



TOMÁS J. ARAGÓN, M.D., Dr.P.H  
Director and State Public Health Officer

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



GAVIN NEWSOM  
Governor

May 5, 2023

Charlene Weiss-Wenzl  
MCAH Director  
County of Nevada  
500 Crown Point Circle, Suite 110  
Grass Valley, CA 95945

Dear Charlene:

APPROVAL OF AGREEMENT FUNDING APPLICATION (AFA) FOR AGREEMENT  
CHVP SGF EXP 22b-29 – FISCAL YEARS (FY) 2022-23

The California Department of Public Health, Maternal, Child and Adolescent Health (CDPH/MCAH) Division approves your Agency’s AFA for administration of MCAH related programs.

To carry out the program(s) outlined in your approved SOW(s) and Budget(s), during the period of July 1, 2022 through June 30, 2023, the CDPH/MCAH Division will reimburse expenditures up to the following amounts:

California Home Visiting Program FY22-23..... \$415,106

The availability of SGF funds are based upon funds appropriated in each respective FY (2022-23) Budget Act. Reimbursement of invoices is subject to compliance with all federal and state requirements pertaining to the CDPH/MCAH related programs and adherence to all applicable regulations, policies and procedures. Your Agency agrees to invoice actual and documented expenditures and to follow all the conditions of compliance stated in the current CDPH/MCAH Program and Fiscal Policies and Procedures manuals, including the ability to substantiate all funds claimed.

Please ensure that all necessary individuals within your Agency are notified of this approval and that the approved AFA documents are carefully reviewed. This approval letter constitutes a binding agreement. If any of the information contained in your



approved Budget is incorrect or different from that negotiated, please contact your contract manager, Christina Jenkins by e-mail at [Christina.Jenkins@cdph.ca.gov](mailto:Christina.Jenkins@cdph.ca.gov) within 14 calendar days from the date of this letter. Non-response constitutes acceptance of your approved AFA documents.

Sincerely,

*Angelica Jimenez-Bean*

Angelica Jimenez-Bean  
Section Chief, Contract Management and Allocations Process  
Maternal, Child and Adolescent Health Division  
Center for Family Health  
California Department of Public Health

cc: James Kraywinkel  
County Public Health

Carol Smith  
County Public Health

Christina Jenkins  
Contract Manager

Erica Rodriguez  
CHVP Program Consultant

# California Home Visiting Program

## FY 2022-2023 Agreement Funding Application (AFA) Checklist

Agency Name:

Agreement Number:

Program (check one):                      CHVP                      CHVP SGF EXP                      CHVP INV

Please check the box next to all submitted documents. **All documents must be submitted by email using the required naming convention on page 2.**

1. **AFA Checklist**
2. **Agency Information Form** | Excel version and signed PDF
3. **Attestation of Compliance with the Sexual Health Education Accountability Act of 2007** | signed PDF
4. **Budget Template** | submit for FY22-23, list all staff (by position) and costs (including projected salaries and benefits, operating and ICR). Multiple tabs for completion include Original Budget and Justifications. Personnel must be consistent with the Duty Statements and Organizational Charts.
5. **Indirect Cost Rate (ICR) Certification Form** | details methodology and components of the ICR for this funding. Please answer in the detail box how Indirect Costs are specifically broken out for CHVP SGF EXP.
6. **Duty Statements (DS)** | for all staff (numbered according to the Personnel Detail Page and Organization Chart) listed on the budget.
7. **Organization Chart(s)** | of the applicable program, identifying all staff positions on the budget including their Line Item #, and the program's relationship to other services for women and children, the local health officer and overall agency.
8. **Scope of Work (SOW)** | signed PDF for FY22-23
9. **Annual Inventory** | if applicable, forms CDPH 1203 and CDPH 1204
10. **Subcontractor (SubK) Agreement Packages** | if applicable, for all SubKs of \$5,000 or more. Submit Subcontract Agreement Transmittal Form, brief explanation of the award process, subcontractor agreement or waiver letter, FY22-23 Budgets with detailed justifications, Subk Duty Statements, and Subk Organization Chart.
11. **Government Agency Taxpayer ID Form** | Form CDPH 9083, signed PDF

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

**FUNDING AGREEMENT PERIOD  
FY 2022-2023**

**AGENCY INFORMATION FORM**

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

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

**AGENCY IDENTIFICATION INFORMATION**

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

**Please enter the agreement or contract number for each applicable program**

CHVP SGF EXP 22b-29

Update Effective Date: \_\_\_\_\_ (only required when submitting updates)

Federal Employer ID#: 94-6000526

FISCAL ID#:

Complete Official Agency Name: Nevada County Public Health Department

Business Address: 500 Crown Point Circle, Suite 110, Grass Valley, CA 95945

Agency Phone: 530-265-1450

Agency Fax: 530-271-0894

Agency Website: <https://www.nevadacountyca.gov/>

**AGREEMENT FUNDING APPLICATION  
POLICY COMPLIANCE AND CERTIFICATION**

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

CHVP SGF EXP 22b-29

Update Effective Date: \_\_\_\_\_ (only required when submitting updates)

The undersigned hereby affirms that the statements contained in the Agreement Funding Application (AFA) are true and complete to the best of the applicant's knowledge.

I certify that this Maternal, Child and Adolescent Health (MCAH) program will comply with all applicable provisions of Article 1, Chapter 1, Part 2, Division 106 of the Health and Safety code (commencing with section 123225), Chapters 7 and 8 of the Welfare and Institutions Code (commencing with Sections 14000 and 142), and any applicable rules or regulations promulgated by CDPH pursuant to this article and these Chapters. I further certify that all MCAH related programs will comply with the most current MCAH Policies and Procedures Manual, including but not limited to, Administration. I further agree that the MCAH related programs may be subject to all sanctions, or other remedies applicable, if the MCAH related program violates any of the above laws, regulations and policies with which it has certified it will comply.

**Original signature of official authorized to commit the Agency to a CHVP Agreement**

Signature line: \_\_\_\_\_

Name (Print) Ed Scofield

Title Chair of the Board of Supervisors Date \_\_\_\_\_

**Original Signature of MCAH Director**

Signature line: \_\_\_\_\_

Name (Print) Charlene Weiss-Wenzl, BSN, RN, PHN, CLC

Title Director of Public Health Nursing for MCAH Director Date \_\_\_\_\_

CONTACT	FIRST NAME	LAST NAME	TITLE	AUTHORIZED TO SIGN?			PHONE	EMAIL ADDRESS	PROGRAM
				BUDGETS	INVOICES	IF YES SELECTED, SIGN			
AGENCY EXECUTIVE DIRECTOR	Erin	Mettler	Interim Director of Public Health	Yes	Yes		530-265-1732	<a href="mailto:erin.mettler@nevadacountyca.gov">erin.mettler@nevadacountyca.gov</a>	CHVP
Director of Public Health Nursing for MCAH DIRECTOR	Charlene	Weiss-Wenzl	Director of Public Health Nursing for MCAH DIRECTOR	Yes	Yes		530-265-7269	<a href="mailto:charlene.weiss-wenzl@nevadacountyca.gov">charlene.weiss-wenzl@nevadacountyca.gov</a>	CHVP
PROJECT COORDINATOR	Vacant	Vacant	MCAH Coordinator	No	No		530-265-1491	<a href="mailto:bernadette.revak@nevadacountyca.gov">bernadette.revak@nevadacountyca.gov</a>	CHVP
FISCAL OFFICER	Brie	Mendoza	Administrative Services Officer	Yes	Yes		530-265-1401	<a href="mailto:brie.mendoza-perez@nevadacountyca.gov">brie.mendoza-perez@nevadacountyca.gov</a>	CHVP
FISCAL CONTACT	James	Kraywinkel	Accountant	Yes	Yes		530-470-2415	<a href="mailto:james.kraywinkel@nevadacountyca.gov">james.kraywinkel@nevadacountyca.gov</a>	CHVP
CLERK OF THE BOARD or	Julie	Patterson-Hunter	Clerk of the Board of Supervisors	No	No		530-265-1481	<a href="mailto:julie.patterson-hunter@nevadacountyca.gov">julie.patterson-hunter@nevadacountyca.gov</a>	CHVP
CHAIR BOARD OF SUPERVISORS	Ed	Scotfield	Chair-Board of Supervisors	No	No		530-265-1480		CHVP
OFFICIAL AUTHORIZED TO COMMIT AGENCY	Ed	Scotfield	Chair-Board of Supervisors	No	No		530-265-1480		CHVP

All payments from CDPH to the Contractor shall be sent to the following address:

REMITTANCE ADDRESS
Federal ID #: 94-6000526
FISCAL ID #:
Contractor: Nevada County Public Health Department
Attention: "Cashier"
Address: 500 Crown Point Circle, Suite 110, Grass Valley, CA 95945
Contract Number: CHVP SGF EXP 22b-29
Email: <a href="mailto:PH.Fiscal@nevadacountyca.gov">PH.Fiscal@nevadacountyca.gov</a>

Either party may make changes to the information above by giving written notice to the other party.

