or private transportation.

Transportation is available for trips to the pharmacy or to pick up needed medical supplies, prosthetics, orthotics, and other equipment.

If you have Medi-Cal but are not enrolled in a managed care plan, and you need non-medical transportation to a health-related service, you can contact the non-medical transportation provider directly or your provider for assistance. When you contact the transportation company, they will ask for information about your appointment date and time.

If you need non-emergency medical transportation, your provider can prescribe non-emergency medical transportation and put you in touch with a transportation provider to coordinate your ride to and from your appointment(s).

For more information and assistance regarding transportation, contact your managed care plan.

## **Member Rights**

### ***What Are My Rights as a Recipient of Medi-Cal Behavioral Health Services?***

As a Medi-Cal member, you have the right to receive medically necessary behavioral health services from your county. When accessing behavioral health services, you have the right to:

- Be treated with personal respect and respect for your dignity and privacy.
- Get clear and understandable explanations of available treatment options.
- Participate in decisions related to your behavioral health care. This includes the right to refuse any treatment that you do not wish to receive.
- Get this handbook to learn about county services, county obligations, and your rights.
- Ask for a copy of your medical records and request changes, if necessary.
- Be free from any form of restraint or seclusion that is imposed as a means of coercion, discipline, convenience, or retaliation.

- Receive timely access to care 24/7 for emergency, urgent, or crisis conditions when medically necessary.
- Upon request, receive written materials in alternative formats such as Braille, large-size print, and audio format in a timely manner.
- Receive behavioral health services from the county that follows its state contract for availability, capacity, coordination, coverage, and authorization of care. The county is required to:
  - Employ or have written contracts with enough providers to make sure that all Medi-Cal eligible members who qualify for behavioral health services can receive them in a timely manner.
  - Cover medically necessary services for you in a timely manner. In addition, the mental health plan must cover medically necessary services out-of-network for you in a timely manner, if the mental health plan does not have an employee or contract provider who can deliver the services.
 

**Note:** The county must make sure you do not pay anything extra for seeing an out-of-network provider. See below for more information:

    - *Medically necessary behavioral health services* for individuals 21 years of age or older are services that are reasonable and necessary to protect life, to prevent significant illness or significant disability, or to alleviate severe pain. Medically necessary behavioral health services for individuals under 21 years of age are services that sustain, support, improve, or make more tolerable a behavioral health condition.
    - *Out-of-network provider* is a provider who is not on the county's list of providers.
  - Upon your request, provide a second opinion from a qualified health care professional within or outside of the network at no extra cost.
  - Make sure providers are trained to deliver the behavioral health services that the providers agree to cover.
  - Make sure that the county's covered behavioral health services are enough in amount, length of time, and scope to meet the needs of Medi-Cal-eligible members. This includes making sure that the county's method for approving payment for services is based on medical necessity and that

- the access criteria is fairly used.
- Make sure that its providers conduct thorough assessments and collaborate with you to establish treatment goals.
- Coordinate the services it provides with services being provided to you through a managed care plan or with your primary care provider, if necessary. (This requirement is specific to mental health services only)
- Participate in the state's efforts to provide culturally competent services to all, including those with limited English proficiency and diverse cultural and ethnic backgrounds.
- Express your rights without harmful changes to your treatment.
- Receive treatment and services in accordance with your rights described in this handbook and with all applicable federal and state laws such as:
  - Title VI of the Civil Rights Act of 1964 as implemented by regulations at 45 CFR part 80.
  - The Age Discrimination Act of 1975 as implemented by regulations at 45 CFR part 91.
  - The Rehabilitation Act of 1973.
  - Title IX of the Education Amendments of 1972 (regarding education programs and activities).
  - Titles II and III of the Americans with Disabilities Act.
  - Section 1557 of the Patient Protection and Affordable Care Act.
- You may have additional rights under state laws regarding behavioral health treatment. To contact your county's Patients' Rights Advocate, please contact your county by using the telephone number listed on the cover of the handbook.

## **Adverse Benefit Determinations**

### ***What Rights Do I Have if the County Denies the Services I Want or Think I Need?***

If your county denies, limits, reduces, delays, or ends a service you think you need, you have the right to a written notice from the county. This notice is called a "Notice of Adverse Benefit Determination". You also have a right to disagree with the decision by asking for an appeal. The sections below inform you of the Notice of Adverse Benefit Determination and what to do if you disagree with the county's decision.

### ***What Is an Adverse Benefit Determination?***

An Adverse Benefit Determination is defined by any of the following actions taken by the county:

- The denial or limited authorization of a requested service. This includes determinations based on the type or level of service, medical necessity, appropriateness, setting, or effectiveness of a covered benefit;
- The reduction, suspension, or termination of a previously authorized service;
- The denial, in whole or in part, of payment for a service;
- The failure to provide services in a timely manner;
- The failure to act within the required timeframes for standard resolution of grievances and appeals. Required timeframes are as follows:
  - If you file a grievance with the county and the county does not get back to you with a written decision on your grievance within 30 days.
  - If you file an appeal with the county and the county does not get back to you with a written decision on your appeal within 30 days.
  - If you filed an expedited appeal and did not receive a response within 72 hours.
- The denial of a member's request to dispute financial liability.

### ***What Is a Notice of Adverse Benefit Determination?***

A Notice of Adverse Benefit Determination is a written letter that your county will send you if it decides to deny, limit, reduce, delay, or end services you and your provider believe you should get. This includes denial of:

- A payment for a service.
- Claims for services that are not covered.
- Claims for services that are not medically necessary.
- Claims for services from the wrong delivery system.
- A request to dispute financial liability.

**Note:** A Notice of Adverse Benefit Determination is also used to tell you if your grievance, appeal, or expedited appeal was not resolved in time, or if you did not get services within the county's timeline standards for providing services.

### ***Timing of the Notice***

The county must mail the notice:

- To the member at least 10 days before the date of action for termination, suspension, or reduction of a previously authorized behavioral health service.
- To the member within two business days of the decision for denial of payment or decisions resulting in denial, delay, or modification of all or part of the requested behavioral health services.

### ***Will I Always Get A Notice Of Adverse Benefit Determination When I Don't Get The Services I Want?***

Yes, you should receive a Notice of Adverse Benefit Determination. If you do not receive a notice, you may file an appeal with the county or if you have completed the appeal process, you can request a State Fair Hearing. When you contact your county, indicate you experienced an adverse benefit determination but did not receive a notice. Information on how to file an appeal or request a State Fair Hearing is included in this handbook and should also be available in your provider's office.

### ***What Will the Notice of Adverse Benefit Determination Tell Me?***

The Notice of Adverse Benefit Determination will tell you:

- What your county did that affects you and your ability to get services.
- The date the decision will take effect and the reason for the decision.
- The state or federal rules the decision was based on.
- Your rights to file an appeal if you do not agree with the county's decision.
- How to receive copies of the documents, records, and other information related to the county's decision.
- How to file an appeal with the county.
- How to request a State Fair Hearing if you are not satisfied with the county's decision on your appeal.
- How to request an expedited appeal or an expedited State Fair Hearing.
- How to get help filing an appeal or requesting a State Fair Hearing.
- How long you have to file an appeal or request a State Fair Hearing.
- Your right to continue to receive services while you wait for an appeal or State

Fair Hearing decision, how to request continuation of these services, and whether the costs of these services will be covered by Medi-Cal.

- When you have to file your appeal or State Fair Hearing request by if you want the services to continue.

### ***What Should I Do When I Get a Notice of Adverse Benefit Determination?***

When you get a Notice of Adverse Benefit Determination, you should read all the information in the notice carefully. If you don't understand the notice, your county can help you. You may also ask another person to help you.

You can request a continuation of the service that has been discontinued when you submit an appeal or request for a State Fair Hearing. You must request the continuation of services no later than 10 calendar days after the date the Notice of Adverse Benefit Determination was post-marked or delivered to you, or before the effective date of the change.

## **Member Responsibilities**

### ***What are my responsibilities as a Medi-Cal member?***

It is important that you understand how the county services work so you can get the care you need. It is also important to:

- Attend your treatment as scheduled. You will have the best result if you work with your provider to develop goals for your treatment and follow those goals. If you do need to miss an appointment, call your provider at least 24 hours in advance, and reschedule for another day and time.
- Always carry your Medi-Cal Benefits Identification Card (BIC) and a photo ID when you attend treatment.
- Let your provider know if you need an oral interpreter before your appointment.
- Tell your provider all your medical concerns. The more complete information that you share about your needs, the more successful your treatment will be.
- Make sure to ask your provider any questions that you have. It is very important you completely understand the information that you receive during treatment.

- Follow through on the planned action steps you and your provider have agreed upon.
- Contact the county if you have any questions about your services or if you have any problems with your provider that you are unable to resolve.
- Tell your provider and the county if you have any changes to your personal information. This includes your address, phone number, and any other medical information that may affect your ability to participate in treatment.
- Treat the staff who provide your treatment with respect and courtesy.
- If you suspect fraud or wrongdoing, report it:
  - The Department of Health Care Services asks that anyone suspecting Medi-Cal fraud, waste, or abuse to call the DHCS Medi-Cal Fraud Hotline at **1-800-822-6222**. If you feel this is an emergency, please call **911** for immediate assistance. The call is free, and the caller may remain anonymous.
  - You may also report suspected fraud or abuse by e-mail to [fraud@dhcs.ca.gov](mailto:fraud@dhcs.ca.gov) or use the online form at <http://www.dhcs.ca.gov/individuals/Pages/StopMedi-CalFraud.aspx>.

### ***Do I Have To Pay For Medi-Cal?***

Most people in Medi-Cal do not have to pay anything for medical or behavioral health services. In some cases, you may have to pay for medical and/or behavioral health services based on the amount of money you get or earn each month.