Said changes shall not require an amendment to this agreement, but will require a new STD204 Payee Data Record or CDPH9083 Government Agency Taxpayer Form.

**Exhibit K**

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

**Agency Name:** Nevada County Public Health Department

**Agreement/Grant Number:** CHVP SGF EXP 22b-29

**Compliance Attestation for Fiscal Year:** 2022-2023

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

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

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

**Exhibit K**

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

**Signed**

Nevada County Public Health Department

*Agency Name*

Char Weiss-Wenzl

Digitally signed by Char Weiss-  
Wenzl  
Date: 2023.01.09 10:52:26 -08'00'

*Signature of MCAH Director*

*Signature of AFLP Director (CBOs only)*

Charlene Weiss-Wenzl, DPHN for MCAH Director

*Printed Name of MCAH Director*

*Printed Name of AFLP Director (CBOs  
only)*

**CHVP SGF EXB 22b-29**

*Agreement/Grant Number*

**01/09/2023**

*Date*



## Exhibit K

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

CALIFORNIA CODES  
HEALTH AND SAFETY CODE  
SECTION 151000-151003

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

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

(a) "Age appropriate" means topics, messages, and teaching methods suitable to particular ages or age groups of children and adolescents, based on developing cognitive, emotional, and behavioral capacity typical for the age or age group.

(b) A "sexual health education program" means a program that provides instruction or information to prevent adolescent pregnancy, unintended pregnancy, or sexually transmitted diseases, including HIV, that is conducted, operated, or administered by any state agency, is funded directly or indirectly by the state, or receives any financial assistance from state funds or funds administered by a state agency, but does not include any program offered by a school district, a county superintendent of schools, or a community college district.

(c) "Medically accurate" means verified or supported by research conducted in compliance with scientific methods and published in peer review journals, where appropriate, and recognized as accurate and objective by professional organizations and agencies with expertise in the relevant field, including, but not limited to, the federal Centers for Disease Control and Prevention, the American Public Health Association, the Society for Adolescent Medicine, the American Academy of Pediatrics, and the American College of Obstetricians and Gynecologists.

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

(1) All information shall be medically accurate, current, and objective.

(2) Individuals providing instruction or information shall know and use the most current scientific data on human sexuality, human development, pregnancy, and sexually transmitted diseases.

(3) The program content shall be age appropriate for its targeted population.

(4) The program shall be culturally and linguistically appropriate for its targeted populations.

(5) The program shall not teach or promote religious doctrine.

(6) The program shall not reflect or promote bias against any person on the basis of disability, gender, nationality, race or ethnicity, religion, or sexual orientation, as defined in Section 422.56 of the Penal Code.

## Exhibit K

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

(7) The program shall provide information about the effectiveness and safety of at least one or more drugs and/or devices approved by the federal Food and Drug Administration for preventing pregnancy and for reducing the risk of contracting sexually transmitted diseases.

(b) A sexual health education program that is directed at minors shall comply with all of the criteria in subdivision (a) and shall also comply with both the following requirements:

(1) It shall include information that the only certain way to prevent pregnancy is to abstain from sexual intercourse, and that the only certain way to prevent sexually transmitted diseases is to abstain from activities that have been proven to transmit sexually transmitted diseases.

(2) If the program is directed toward minors under the age of 12 years, it may, but is not required to, include information otherwise required pursuant to paragraph (7) of subdivision (a).

(c) A sexual health education program conducted by an outside agency at a publicly funded school shall comply with the requirements of Section 51934 of the Education Code if the program addresses HIV/AIDS and shall comply with Section 51933 of the Education Code if the program addresses pregnancy prevention and sexually transmitted diseases other than HIV/AIDS.

(d) An applicant for funds to administer a sexual health education program shall attest in writing that its program complies with all conditions of funding, including those enumerated in this section. A publicly funded school receiving only general funds to provide comprehensive sexual health instruction or HIV/AIDS prevention instruction shall not be deemed an applicant for the purposes of this subdivision.

(e) If the program is conducted by an outside agency at a publicly funded school, the applicant shall indicate in writing how the program fits in with the school's plan to comply fully with the requirements of the California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act, Chapter 5.6 (commencing with Section 51930) of the Education Code. Notwithstanding Section 47610 of the Education Code, "publicly funded school" includes a charter school for the purposes of this subdivision.

(f) Monitoring of compliance with this division shall be integrated into the grant monitoring and compliance procedures. If the agency knows that a grantee is not in compliance with this section, the agency shall terminate the contract or take other appropriate action.

(g) This section shall not be construed to limit the requirements of the California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act (Chapter 5.6 (commencing with Section 51930) of Part 28 of the Education Code).

(h) This section shall not apply to one-on-one interactions between a health practitioner and his or her patient in a clinical setting.

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

**BUDGET SUMMARY**

FISCAL YEAR	INVOICE TYPE	BUDGET	BUDGET STATUS	BALANCE
2022-2023	QUARTERLY	ORIGINAL	ACTIVE	

Rev. 7/22/20

PURPOSE:	CHVP SGF Expansion		FUNDING SOURCE, PCA	
CONTRACTOR:	Nevada		CHVP - SGF, 51023	
AGREEMENT #:	CHVP SGF EXP 22b-29	(1)	(2)	(3)
SUBK:		TOTAL FUNDING	%	\$
<b>FUNDING TOTALS</b>		<b>415,106</b>		<b>415,106</b>

EXPENSE CATEGORY			
PERSONNEL	\$16,405	100.00%	\$16,405
FRINGE BENEFITS	\$10,153	100.00%	\$10,153
OPERATING	\$1,133	100.00%	\$1,133
EQUIPMENT			
TRAVEL	\$1,200	100.00%	\$1,200
SUBCONTRACTS	\$379,575	100.00%	\$379,575
OTHER COSTS			
INDIRECT COST	\$6,640	100.00%	\$6,640
<b>BUDGET TOTALS</b>		<b>\$415,106</b>	<b>100.00%</b>
<b>BALANCES</b>		<b>=====</b>	

<b>Maximum Amount Payable:</b>	<b>\$415,106</b>
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**I CERTIFY THAT THIS BUDGET HAS BEEN CONSTRUCTED IN COMPLIANCE WITH ALL MCAH ADMINISTRATIVE AND PROGRAM POLICIES.**

**APPROVED**  
By Char Weiss-Wenzl at 5:27 pm, Apr 06, 2023

Signature over		
Printed Name	Charlene Weiss-Wenzl Project Director	DATE

State Use Only	FUNDING SOURCE	CHVP - SGF	
	PCA CODE		51023
PERSONNEL			16,405
FRINGE BENEFITS			10,153
OPERATING			1,133
EQUIPMENT			
TRAVEL			1,200
SUBCONTRACTS			379,575
OTHER COSTS			
INDIRECT COST			6,640
<b>Totals for PCA Codes</b>	<b>415,106</b>		<b>415,106</b>