- If your income is less than Medi-Cal limits for your family size, you will not have to pay for medical or behavioral health services.
- If your income is more than Medi-Cal limits for your family size, you will have to pay some money for your medical or behavioral health services. The amount that you pay is called your 'share of cost'. Once you have paid your 'share of cost,' Medi-Cal will pay the rest of your covered medical bills for that month. In the months that you don't have medical expenses, you don't have to pay anything.
- You may have to pay a 'co-payment' for any treatment under Medi-Cal. This means you pay an out-of-pocket amount each time you get a medical service or go to a hospital emergency room for your regular services.
- Your provider will tell you if you need to make a co-payment.

## **NONDISCRIMINATION NOTICE**

Discrimination is against the law. TCHSA follows State and Federal civil rights laws. *[Partner Entity]* does not unlawfully discriminate, exclude people, or treat them differently because of sex, race, color, religion, ancestry, national origin, ethnic group identification, age, mental disability, physical disability, medical condition, genetic information, marital status, gender, gender identity, or sexual orientation.

*[Partner Entity]* provides:

- Free aids and services to people with disabilities to help them communicate better, such as:
  - Qualified sign language interpreters
  - Written information in other formats (large print, braille, audio or accessible electronic formats)
  
- Free language services to people whose primary language is not English, such as:
  - Qualified interpreters
  - Information written in other languages

If you need these services, contact TCHSA-BH by calling 1-800-240-3208. Or, if you cannot hear or speak well, please call TTY: 711. Upon request, this document can be made available to you in braille, large print, audio, or accessible electronic formats.

### **HOW TO FILE A GRIEVANCE**

If you believe that TCHSA has failed to provide these services or unlawfully discriminated in another way on the basis of sex, race, color, religion, ancestry, national origin, ethnic group identification, age, mental disability, physical disability, medical condition, genetic information, marital status, gender, gender identity, or sexual orientation, you can file a grievance with Quality Assurance Manager. You can file a grievance by phone, in writing, in person, or electronically:

- By phone: Contact TCHSA Quality Assurance Manager between 8:00 AM and 5:00 PM by calling (530) 527-8491. Or, if you cannot hear or speak well, please call *TTY: 711*.
  
- In writing: Fill out a complaint form or write a letter and send it to:

Quality Assurance Manager, PO Box 400, Red Bluff, CA 96080.

- In person: Visit your doctor's office or TCHSA *Facility* and say you want to file a grievance.
- Electronically: Visit TCHSA website at:

<https://www.tehamacohealthservices.net/administration/quality-assurance/>

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### **OFFICE OF CIVIL RIGHTS – CALIFORNIA DEPARTMENT OF HEALTH CARE SERVICES**

You can also file a civil rights complaint with the California Department of Health Care Services, Office of Civil Rights by phone, in writing, or electronically:

- By phone: Call **916-440-7370**. If you cannot speak or hear well, please call **711 (California State Relay)**.
- In writing: Fill out a complaint form or send a letter to:

**Department of Health Care Services  
Office of Civil Rights  
P.O. Box 997413, MS 0009  
Sacramento, CA 95899-7413**

Complaint forms are available at:

<https://www.dhcs.ca.gov/discrimination-grievance-procedures>

- Electronically: Send an email to [CivilRights@dhcs.ca.gov](mailto:CivilRights@dhcs.ca.gov).
- 

### **OFFICE OF CIVIL RIGHTS – U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES**

If you believe you have been discriminated against on the basis of race, color, national origin, age, disability or sex, you can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights by phone, in writing, or electronically:

- By phone: Call **1-800-368-1019**. If you cannot speak or hear well, please call

**TTY/TDD 1-800-537-7697.**

- In writing: Fill out a complaint form or send a letter to:

**U.S. Department of Health and Human Services  
200 Independence Avenue, SW  
Room 509F, HHH Building  
Washington, D.C. 20201**

- Complaint forms are available at

<http://www.hhs.gov/ocr/office/file/index.html>.

- Electronically: Visit the Office for Civil Rights Complaint Portal at

<https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>

**E-Contract Review**  
**Approval as to Form**

Department Name: Health Services

Vendor Name: ZND Residential Services

Contract Description: For the purpose of providing mental health services

APPROVED AS TO FORM:



Date: 09/30/2025

Office of the Tehama County Counsel  
Margaret Long, County Counsel



# Tehama County

## Agenda Request Form

File #: 26-0249

Agenda Date: 3/10/2026

Agenda #: 10.

### ENVIRONMENTAL HEALTH DEPARTMENT / CODE ENFORCEMENT - Code Enforcement Officers Clint Weston and Ron Robbins

#### Requested Action(s)

a) Request that the Board of Supervisors adopt the recommended decision of the Planning Commission declaring the existence of a public nuisance on the property, ordering the abatement thereof; and directing an itemized accounting of the costs incurred in abating the public nuisance without further notice of hearing

Owner: Kristin M McDaniel  
Site Address: 18975 Jewell Rd., Cottonwood  
APN: 006-140-005 (District 3)  
Case No: CE-25-29

b) In the event that such nuisance is not abated by the owner or occupant as set forth above, the enforcing officer shall abate, or cause to be abated, the public nuisance(s) in the manner set forth in Tehama County Code section 10.16.130, and shall keep an itemized account of the costs incurred by the County to abate the nuisance, to be charged against the Premises and against each person who causes, permits, suffers, or maintains the public nuisance to exist, in accordance with the provisions of Chapter 10.16 of the Tehama County Code

#### Financial Impact:

None.

#### Background Information:

Tehama County Code Enforcement conducted an inspection of 18975 Jewell Rd., Cottonwood, California, APN: 006-140-005 ("Premises") on 2/25/2025.

The enforcing officer issued a "Notice of Violation and Proposed Administrative Penalty on 3/5/2025.

The enforcing officer issued a "Notice to Abate Public Nuisance and Administrative Order to Show Cause" ("Notice") to the owner(s) and/or occupants(s) of the Premises on 12/1/2025.

The Notice alleged a public nuisance, existed on the Premises. Abatement of the nuisance was ordered as specified in the Notice.

On 2/19/2026, the Planning Commission confirmed the condition of the property constitutes a public nuisance under Chapter 10.16; and adopted Resolution #26-01 declaring the existence of a Public Nuisance on the property and ordered the abatement thereof; and directed an itemized accounting of the costs incurred in abating the public nuisance.



Notice of Violation and Proposed Administrative Penalty  
PUBLIC NUISANCE  
(Tehama County Code chapter 10.16)

DATE OF NOTICE: 3/5/2025

Case No. CE-25-29

Property Owner Name and Last Known Address:

Kristin M McDaniel  
18975 Jewell Rd.  
Cottonwood, CA 96022

Occupant:

To all occupants at this site address

Site Address:

18975 Jewell Rd., Cottonwood

Assessor's Parcel Number:

006-140-005

Enforcing Officer:

R. Robbins

Inspection Date:

2/25/2025

YOU ARE HEREBY NOTIFIED that the Tehama County Code Enforcing Officer has determined that the following conditions existing on the above premises constitute a public nuisance under Tehama County Code section 10.16.020.

17.78.020 tcc: Unlawful acts (Zoning Violation)

**Currently there exists a violation of livestock farming on the mentioned parcel. Per Code Section 17.48.020 (B), Animal husbandry and livestock farming are as follows. Not more than one horse, cow, or similar livestock per acre of land area.**

**Due to the mentioned parcel being 2.54 acres in size, you must remove all but two livestock animals from the mentioned parcel.**

10.16.050 tcc: Duty of property owners and occupants (Public Nuisance); F-3. Abandoned, wrecked, disabled, dismantled or inoperative vehicles or parts thereof except inoperative vehicles that are not abandoned, are either registered or are certified pursuant to Section 4604 of the California Vehicle Code, and are in a n active state of renovation or restoration

**Currently there exists multiple unregistered / inoperable vehicles on the mentioned parcel.**

**You must remove all unregistered / inoperable vehicles from the mentioned parcel.**

9.02.030 - Exceptions.

This chapter shall not apply to:

- A. A vehicle, or part thereof, which is completely enclosed within a building in a lawful manner where it is not visible from the highway or other public or private property;
- B. A vehicle, or part thereof, which is not completely enclosed within a building, but is at all times completely screened from unaided view from neighboring properties or public ways by



Notice of Violation and Proposed Administrative Penalty  
 PUBLIC NUISANCE  
 (Tehama County Code chapter 10.16)

vegetation, solid wood or masonry fence, solid cover, or otherwise with the approval of the county vehicle abatement officer;

- C. A vehicle, or part thereof, which is at all times completely covered by a custom-fitted tarpaulin or similar covering; and
- D. A vehicle, or part thereof, which is stored or parked in a lawful manner on private property in connection with the business of a licensed dismantler as defined by Vehicle Code Section 220, licensed vehicle dealer as defined in Vehicle Code Section 285, or a lawfully permitted junkyard as defined by Tehama County Code Section 17.04.320.
- E. Nothing in this section authorizes the maintenance of a public or private nuisance as defined under provision of law other than Chapter 10 (commencing with Section 22650) Division 11 of the Vehicle Code and this chapter. A vehicle cited for a seventy-two hour parking violation pursuant to Vehicle Code section 22651, subdivision (k), and a vehicle cited for expired registration longer than six months, pursuant to Vehicle Code section 22651, subdivision (o) constitute nuisances under the chapter, but are not subject to the noticing requirements herein, and shall be abated by the enforcing officer pursuant to the Vehicle Code.

THE NUISANCE CREATED BY THESE CONDITIONS MUST BE ABATED BY: March 15, 2025

In order to avoid any administrative penalty, you must abate the foregoing condition(s) and contact Code Enforcement at (530) 527-8020 so that the abatement may be confirmed.