PERSONNEL						Remaining Funds	
						100.00%	16,405
<b>TOTAL PERSONNEL COSTS</b>						<b>16,405</b>	<b>16,405</b>
<b>TOTAL WAGES</b>						<b>16,405</b>	<b>16,405</b>
	INITIALS	TITLE OR CLASS.	FTE %	ANNUAL SALARY	TOTAL WAGES		
1	CWW	Director of Public Health Nursing	5%	138,557	6,928	100.00%	6,928
2	JF	Sr. Public Health Nurse/MCAH Director	5%	108,848	5,442	100.00%	5,442
3	JM	Public Health Nurse/MCAH Coordinator	5%	80,697	4,035	100.00%	4,035
4							
5							
6							
7							

<b>PURPOSE:</b>	<b>CHVP SGF Expansion</b>		<b>FUNDING SOURCE, PCA</b>	
<b>CONTRACTOR:</b>	<b>Nevada</b>		<b>CHVP - SGF, 51023</b>	
<b>AGREEMENT #:</b>	<b>CHVP SGF EXP 22b-29</b>	(1)	(2)	(3)
<b>SUBK:</b>		<b>TOTAL FUNDING</b>	<b>%</b>	<b>\$</b>
<b>FUNDING TOTALS</b>		<b>415,106</b>		<b>415,106</b>

EXPENSE CATEGORY				
8				
9				
10				

<b>FRINGE BENEFITS</b>		<b>Remaining Funds</b>	
		100.00%	10,153
<b>TOTAL FRINGE BENEFITS</b>			<b>10,153</b>

<b>OPERATING</b>		<b>Remaining Funds</b>	
		100.00%	1,133
<b>TOTAL OPERATING EXPENSES</b>			<b>1,133</b>
1	General Office Expense	480	480
2	Printing/Duplication	480	480
3	Postage	173	173
4			
5			

<b>EQUIPMENT</b>		<b>Remaining Funds</b>	
<b>TOTAL EQUIPMENT EXPENSES</b>			
1			
2			
3			
4			
5			

<b>TRAVEL</b>		<b>Remaining Funds</b>	
		100.00%	1,200
<b>TOTAL TRAVEL EXPENSES</b>			<b>1,200</b>
1	Training	1,200	1,200
2			
3			
4			
5			

<b>SUBCONTRACTS</b>		<b>Remaining Funds</b>	
		100.00%	379,575
<b>TOTAL SUBCONTRACT EXPENSES</b>			<b>379,575</b>
1	First 5	41,738	41,738
2	Child Advocates of Nevada County	337,837	337,837
3			
4			
5			

<b>OTHER COSTS</b>		<b>Remaining Funds</b>	
<b>TOTAL OTHER COSTS</b>			
1			
2			
3			
4			
5			

<b>INDIRECT COST</b>		<b>Remaining Funds</b>	
		100.00%	6,640
<b>TOTAL INDIRECT COSTS</b>			<b>6,640</b>
25.00% of Total Personnel and Benefits		6,640	6,640

# Original Budget Justification Section

**CHVP SGF EXP 22b-29 Nevada**

ACTIVE

**PERSONNEL**

		TOTALS	15.00%	328,102	16,405		10,153	
	INITIALS	TITLE OR CLASS.	FTE %	ANNUAL SALARY	TOTAL WAGES	FRINGE BENEFIT RATE %	FRINGE BENEFIT AMOUNT	Justification
1	CWW	Director of Public Health Nursing	5.000%	138,557	6,928	62.86%	4,355	Salary and Wages are from CEO salary planner provided to Dept.
2	JF	Sr. Public Health Nurse/MCAH Director	5.00%	108,848	5,442	63.07%	3,432	Salary and Wages are from CEO salary planner provided to Dept.
3	JM	Public Health Nurse/MCAH Coordinator	5.00%	80,697	4,035	58.63%	2,366	Salary and Wages are from CEO salary planner provided to Dept.
4								
5								
6								
7								
8								
9								
10								

<b>FRINGE BENEFITS</b>	<b>Justification</b>
<b>TOTAL FRINGE BENEFITS</b>	<b>10,153</b>

<b>OPERATING</b>	<b>Justification</b>		
<b>TOTAL OPERATING</b>	<b>1,133</b>		
1	General Office Expense	480	General office expenses - \$40/month X 12 months; Office supplies, pens, notebooks, staples, paper clips, keyboard, mouse, laptop case, and other ergonomic accessories, etc.
2	Printing/Duplication	480	Printing/Duplication expenses - \$40/month X 12 months
3	Postage	173	Postage expense - Mailings to clients, community partners and state staff. Approx \$14.42 per month
4			
5			

<b>EQUIPMENT</b>	<b>Justification</b>	
<b>TOTAL EQUIPMENT EXPENSES</b>		
1		

# Original Budget Justification Section

**CHVP SGF EXP 22b-29 Nevada**

ACTIVE

2			
3			
4			
5			

<b>TRAVEL</b>			<b>Justification</b>
<b>TOTAL TRAVEL EXPENSES</b>		<b>1,200</b>	
1	Training	1,200	Postpartum Support for Family & Community Support (4 classes online) 3 nurses @ \$100 = \$300. Perinatal Mental Health Training for Frontline Providers (online) 3 nurses @ \$250 = \$750. Maternal Mental Health Now; It Takes a Village: Creating Perinatal Mental Health Support Groups (online) 3 nurses @ \$40 = \$120.
2	Travel		
3			
4			
5			

<b>SUBCONTRACTS</b>			<b>Justification</b>
<b>TOTAL SUBCONTRACT EXPENSES</b>		<b>379,575</b>	
1	First 5	41,738	Please see attached subcontract with justifications.
2	Child Advocates of Nevada County	337,837	Please see attached subcontract with justifications.
3			
4			
5			

<b>OTHER COSTS</b>			<b>Justification</b>
<b>TOTAL OTHER COSTS</b>			
1			
2			
3			
4			

**Original Budget Justification Section**

**CHVP SGF EXP 22b-29 Nevada**

ACTIVE

5			
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<b>INDIRECT COST</b>		<b>Justification</b>	
<b>TOTAL INDIRECT COSTS</b>	<b>6,640</b>		
25.00% of Total Personnel and Benefits	6,640	Per CDPH approved ICR.	

# CERTIFICATION OF INDIRECT COST RATE METHODOLOGY

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

Date: 1/5/2023

Agency Name: Nevada County Public Health

Contract/Agreement Number: CHVP SGF EXP 22b-29

Contract Term/Allocation Fiscal Year: FY 2022-2023

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

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

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

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

       % Fixed Percent of:

Total Personnel Costs

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

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

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

25 % Fixed Percent of:

Total Personnel Costs

Total Allowable Direct Costs



## CERTIFICATION OF INDIRECT COST RATE METHODOLOGY

### 3. OTHER GOVERNMENTAL AGENCIES AND PUBLIC UNIVERSITIES

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

         % Fixed Percent of:

- Total Personnel Costs (Includes Fringe Benefits)
- Total Personnel Costs (Excludes Fringe Benefits)
- Total Allowable Direct Costs

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

Total Dept Excludable	Total Direct	Total Indirect		
<b>PERSONNEL</b>				
Salaries	3,386,824.09	0.00	3,261,435.81	125,388.28
Benefits	1,987,790.49	8,128.05	1,694,589.22	285,073.22
<b>TOTAL</b>	<b>5,374,614.58</b>	<b>8,128.05</b>	<b>4,956,025.03</b>	<b>410,461.50</b>
<b>OPERATING</b>				
Duplication/Printing	17,470.00	0.00	16,075.92	1,394.08
Equipment Maintenance, Operations & Repairs	2,748.67	0.00	2,418.82	329.85
Facilities, Maintenance & Repairs	1,775.00	0.00	1,075.00	700.00
Rental Costs of Buildings and Equipment	22,767.00	0.00	22,767.00	0.00
Information Technology	137,208.50	0.00	17,185.50	120,023.00
Telecommunication Costs	53,545.28	0.00	47,993.32	5,551.96
Insurance	28,847.39	0.00	0.00	28,847.39
Memberships and Subscriptions	17,649.15	0.00	2,460.00	15,189.15
Fleet Charges	42,318.24	0.00	13,264.68	29,053.56
Travel	15,891.45	0.00	15,462.96	428.49
Office Supplies (Materials and Supplies)	906,853.89	596,022.00	307,909.37	2,922.52
Postage	11,750.27	0.00	7,591.46	4,158.81
Professional Services				
Contract	1,368,268.33	0.00	1,347,969.23	20,299.10
Personnel/Human Resources	19,703.48	0.00	3,938.97	15,764.51
Auditor/Controller	82.14	0.00	0.00	82.14
County Administrator	737,563.84	75,000.00	83,963.66	578,600.18