### Penalty

#### **Administrative Penalty:**

If the nuisance has not been confirmed to be abated by the Enforcing Officer within **10 DAYS OF THIS NOTICE** an administrative penalty of up to \$1000.00 per day, for each violation, shall begin to accrue and continue to accrue for up to 30 days.

#### **Hearing:**

The proposed administrative penalty may be contested by submitting a written request for a hearing before the Tehama County Planning Commission to the Department of Environmental Health (633 Washington St., Rm. 36, Red Bluff, CA 96080). Failure to request a hearing within thirty (30) days of date of this notice shall constitute a failure to exhaust administrative remedies and the administrative penalty shall become final and conclusive; as of the same date the administrative penalty is due and interest shall begin to accrue.

### ATTENTION!

Daily Administrative Penalties of UP To \$1000 per day for each violation will begin accruing on March 16, 2025 and will continue until all condition(s) are met or 30 days, whichever is shorter. Scheduled Hearings to contest the amount of the proposed administrative penalty and appeals DO NOT stop any penalties from accruing.

3/5/2025

Date

Enforcing Officer

TEHAMA COUNTY DEPARTMENT OF ENVIRONMENTAL HEALTH - CODE ENFORCEMENT  
 633 Washington Street, Room 36, Red Bluff, CA 96080  
 Phone: 530-527-8020 • FAX: 530-527-6617

9589 0710 5270 2245 9054 75

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<input type="checkbox"/> Adult Signature Restricted Delivery	\$
Postage	\$
Total Postage and Fees	\$ <b>5.54</b>



Sent To

Street and Apt. No., or PO Box No. \_\_\_\_\_  
 Kristin M McDaniel  
 18975 Jewell Rd.  
 City, State, ZIP+4® \_\_\_\_\_  
 Cottonwood, CA 96022



Notice of Violation and Proposed Administrative Penalty,  
Notice to Abate Public Nuisance and  
Administrative Order to Show Cause  
PUBLIC NUISANCE  
(Tehama County Code chapter 10.16)

DATE OF NOTICE: 12/1/2025

Case No. CE-25-29

Property Owner Name and Last Known Address:

**Kristin M McDaniel  
18975 Jewell Rd.  
Cottonwood, CA 96022**

Occupant:

**To all occupants at this site address**

Site Address:

**18975 Jewell Rd., Cottonwood**

Assessor's Parcel Number:

**006-140-005**

Enforcing Officer:

**R. Robbins**

Inspection Date:

**2/25/2025**

**YOU ARE HEREBY NOTIFIED** that the Tehama County Code Enforcing Officer has determined that the following conditions existing on the above premises constitute a public nuisance under Tehama County Code section 10.16.020.

17.78.020 tcc: Unlawful acts (Zoning Violation)

**Currently there exists a violation of livestock farming on the mentioned parcel. Per Code Section 17.48.020 (B), Animal husbandry and livestock farming are as follows. Not more than one horse, cow, or similar livestock per acre of land area.**

**Due to the mentioned parcel being 2.54 acres in size, you must remove all but two livestock animals from the mentioned parcel.**

10.16.050 tcc: Duty of property owners and occupants (Public Nuisance); F-3. Abandoned, wrecked, disabled, dismantled or inoperative vehicles or parts thereof except inoperative vehicles that are not abandoned, are either registered or are certified pursuant to Section 4604 of the California Vehicle Code, and are in a n active state of renovation or restoration

**Currently there exists multiple unregistered / inoperable vehicles on the mentioned parcel.**

**You must remove all unregistered / inoperable vehicles from the mentioned parcel.**

9.02.030 - Exceptions.

This chapter shall not apply to:

- A. A vehicle, or part thereof, which is completely enclosed within a building in a lawful manner where it is not visible from the highway or other public or private property;
- B. A vehicle, or part thereof, which is not completely enclosed within a building, but is at all times completely screened from unaided view from neighboring properties or public ways by vegetation, solid wood or masonry fence, solid cover, or otherwise with the approval of the county vehicle abatement officer;
- C. A vehicle, or part thereof, which is at all times completely covered by a custom-fitted tarpaulin or similar covering; and



**Notice of Violation and Proposed Administrative Penalty,  
Notice to Abate Public Nuisance and  
Administrative Order to Show Cause  
PUBLIC NUISANCE  
(Tehama County Code chapter 10.16)**

- D. A vehicle, or part thereof, which is stored or parked in a lawful manner on private property in connection with the business of a licensed dismantler as defined by Vehicle Code Section 220, licensed vehicle dealer as defined in Vehicle Code Section 285, or a lawfully permitted junkyard as defined by Tehama County Code Section 17.04.320.
- E. Nothing in this section authorizes the maintenance of a public or private nuisance as defined under provision of law other than Chapter 10 (commencing with Section 22650) Division 11 of the Vehicle Code and this chapter. A vehicle cited for a seventy-two hour parking violation pursuant to Vehicle Code section 22651, subdivision (k), and a vehicle cited for expired registration longer than six months, pursuant to Vehicle Code section 22651, subdivision (o) constitute nuisances under the chapter, but are not subject to the noticing requirements herein, and shall be abated by the enforcing officer pursuant to the Vehicle Code.