## CERTIFICATION OF INDIRECT COST RATE METHODOLOGY

Agency Expenses	3,058,365.17	2,216,049.10	188,663.22	653,652.85
County Counsel	13,144.66	0.00	0.00	13,144.66
<b>TOTAL</b>	<b>6,455,952.46</b>	<b>2,887,071.10</b>	<b>2,078,739.11</b>	<b>1,490,142.25</b>
<b>OTHER</b>				
Client Care and Support	200,859.82	0.00	200,859.82	0.00

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

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

Printed First & Last Name: James Kraywinkel

Title/Position: Accountant

Signature: James Kraywinkel Digitally signed by James Kraywinkel  
Date: 2023.01.05 14:47:25 -08'00'      Date: \_\_\_\_\_

# MATERNAL CHILD ADOLESCENT HEALTH / CHVP PROGRAM

## NEVADA COUNTY

### Duty Statement - Director of Public Health Nursing (Budget line #1)

#### Administration

Maintains oversight of the County's CHVP Programs

Assists individuals eligible for Medi-Cal to enroll in the Medi-Cal program or assists individuals enrolled in Medi-Cal to access providers, care, or services

Examples:

- Provides consultation to SPMP staff in other agencies/programs about specific medical conditions within their client population;
- Provides technical assistance to other agencies/programs that interface with the medical care needs of clients;
- Assists in health care planning and resource development with other agencies, which will improve the access, quality and cost-effectiveness of the health care delivery system and availability of Medi-Cal medical and dental referral sources;
- Assesses the effectiveness of inter-agency coordination in assisting clients to access health care services in a seamless delivery system;
- Provides training which improves the medical knowledge and skill level of SPMP medical staff that directly relates to the performance of the person's allowable SPMP administrative activities.

Provides support and consultation to the MCAH Director on a regular and as-needed basis

Works with the CHVP programs regarding needs, including assessments, goals and objectives, staffing, and training

Works with MCAH Director, CHVP program and fiscal staff in developing the budget for MCAH and CHVP

Collaborates with MCAH Director, and executive and management staff of CHVP on MCAH and CHVP SOW

Leads and/or participates in the Community Advisory Board for CHVP

Leads and/or participates in the Child Death Review Team

Attends and participates in CHVP meetings, trainings, and education events

Attends program and non-program related community meetings and collaborates with interagency groups

Apprises the MCAH Director of changes in agency directives and policy

This position must be filled by a qualified SPMP.

# **MATERNAL CHILD ADOLESCENT HEALTH PROGRAM / CHVP PROGRAM**

## **NEVADA COUNTY**

### **Duty Statement – MCAH Director – Sr. Public Health Nurse (Budget line #2)**

Maintains oversight of the County's MCAH Program

Provides program direction for MCAH goals, objectives and works with MCAH staff to accomplish such.

Using SPMP expertise identifies and defines problems and establishes priorities for action, based on measurable, realistic, and attainable goals.

Plans, implements, evaluates, coordinates, and manages MCAH services in the local jurisdiction.

Using SPMP expertise, develops policies, procedures, and protocols for the MCAH program and provides educational in-services to LHJ MCAH, WIC, Social Services and CHVP staff, as needed.

Maintains and reports MCAH activity statistics and other pertinent data specific to MCAH.

Reviews MCAH services and provides Technical Assistance and Quality Assurance activities within the parameters of MCAH practice.

Reports to and works in conjunction with the Director of Public Health Nursing

Represents the County Health Department at MCAH Director's meetings, and participates in statewide planning, advisory and regional boards.

Using SPMP expertise to engage community partners in addressing social determinants of health and encourage participation and support of public health and policy efforts to improve the health of Medi-Cal populations.

Works collaboratively with local community groups, county and non-profit agencies, and individuals to plan and implement solutions to promote improved access to community and provider resources and services, along with joint programs or projects to address mutually agreed upon service gaps and barriers.

Using SPMP expertise, acts as a liaison on medical aspects of MCAH program with providers and other agencies providing medical care.

Participates in the Child Death Review Team

Serves as the LHJ Sudden Infant Death (SIDS) Coordinator.

Provides community and first-responder SIDS education and ongoing grief services to SIDS families.

Participates in the hiring of MCAH personnel and provides orientation to newly hired staff members.

Supervises MCAH PHN home visiting staff, assessing case management and home visiting program

Assists those currently enrolled in Medi-Cal in accessing services, and aids individuals and families eligible for Medi-Cal in the referral process and accessing Medi-Cal providers, care and/or services.

Using SPMP expertise, provides assessments, referrals, and case coordination with partnering agencies, to address the ongoing needs of CYSHCN's.

Receives calls from the county's 24-hour toll-free MCAH telephone line and responds to callers by the next business day to provide referrals to community health and human resources.

Develops the annual MCAH AFA according to state policies and procedures and assesses other needs of Nevada County's MCAH population, not addressed in the plan.

Prepares the annual MCAH Scope of Work (SOW) and work plan from the State's goals and objectives through identified county needs.

Responsible for developing and submitting to the state reports of the county MCAH activities and participates in preparing the annual program budget.

Participates in the CHVP system of care improvement activities in the LHJ, to build local capacity to promote positive outcomes for children and families in the LHJ.

Coordinates with the Director of Public Health Nursing and participates in the CHVP Community Advisory Board (CAB), through quarterly meetings, and assists in development, implementation and reporting of agenda items to improve systems of care for early childhood.

Develops, in collaboration with the Director of Public Health Nursing, community partnerships and relationships and establishes appropriate MOUs with community partners to strengthen referrals, service integration, and continuity of care.

Serves as Program Coordinator, referral, and reporting agent for the Moving Beyond Depression program of Every Child Succeeds, Cincinnati, Ohio. Trained & licensed therapists provide in-home Cognitive Behavioral Therapy in partnership with a home visitation program for women experiencing perinatal depression.

Assists with development and distribution of listing of community referrals.

This position must be filled by a qualified SPMP.

# **MATERNAL CHILD ADOLESCENT HEALTH PROGRAM / CHVP PROGRAM**

## **NEVADA COUNTY**

### **Duty Statement - MCAH Coordinator - Public Health Nurse I/II (Budget line #3)**

Under the program direction of the MCAH Director, designs and carries out strategies that assess the needs, and plans for systems of care that will benefit the high-risk perinatal population.

Using SPMP expertise, initiates and maintains outreach to the high-risk pregnancy and parenting population in Nevada County which includes case finding, case coordination, referrals to needed services and follow up.

Assists and provides referrals to individuals and families, eligible for Medi-Cal, in the referral process and accessing Medi-Cal providers, care and/or services.

Assists individuals currently enrolled in Medi-Cal in accessing Medi-Cal services.

Through home visiting and telephone calls, provide case management for high risk mothers, infants, and children to ensure access to providers of care and other essential services.

Using SPMP expertise, provides assessments, referrals, and case coordination, along with partnering agencies, to address the ongoing needs of CYSHCN's.

Participates in interdisciplinary team meetings with the CPSP program providers and other related care providers.

Acts as an SPMP resource for other programs within the County serving the high-risk population.

Gathers statistical information which is utilized in performing an ongoing assessment of the pregnant and parenting population using drugs, alcohol, and tobacco.

Provides SPMP nursing consultation and technical assistance to other Human Services Departments and CBO's serving the pregnant population.

Using SPMP expertise to engage community partners in addressing social determinants of health and encourage participation and support of public health and policy efforts to improve the health of Medi-Cal populations.

Using SPMP knowledge, participates in planning for the provision of services, case conferencing and multidisciplinary teams.

Partners with professional therapists to provide the Moving Beyond Depression in-home cognitive behavioral therapy (IH-CBT) program to mothers meeting eligibility criteria. This service is performed in conjunction with MCAH home visiting services.

Provides anticipatory guidance to clients with daily living needs that require the specialized training and services of a public health nurse.

Participates in program planning, involvement in goal setting, objectives and evaluation tools, that measure outcomes.

Provides supervision of staff working in the MCAH program as necessary.

Performs office functions as necessary.

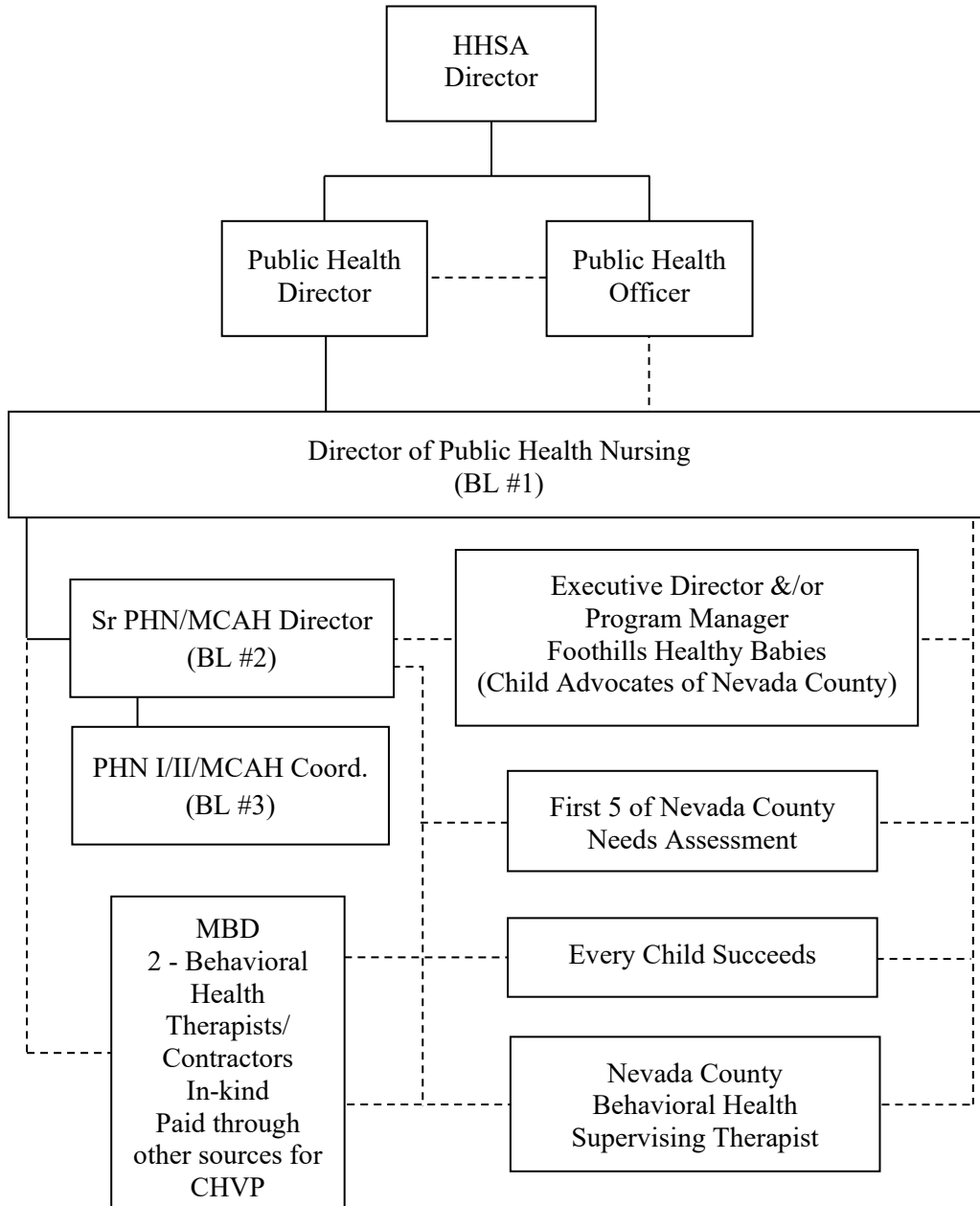
Attends professional trainings as appropriate.

This position must be filled by a qualified SPMP.

# NEVADA COUNTY PUBLIC HEALTH

2022/23

## MATERNAL CHILD AND ADOLESCENT HEALTH/ CALIFORNIA HOME VISITING PROGRAM ORGANIZATIONAL CHART





### California Home Visiting Program (CHVP) State General Fund (SGF) Evidence-Based Home Visiting Expansion Scope of Work (SOW)

This Scope of Work (SOW) identifies the goals, objectives and deliverables pertaining to Year 1 (July 1, 2022- June 30, 2023) of the 2022 State General Fund (SGF) expansion. The 2022 SGF expansion provides additional funding to the California Home Visiting Program (CHVP) with the long-term goal of increasing the number of families participating in the three evidenced-based home visiting (EBHV) models supported by CHVP: Healthy Families America (HFA), Nurse Family Partnership (NFP), and Parents as Teachers (PAT). Local Health Jurisdictions (LHJs) may use Year 1 funding for expansion, planning, and/or special support activities related to pandemic recovery. LHJs must select one or more of the following Year 1 activity(ies). Only the goals, objectives and deliverables pertaining to the selected Year 1 activity(ies) apply to this agreement.

Please check one or more of the following boxes to indicate planned use of funding:

<input checked="" type="checkbox"/>	Planning Activities
<input checked="" type="checkbox"/>	Expansion Activities
<input checked="" type="checkbox"/>	Special Support Activities

**Planning Activities** – Goal: Plan for implementation or expansion of HFA, NFP or PAT.

Objective	Activities	Deliverables
1. Plan for HFA/NFP/PAT home visiting model implementation and/or expansion.	1.1 Develop a CHVP Implementation Plan using the CHVP template, which may include and is not limited to the following:	<ul style="list-style-type: none"> <li>Submission of CHVP Implementation Plan within 60 days of agreement execution.</li> </ul>





Objective	Activities	Deliverables
	<ul style="list-style-type: none"> <li>• Conduct a Community Needs Assessment to assess gaps in services and local needs and priorities for home visiting.</li> <li>• Select the evidence-based home visiting model(s) that will best meet the needs of the service population and be sustainable for the LHJs.</li> <li>• Apply for model affiliation as applicable.</li> <li>• Plan the infrastructure needed to perform all activities according to, and in fidelity of, the specific model guidelines and CHVP requirements.</li> <li>• Adhere to all CHVP Policies and Procedures relating to implementation of HFA/NFP/PAT at the LHJ.</li> <li>• Establish a plan and timeline for the recruitment, hiring, and training of staff to support implementation of HFA/NFP/PAT.</li> <li>• Develop a plan to regularly collaborate with local family and early childhood system partners to provide a continuum of services and build a strong referral network into the program.</li> <li>• Develop a plan to recruit and enroll participants.</li> <li>• Establish a plan for the purchase of needed equipment, and other programmatic supplies for successful implementation of selected home visiting model.</li> </ul>	<ul style="list-style-type: none"> <li>• Submission of semi-annual status reports.</li> <li>• Submission of quarterly staffing reports.</li> <li>• Participate in regular technical assistance calls with CHVP staff.</li> </ul>



**Expansion Activities** - Goal: Expand participation, beyond current caseload capacity, in an existing HFA, NFP or PAT program.