**YOU ARE REQUIRED TO ABATE THE PUBLIC NUISANCE BY: 12/11/2025**

**NOTICE IS FURTHER GIVEN:**

**Planning Commission Hearing:**

Unless you abate the foregoing condition(s), a hearing will be held before the Tehama County Planning Commission to determine whether there is any good cause why the conditions should not be abated on:

**DATE: 1/15/2026**

**TIME: 09:00 a.m.**

**ADDRESS: 727 Oak Street, Red Bluff, CA 96080 (Board of Supervisors Chambers)**

YOU WILL BE GIVEN AN OPPORTUNITY to present evidence and elicit testimony regarding whether the condition(s) existing on the premises constitute a nuisance or whether there is any good cause why the said condition(s) should not be abated. **FAILURE TO APPEAR AND PRESENT EVIDENCE** at the Planning Commission Hearing will result in the Planning Commission's Recommended Decision ("Recommendation") based solely upon the evidence submitted by the enforcing officer. **FAILURE TO ATTEND THIS HEARING SHALL CONSTITUTE FAILURE TO EXHAUST ADMINISTRATIVE REMEDIES.**

**Abatement by Enforcing Officer:**

If you do not abate the foregoing condition(s) or show good cause before the planning commission why the conditions should not be abated, the enforcing officer will abate the nuisance. The cost of abatement and the cost of administration may be made a special assessment added to the County tax roll and become an abatement lien on the premises or be collected from the responsible parties on the County's unsecured tax roll.

**THE NUISANCE CREATED BY THESE CONDITIONS MUST BE ABATED BY: December 11, 2025**

In order to avoid any administrative penalty, you must abate the foregoing condition(s) and contact Code Enforcement at (530) 527-8020 so that the abatement may be confirmed.



**Notice of Violation and Proposed Administrative Penalty,  
Notice to Abate Public Nuisance and  
Administrative Order to Show Cause  
PUBLIC NUISANCE  
(Tehama County Code chapter 10.16)**

**Penalty**

**Administrative Penalty:**

If the nuisance has not been confirmed to be abated by the Enforcing Officer within **10 DAYS OF THIS NOTICE** an administrative penalty of up to **\$1000.00** per day, for each violation, shall begin to accrue and continue to accrue for up to 30 days.

**Hearing:**

The proposed administrative penalty may be contested by submitting a written request for a hearing before the Tehama County Planning Commission to the Department of Environmental Health (633 Washington St., Rm. 36, Red Bluff, CA 96080). Failure to request a hearing within thirty (30) days of date of this notice shall constitute a failure to exhaust administrative remedies and the administrative penalty shall become final and conclusive; as of the same date the administrative penalty is due and interest shall begin to accrue.

**ATTENTION!**

Daily Administrative Penalties of UP To \$1000 per day for each violation will begin accruing on December 12, 2025 and will continue until all condition(s) are met or 30 days, whichever is shorter. Scheduled Hearings to contest the amount of the proposed administrative penalty and appeals DO NOT stop any penalties from accruing.

12/1/2025  
Date

  
\_\_\_\_\_  
Enforcing Officer

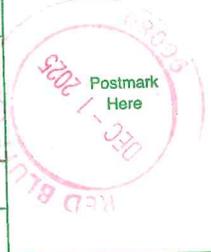
9589 0710 5270 2245 9064 4J

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<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$
Postage	\$
Total Postage and Fees	\$



Sent To	Kristin M McDaniel
Street and Apt. No., or PO Box No.	18975 Jewell Rd.
City, State, ZIP+4®	Cottonwood, CA 96022

RESOLUTION NO. # 26-01

**A RESOLUTION OF THE PLANNING COMMISSION OF THE COUNTY OF TEHAMA RECOMMENDING TO THE BOARD OF SUPERVISORS THE DECLARATION OF A PUBLIC NUISANCE AND TO ORDER ABATEMENT AND ASSESSMENT OF COSTS FOR THE PROPERTY LISTED:**

**Owner: Kristin M McDaniel**  
**Site Address: 18975 Jewell Rd., Cottonwood**  
**APN: 006-140-005**  
**Case No: CE-25-29**

**WHEREAS**, Tehama County Code section 10.16.020, subdivision (E) provides that any use of land, building, or premises established, operated, or maintained contrary to the provisions of this code or state law constitutes a public nuisance; and

**WHEREAS**, Tehama County Code Section 10.16.060, authorizes the enforcing officer to issue and serve a "Notice to Abate Public Nuisance and Administrative Order to Show Cause" ("Notice") in accordance with Tehama County Code sections 10.16.070 and 10.16.080 in order to commence abatement proceedings under Chapter 10.16 of the Tehama County Code; and