Objective	Activities	Deliverables
<p>1. Provide leadership, guidance, and oversight for CHVP HFA/NFP/PAT model implementation.</p>	<p>1.1 Develop CHVP Implementation Plan, using the CHVP provided template, including but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Recruitment, hiring, and training of staff to support implementation of HFA/NFP/PAT. Staff should reflect the families being served.</li> <li>• Collaboration with local family and early childhood systems partners to provide a continuum of services for CHVP participants and maintain a strong referral system into the program.</li> <li>• Purchase of needed equipment and other programmatic supplies for successful implementation of selected home visiting model.</li> </ul> <p>1.2 Execute all implementation and service delivery activities according to model guidelines and CHVP requirements.</p> <p>1.3 Adhere to all CHVP Policies and Procedures relating to implementation and expansion of HFA/NFP/PAT.</p>	<ul style="list-style-type: none"> <li>• Submission of CHVP Implementation Plan within 60 days of contract execution.</li> <li>• Submission of semi-annual status report.</li> <li>• Submission of quarterly staffing reports.</li> <li>• Participate in regular technical assistance calls with CHVP staff.</li> </ul>
<p>2. Enroll participants to increase caseload.</p>	<p>2.1 Increase caseload capacity by a negotiated number decided between CHVP and the LHJ.</p> <p>2.2 Adhere to all CHVP Policies and Procedures and model guidance relating to caseload capacity.</p>	<ul style="list-style-type: none"> <li>• Submission of CHVP Implementation Plan within 60 days of contract execution.</li> </ul>



Objective	Activities	Deliverables
<p>3. Maintain clean and compliant data for all home visiting activities and participants per model and CHVP guidance.</p>	<p>3.1 All CHVP State General Fund (SGF) funded home visiting participants are required to sign the CHVP consent form.</p> <p>3.2.a. NFP LHJs will coordinate data system requirements with the NFP National Service Office and the CHVP Data Team.</p> <p>3.2.b. HFA LHJs will coordinate with the CHVP Data Team to establish buildout/modification in Efforts to Outcomes (ETO) data system.</p> <p>3.2.c. PAT LHJs will coordinate data system requirements with the PAT National Office and the CHVP Data Team for use of the Penelope data system.</p> <p>3.3 LHJ will enter the participant data into a secure and designated data system within seven working days of data collection.</p> <p>3.4 LHJ will adhere to all CHVP Policies and Procedures relating to compliant data.</p> <p>3.5 LHJ will coordinate with data collection system owners (see 3.2 above) to provide CHVP with participant-level data and other data as needed.</p>	<ul style="list-style-type: none"> <li>• Evidence of signed participant consent forms.</li> <li>• Submission of timely and accurate data on participant demographics, service utilization, and performance measures, according to, and with fidelity to, the selected home visiting model guidelines and CHVP requirements.</li> <li>• Evidence of data submission within seven working days of data collection.</li> <li>• Monthly enrollment and other reports as needed.</li> <li>• Participate in regular technical assistance calls and site visits with CHVP staff.</li> <li>• LHJ authorization for transmission of participant-level data from model specific data collection systems to CHVP.</li> </ul>



**Special Support** – Goal: Provide relief and support with rebuilding and stabilizing the staff and families served by Local MCAH home visiting programs including CHVP Innovation Projects through enhanced training, technology, hazard pay and other staff costs, and emergency supplies.

Categories	Activities	Deliverables
1. Hazard pay or other staff costs	1.1 Fund staff costs associated with providing home visits or administration for programs, including incentive bonuses, overtime pay, and technology that supports individual employees.	Using CHVP-provided template, report semi-annually on: <ul style="list-style-type: none"> <li>• Number of staff (Not FTE) receiving hazard pay/other staff costs.</li> <li>• Description of activities being performed for hazard pay/other staff costs.</li> <li>• Number of staff receiving technology.</li> </ul>
2. Training	2.1 Develop a process for identifying and prioritizing target audiences, training needs, and relevant topics for training of home visiting staff. 2.2 Develop, conduct, and assess training of staff. 2.3 Provide training opportunities that address the needs of families, including but not limited to health equity, reproductive justice, social determinants of health, etc.	Using CHVP-provided template, report semi-annually on: <ul style="list-style-type: none"> <li>• Name of training.</li> <li>• Purpose/description of training.</li> <li>• Date of training</li> <li>• Number of staff participating in training.</li> <li>• All other activities related to staff training.</li> </ul>
3. Technology	3.1 Develop and implement a process to assess how technology needs are identified, prioritized, and addressed for participant families.	Using CHVP-provided template, report semi-annually on:



Categories	Activities	Deliverables
	3.2 Acquire and provide the necessary technological means for participant families to conduct and support virtual home visiting.	<ul style="list-style-type: none"> <li>• Hardware or software acquired.</li> <li>• Process used to identify and prioritize families.</li> <li>• Number of families receiving technology.</li> </ul>
4. Emergency supplies	<p>4.1 Develop and implement a process for identifying need for supplies and distributing emergency supplies, including gift cards and prepaid grocery cards to participant families.</p> <p>4.2 Provide emergency supplies, including diapers, diapering supplies, gift cards, and prepaid grocery cards to participant families for the purpose of meeting the emergency needs of the family.</p>	<p>Using CHVP-provided template, report semi-annually on:</p> <ul style="list-style-type: none"> <li>• Process used to identify and prioritize families.</li> <li>• Type and number of emergency supply items, including gift cards and prepaid grocery cards purchased and distributed,</li> <li>• Number of families receiving emergency supplies.</li> </ul>

Data Collection (For Special Support)

Objectives	Activities	Deliverables
1. Maintain clean and compliant data for special support activities per CHVP guidance.	1.1 Collect pertinent data and information regarding use of funds using CHVP-approved forms, guidance and mechanisms and report to CHVP regularly and upon request.	<ul style="list-style-type: none"> <li>• Submission of data using CHVP templates and guidance.</li> <li>• Submission of records and documentation to support the</li> </ul>

Agreement #/LHJ Name: CHVP SGF EXP 22b-29 / Nevada County



Objectives	Activities	Deliverables
	1.2 Maintain appropriate records and documentation to support expenditures.	charges using CHVP templates and guidance.

**NOTE:** If compliance standards are not met in a timely manner, CHVP may temporarily withhold cash payment pending correction of the deficiency; disallowing all or part of the cost of the activity or action out of compliance; wholly or partly suspending or terminating the award; or withholding further awards.

MCAH Director Signature (or designee): **Char Weiss-Wenzl** Digitally signed by Char Weiss-Wenzl Date: 2023.02.21 16:38:31 -08'00' Date:

July 1, 2022-June 30, 2023

**Exhibit** \_\_\_\_\_

**CONTRACTOR EQUIPMENT PURCHASED WITH CDPH FUNDS**

Current Contract Number: CHVP SGF EXP 22b-29

Date Current Contract Expires: \_\_\_\_\_

Previous Contract Number (if applicable): \_\_\_\_\_

CDPH Program Name: CHVP

Contractor's Name: Nevada County CHVP

CDPH Program Contract Manager: Christina Jenkins

Contractor's Complete Address: 500 Crown Point Circle, Ste 110  
Grass Valley, CA 95945

CDPH Program Address: PO Box 997420, MS 8305  
Sacramento, CA 95899-7420

Contractor's Contact Person: Charlene Weiss-Wenzl

CDPH Program Contract Manager's Telephone Number: 916-650-0300

Contact's Telephone Number: 530-265-7269

Date of this Report: 3/29/2023

**(THIS IS NOT A BUDGET FORM)**

STATE/ CDPH PROPERTY TAG (If motor vehicle, list license number.)	QUANTITY	ITEM DESCRIPTION 1. Include manufacturer's name, model number, type, size, and/or capacity. 2. If motor vehicle, list year, make, model number, type of vehicle (van, sedan, pick-up, etc.) 3. If van, include passenger capacity.	UNIT COST PER ITEM (Before Tax)	CDPH PURCHASE ORDER (STD 65) NUMBER	DATE PURCHASED	MAJOR/MINOR EQUIPMENT SERIAL NUMBER (If motor vehicle, list VIN number.)	OPTIONAL PROGRAM USE ONLY
		No purchases at this time	\$				
			\$				
			\$				
			\$				
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			\$				

**INSTRUCTIONS FOR CDPH 1203**  
**(Please read carefully.)**

The information on this form will be used by the California Department of Public Health (CDPH) Asset Management (AM) to tag contract equipment and/or property (see definitions A, and B) which is purchased with CDPH funds and is used to conduct state business under this contract. After the Standard Agreement has been approved and each time state/CDPH equipment and/or property has been received, the CDPH Program Contract Manager is responsible for obtaining the information from the Contractor and submitting this form to CDPH AM. The CDPH Program Contract Manager is responsible for ensuring the information is complete and accurate. (See *Public Health Administrative Manual (PHAM)*, Section 1-1030 and Section 1-1070.)