**WHEREAS**, under Tehama County Code Section 10.16.100, the Tehama County Planning Commission shall hold an administrative hearing, not less than fifteen (15) calendar days after service of the Notice, to determine whether the conditions existing on the property subject to the Notice constitute a nuisance under Chapter 10.16 of the Tehama County Code, or whether there is any other good cause why those conditions should not be abated; and

**WHEREAS**, on 12/1/2025, the Tehama County Code Enforcement Officer, Ron Robbins, issued and served, by posting and certified mailing, a Notice in accordance with Tehama County Code section 10.16.080 upon the owner(s) and occupant(s) of **18975 Jewell Rd., Cottonwood, CALIFORNIA, (APN: 006-140-005)** ("Premises"); and

**WHEREAS**, the Notice complied with all relevant provisions of Chapter 10.16; and

**WHEREAS**, pursuant to Tehama County Code section 10.16.070, the Notice advised that an administrative hearing before the Tehama County Planning Commission was set for 1/15/2026, in accordance with Tehama County Code section 10.16.100. and

**WHEREAS**, the Enforcing Officer appeared before the Tehama County Planning Commission, testified, and presented documentary evidence:

**WHEREAS**, on 2/19/2026 the Tehama County Planning Commission conducted a duly noticed hearing, and heard and considered the evidence presented by the enforcing officer and other interested persons; and

**NOW THEREFORE BE IT RESOLVED** that the Tehama County Planning Commission

hereby finds and declares that:

1. The foregoing recitals are true and correct; and
2. The public nuisances did exist on the Premises and was not properly abated in accordance with Tehama County Code Section 10.16.040, subdivision (E) of the Tehama County Code.

**BE IT FURTHER RESOLVED** that the Tehama County Planning Commission hereby recommends that:

1. The "Notice to Abate Public Nuisance and Administrative Order to Show Cause" issued by the enforcing officer on 12/1/2025 be affirmed in full; and
2. Pursuant to Tehama County Code section 10.16.020, subdivision (E) the use of the premises is in violation of the zoning code and constitutes a public nuisance and shall be abated by the owner and/or occupant; and
3. The enforcing officer shall present to the Tehama County Board of Supervisors, pursuant to Tehama County Code section 10.16.150, an itemized account of the costs incurred by the County to abate the nuisance, to be charged against the Premises and against each person who causes, permits, suffers, or maintains the public nuisance to exist, in accordance with the provisions of Chapter 10.16 of the Tehama County Code.

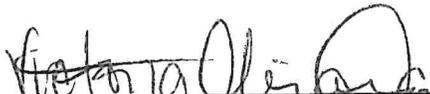
The Clerk of the Tehama County Planning Commission shall promptly transmit this Recommended Decision ("Recommendation") to the Tehama County Board of Supervisors to adopt without further notice of hearing, or to set for de novo hearing. The Decision of the Tehama County Board of Supervisors shall be final and conclusive.

The foregoing resolution was offered on a motion by Planning Commissioner Jones, seconded by Planning Commissioner Patrick, and carried by the following vote of the Planning Commission:

AYES: Jones, Miranda, Harris, Patrick

NOES: None

ABSENT OR NOT VOTING: None

  
 \_\_\_\_\_  
 CHAIRPERSON, Planning Commission

STATE OF CALIFORNIA        )  
   ) ss  
 COUNTY OF TEHAMA )

I, Melinda Touvell, Administrative Secretary for the Tehama County Planning

Department and ex-officio Clerk of the Planning Commission of the County of Tehama, State of California, hereby certify the above and foregoing to be a full, true and correct copy of a resolution adopted by said Planning Commission on the 19th day of February, 2026.

DATED: This 19th day of February, 2026.

Melinda Touvell, Administrative Secretary for the Tehama County Planning Department and ex-officio Clerk of the Planning Commission of the County of Tehama.

By Melinda Touvell

**TEHAMA COUNTY CODE ENFORCEMENT**

633 Washington St., Room 36  
 Red Bluff, CA. 96080  
 Tehama County Courthouse Annex  
 Phone: (530) 527-8020

February 26, 2026

**REVISED HEARING DATE TO: 3/10/2026 at 11:00 am**

Kristin M McDaniel  
 18975 Jewell Rd.  
 Cottonwood, CA 96022

RE: 18975 Jewell Rd., Cottonwood  
 APN: 006-140-005  
 Case NO. CE-25-29

Dear Property Owner,

Attached is the resolution #26-01 which was adopted by the Planning Commission on February 19, 2026.

This resolution will be presented before the Board of Supervisors to consider adopting on:

**Date: 3/10/2026**

**Time: 11:00 am**

Address: 727 Oak Street, Red Bluff, CA 96080 (Board of Supervisors Chambers)

In the event that such nuisance is not abated by the owner or occupant as set forth above, the enforcing officer shall abate, or cause to be abated, the public nuisance(s) in the manner set forth in Tehama County Code section 10.16.130, and shall keep an itemized account of the costs incurred by the County to abate the nuisance, to be charged against the Premises and against each person who causes, permits, suffers, or maintains the public nuisance to exist, in accordance with the provisions of Chapter 10.16 of the Tehama County Code .