Upon receipt of this form from the CDPH Program Contract Manager, AM will fill in the first column with the assigned state/ CDPH property tag, if applicable, for each item (See definitions A and B). AM will return the original form to the CDPH Program Contract Manager, along with the appropriate property tags. The CDPH Program Contract Manager will then forward the property tags and the original form to the Contractor and retain one copy until the termination of this contract. The Contractor should place property tags in plain sight and, to the extent possible, on the item's front left-hand corner. The manufacturer's brand name and model number are not to be covered by the property tags.

1. If the item was shipped via the CDPH warehouse and was issued a state/CDPH property tag by warehouse staff, fill in the assigned property tag. If the item was shipped directly to the Contractor, leave the first column blank.
2. Provide the quantity, description, purchase date, base unit cost, and serial number (if applicable) for each item of:
  - A. **Major Equipment:**
    - Tangible item having a base unit cost of \$5,000 or more and a life expectancy of one (1) year or more.
    - Intangible item having a base unit cost of \$5,000 or more and a life expectancy of one (1) year or more (e.g., software, video).

**These items are issued green numbered state/ CDPH property tags.**
  - B. **Minor Equipment/Property:** Specific tangible items with a life expectancy of one (1) year or more that have a base unit cost less than \$5,000. **These items are issued green unnumbered "BLANK" state/ CDPH property tags** with the exception of the following, which are issued numbered tags: Personal Digital Assistant (PDA), PDA/cell phone combination (Blackberries), laptops, desktop personal computers, LAN servers, routers, and switches. NOTE: It is CDPH policy not to tag modular furniture. (See your Federal rules, if applicable.)
3. Provide the CDPH Purchase Order (STD 65) number if the items were purchased by CDPH.
4. If a vehicle is being reported, provide the Vehicle Identification Number (VIN) and the vehicle license number to CDPH Vehicle Services.
5. If all items being reported do not fit on one form, make copies and write the number of pages being sent in the upper right-hand corner (e.g., "Page 1 of 3.") The CDPH Program Contract Manager should retain one copy and send the original to: California Department of Public Health, Asset Management, MS 1801, P.O. Box 997377, 1501 Capitol Avenue, Sacramento, CA 95899-7377.
6. Property tags that have been lost or destroyed must be replaced. Replacement property tags can be obtained by contacting AM at (916) 341-6168.
7. Use the version on the CDPH Intranet forms site. The CDPH 1203 consists of one page for completion and one page with information and instructions.



### INVENTORY/DISPOSITION OF CDPH-FUNDED EQUIPMENT

Current Contract Number: CHVP SGF EXP 22b-29

Previous Contract Number (if applicable): \_\_\_\_\_

Contractor's Name: Nevada County

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Contractor's Complete Address: 500 Crown Point Circle, Ste 110  
Grass Valley, CA 95945

Contractor's Contact Person: Charlene Weiss-Wenzl

Contact's Telephone Number: 530-265-7269

Date Current Contract Expires: \_\_\_\_\_

CDPH Program Name: CHVP

CDPH Program Contract Manager: Christina Jenkins

CDPH Program Address: PO Box 997420, MS 8305  
Sacramento, CA 95899-7420

CDPH Program Contract Manager's Telephone Number: 916-650-0300

Date of this Report: 3/29/2023

#### (THIS IS NOT A BUDGET FORM)

STATE/ CDPH PROPERTY TAG <small>(If motor vehicle, list license number.)</small>	QUANTITY	ITEM DESCRIPTION <small>1. Include manufacturer's name, model number, type, size, and/or capacity. 2. If motor vehicle, list year, make, model number, type of vehicle (van, sedan, pick-up, etc.) 3. If van, include passenger capacity.</small>	UNIT COST PER ITEM <small>(Before Tax)</small>	CDPH ASSET MGMT. USE ONLY CDPH Document <small>(DISPOSAL) Number</small>	ORIGINAL PURCHASE DATE	MAJOR/MINOR EQUIPMENT SERIAL NUMBER <small>(If motor vehicle, list VIN number.)</small>	OPTIONAL— PROGRAM USE ONLY
		N/A	\$				
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**INSTRUCTIONS FOR CDPH 1204**  
**(Please read carefully.)**

The information on this form will be used by the California Department of Public Health (CDPH) Asset Management (AM) to; (a) conduct an inventory of CDPH equipment and/or property (see definitions A, and B) in the possession of the Contractor and/or Subcontractors, and (b) dispose of these same items. Report all items, regardless of the items' ages, per number 1 below, purchased with CDPH funds and used to conduct state business under this contract. (See *Public Health Administrative Manual (PHAM)*, Section 1-1000 and Section 3-1320.)

The CDPH Program Contract Manager is responsible for obtaining information from the Contractor for this form. The CDPH Program Contract Manager is responsible for the accuracy and completeness of the information and for submitting it to AM.

**Inventory:** List all CDPH tagged equipment and/or property on this form and submit it within 30 days prior to the three-year anniversary of the contract's effective date, if applicable. **The inventory should be based on previously submitted CDPH 1203s**, "Contractor Equipment Purchased with CDPH Funds." AM will contact the CDPH Program Contract Manager if there are any discrepancies. (See PHAM, Section 1-1020.)

**Disposal:** (*Definition: Trade in, sell, junk, salvage, donate, or transfer; also, items lost, stolen, or destroyed (as by fire).*) The CDPH 1204 should be completed, along with a "Property Survey Report" (STD. 152) or a "Property Transfer Report" (STD. 158), whenever items need to be disposed of; (a) during the term of this contract and (b) 30 calendar days before the termination of this contract. After receipt of this form, the AM will contact the CDPH Program Contract Manager to arrange for the appropriate disposal/transfer of the items. (See PHAM, Section 1-1050.)

1. List the state/ CDPH property tag, quantity, description, purchase date, base unit cost, and serial number (if applicable) for each item of;
  - A. Major Equipment: **(These items were issued green numbered state/ CDPH property tags.)**
    - Tangible item having a base unit cost of \$5,000 or more and a life expectancy of one (1) year or more.
    - Intangible item having a base unit cost of \$5,000 or more and a life expectancy of one (1) year or more (e.g., software, video.)
  - B. Minor Equipment/Property: **(These items were issued green state/ CDPH property tags.)**

Specific tangible items with a life expectancy of one (1) year or more that have a base unit cost less than \$5,000. The minor equipment and/or property items were issued green unnumbered "BLANK" state/ CDPH property tags with the exception of the following, which are issued numbered tags: Personal Digital Assistant (PDA), PDA/cell phone combination (Blackberries), laptops, desktop personal computers, LAN servers, routers and switches.
2. If a vehicle is being reported, provide the Vehicle Identification Number (VIN) and the vehicle license number to CDPH Vehicle Services. (See PHAM, Section 17-4000.)
3. If all items being reported do not fit on one page, make copies and write the number of pages being sent in the upper right-hand corner (e.g. "Page 1 of 3.")
4. The CDPH Program Contract Manager should retain one copy and send the original to: California Department of Public Health, Asset Management, MS1801, P.O. Box 997377, Sacramento, CA 95899-7377.
5. Use the version on the CDPH Intranet forms site. The CDPH 1204 consists of one page for completion and one page with information and instructions.