Sincerely,

  
 Julie Benson  
 Code Compliance Coordinator

**RESOLUTION NO. # 26-01**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE COUNTY OF TEHAMA RECOMMENDING TO THE BOARD OF SUPERVISORS THE DECLARATION OF A PUBLIC NUISANCE AND TO ORDER ABATEMENT AND ASSESSMENT OF COSTS FOR THE PROPERTY LISTED:**

**Owner: Kristin M McDaniel  
Site Address: 18975 Jewell Rd., Cottonwood  
APN: 006-140-005  
Case No: CE-25-29**

**WHEREAS**, Tehama County Code section 10.16.020, subdivision (E) provides that any use of land, building, or premises established, operated, or maintained contrary to the provisions of this code or state law constitutes a public nuisance; and

**WHEREAS**, Tehama County Code Section 10.16.060, authorizes the enforcing officer to issue and serve a "Notice to Abate Public Nuisance and Administrative Order to Show Cause" ("Notice") in accordance with Tehama County Code sections 10.16.070 and 10.16.080 in order to commence abatement proceedings under Chapter 10.16 of the Tehama County Code; and

**WHEREAS**, under Tehama County Code Section 10.16.100, the Tehama County Planning Commission shall hold an administrative hearing, not less than fifteen (15) calendar days after service of the Notice, to determine whether the conditions existing on the property subject to the Notice constitute a nuisance under Chapter 10.16 of the Tehama County Code, or whether there is any other good cause why those conditions should not be abated; and

**WHEREAS**, on 12/1/2025, the Tehama County Code Enforcement Officer, Ron Robbins, issued and served, by posting and certified mailing, a Notice in accordance with Tehama County Code section 10.16.080 upon the owner(s) and occupant(s) of 18975 Jewell Rd., Cottonwood, CALIFORNIA, (APN: 006-140-005) ("Premises"); and

**WHEREAS**, the Notice complied with all relevant provisions of Chapter 10.16; and

**WHEREAS**, pursuant to Tehama County Code section 10.16.070, the Notice advised that an administrative hearing before the Tehama County Planning Commission was set for 1/15/2026, in accordance with Tehama County Code section 10.16.100. and

**WHEREAS**, the Enforcing Officer appeared before the Tehama County Planning Commission, testified, and presented documentary evidence:

**WHEREAS**, on 2/19/2026 the Tehama County Planning Commission conducted a duly noticed hearing, and heard and considered the evidence presented by the enforcing officer and other interested persons; and

**NOW THEREFORE BE IT RESOLVED** that the Tehama County Planning Commission

hereby finds and declares that:

1. The foregoing recitals are true and correct; and
2. The public nuisances did exist on the Premises and was not properly abated in accordance with Tehama County Code Section 10.16.040, subdivision (E) of the Tehama County Code.

**BE IT FURTHER RESOLVED** that the Tehama County Planning Commission hereby recommends that:

1. The "Notice to Abate Public Nuisance and Administrative Order to Show Cause" issued by the enforcing officer on 12/1/2025 be affirmed in full; and
2. Pursuant to Tehama County Code section 10.16.020, subdivision (E) the use of the premises is in violation of the zoning code and constitutes a public nuisance and shall be abated by the owner and/or occupant; and
3. The enforcing officer shall present to the Tehama County Board of Supervisors, pursuant to Tehama County Code section 10.16.150, an itemized account of the costs incurred by the County to abate the nuisance, to be charged against the Premises and against each person who causes, permits, suffers, or maintains the public nuisance to exist, in accordance with the provisions of Chapter 10.16 of the Tehama County Code.

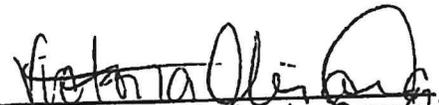
The Clerk of the Tehama County Planning Commission shall promptly transmit this Recommended Decision ("Recommendation") to the Tehama County Board of Supervisors to adopt without further notice of hearing, or to set for de novo hearing. The Decision of the Tehama County Board of Supervisors shall be final and conclusive.

The foregoing resolution was offered on a motion by Planning Commissioner Jones, seconded by Planning Commissioner Patrick, and carried by the following vote of the Planning Commission:

AYES: Jones, Miranda, Harris, Patrick

NOES: None

ABSENT OR NOT VOTING: None

  
 CHAIRPERSON, Planning Commission

STATE OF CALIFORNIA        )  
   ) ss  
 COUNTY OF TEHAMA )

I, Melinda Touvell, Administrative Secretary for the Tehama County Planning

Department and ex-officio Clerk of the Planning Commission of the County of Tehama, State of California, hereby certify the above and foregoing to be a full, true and correct copy of a resolution adopted by said Planning Commission on the 19th day of February, 2026.

DATED: This 19th day of February, 2026.

Melinda Touvell, Administrative Secretary for the Tehama County Planning Department and ex-officio Clerk of the Planning Commission of the County of Tehama.

By Melinda Touvell