For more information on completing this form, call AM at (916) 341-6168.

# SUBCONTRACT AGREEMENT TRANSMITTAL FORM

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

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

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

1. A brief (one page or less) explanation of the award process including all information necessary to evaluate the reasonableness of the price or cost and the necessity or desirability of incurring such cost, if applicable. (See contract Exhibit D (3)).
2. Subcontract Agreement Package consisting of:
  - Subcontract Agreement Transmittal Form
  - Subcontractor/Agency Agreement or copy of waiver letter
  - Proposed Scope of Work (CDPH MCAH Division format is required except for service contracts)
  - Budget (CDPH MCAH Division format is mandatory unless optional format is approved by CM)
  - Detailed Budget Justification

## AGENCY IDENTIFICATION

Agency Name: Nevada County Public Health Department

Agreement Number: CHVP SGF EXP 22b-2!

Agreement Term: 07/01/22 - 06/30/23

Program Name:       MCAH       BIH       AFLP       CHVP

Approved Program Maximum Amount Payable: \$337,837

Program Director/Coordinator: Charlene Weiss-Wenzl, DPHN for MCAH Director

**SUBCONTRACTOR IDENTIFICATION**

Subcontractor or Consultant Name: Child Advocates of Nevada County

Address: 208 Providence Mine Rd., Suite 119, Nevada City, CA 95959

Subcontractor Contact: Sue Van Wazer Phone Number: (530) 265-9550 X233

Total Subcontract Amount: \$337,837.00

Is Subcontract:  Single Year Agreement  Multiple Year Agreement

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

Current Fiscal Year (FY) Subcontract Amount: \$XX,XXX

Current FY Subcontract Period: XX/XX/XX - XX/XX/XX

Federal ID Number or Social Security Number: 68-0317841

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

Phone Number: (530) 265-9550 X233

Type of Subcontractor:

- For-profit Organization  Non-profit Organization  
 University  Governmental Agency

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

Agency Signature: 

Title: Interim Public Health Director

Print Name: Erin Mettler, MA

Date: 01/10/2023



### California Home Visiting Program (CHVP) State General Fund (SGF) Evidence-Based Home Visiting Expansion Scope of Work (SOW)

This Scope of Work (SOW) identifies the goals, objectives and deliverables pertaining to Year 1 (July 1, 2022- June 30, 2023) of the 2022 State General Fund (SGF) expansion. The 2022 SGF expansion provides additional funding to the California Home Visiting Program (CHVP) with the long-term goal of increasing the number of families participating in the three evidenced-based home visiting (EBHV) models supported by CHVP: Healthy Families America (HFA), Nurse Family Partnership (NFP), and Parents as Teachers (PAT). Local Health Jurisdictions (LHJs) may use Year 1 funding for expansion, planning, and/or special support activities related to pandemic recovery. LHJs must select one or more of the following Year 1 activity(ies). Only the goals, objectives and deliverables pertaining to the selected Year 1 activity(ies) apply to this agreement.

Please check one or more of the following boxes to indicate planned use of funding:

<input checked="" type="checkbox"/>	Planning Activities
<input checked="" type="checkbox"/>	Expansion Activities
<input checked="" type="checkbox"/>	Special Support Activities

**Planning Activities** – Goal: Plan for implementation or expansion of HFA, NFP or PAT.

Objective	Activities	Deliverables
1. Plan for HFA/NFP/PAT home visiting model implementation and/or expansion.	1.1 Develop a CHVP Implementation Plan using the CHVP template, which may include and is not limited to the following:	<ul style="list-style-type: none"> <li>Submission of CHVP Implementation Plan within 60 days of agreement execution.</li> </ul>



Objective	Activities	Deliverables
	<ul style="list-style-type: none"> <li>• Conduct a Community Needs Assessment to assess gaps in services and local needs and priorities for home visiting.</li> <li>• Select the evidence-based home visiting model(s) that will best meet the needs of the service population and be sustainable for the LHJs.</li> <li>• Apply for model affiliation as applicable.</li> <li>• Plan the infrastructure needed to perform all activities according to, and in fidelity of, the specific model guidelines and CHVP requirements.</li> <li>• Adhere to all CHVP Policies and Procedures relating to implementation of HFA/NFP/PAT at the LHJ.</li> <li>• Establish a plan and timeline for the recruitment, hiring, and training of staff to support implementation of HFA/NFP/PAT.</li> <li>• Develop a plan to regularly collaborate with local family and early childhood system partners to provide a continuum of services and build a strong referral network into the program.</li> <li>• Develop a plan to recruit and enroll participants.</li> <li>• Establish a plan for the purchase of needed equipment, and other programmatic supplies for successful implementation of selected home visiting model.</li> </ul>	<ul style="list-style-type: none"> <li>• Submission of semi-annual status reports.</li> <li>• Submission of quarterly staffing reports.</li> <li>• Participate in regular technical assistance calls with CHVP staff.</li> </ul>



**Expansion Activities** - Goal: Expand participation, beyond current caseload capacity, in an existing HFA, NFP or PAT program.

Objective	Activities	Deliverables
<p>1. Provide leadership, guidance, and oversight for CHVP HFA/NFP/PAT model implementation.</p>	<p>1.1 Develop CHVP Implementation Plan, using the CHVP provided template, including but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Recruitment, hiring, and training of staff to support implementation of HFA/NFP/PAT. Staff should reflect the families being served.</li> <li>• Collaboration with local family and early childhood systems partners to provide a continuum of services for CHVP participants and maintain a strong referral system into the program.</li> <li>• Purchase of needed equipment and other programmatic supplies for successful implementation of selected home visiting model.</li> </ul> <p>1.2 Execute all implementation and service delivery activities according to model guidelines and CHVP requirements.</p> <p>1.3 Adhere to all CHVP Policies and Procedures relating to implementation and expansion of HFA/NFP/PAT.</p>	<ul style="list-style-type: none"> <li>• Submission of CHVP Implementation Plan within 60 days of contract execution.</li> <li>• Submission of semi-annual status report.</li> <li>• Submission of quarterly staffing reports.</li> <li>• Participate in regular technical assistance calls with CHVP staff.</li> </ul>
<p>2. Enroll participants to increase caseload.</p>	<p>2.1 Increase caseload capacity by a negotiated number decided between CHVP and the LHJ.</p> <p>2.2 Adhere to all CHVP Policies and Procedures and model guidance relating to caseload capacity.</p>	<ul style="list-style-type: none"> <li>• Submission of CHVP Implementation Plan within 60 days of contract execution.</li> </ul>



Objective	Activities	Deliverables
<p>3. Maintain clean and compliant data for all home visiting activities and participants per model and CHVP guidance.</p>	<p>3.1 All CHVP State General Fund (SGF) funded home visiting participants are required to sign the CHVP consent form.</p> <p>3.2.a. NFP LHJs will coordinate data system requirements with the NFP National Service Office and the CHVP Data Team.</p> <p>3.2.b. HFA LHJs will coordinate with the CHVP Data Team to establish buildout/modification in Efforts to Outcomes (ETO) data system.</p> <p>3.2.c. PAT LHJs will coordinate data system requirements with the PAT National Office and the CHVP Data Team for use of the Penelope data system.</p> <p>3.3 LHJ will enter the participant data into a secure and designated data system within seven working days of data collection.</p> <p>3.4 LHJ will adhere to all CHVP Policies and Procedures relating to compliant data.</p> <p>3.5 LHJ will coordinate with data collection system owners (see 3.2 above) to provide CHVP with participant-level data and other data as needed.</p>	<ul style="list-style-type: none"> <li>• Evidence of signed participant consent forms.</li> <li>• Submission of timely and accurate data on participant demographics, service utilization, and performance measures, according to, and with fidelity to, the selected home visiting model guidelines and CHVP requirements.</li> <li>• Evidence of data submission within seven working days of data collection.</li> <li>• Monthly enrollment and other reports as needed.</li> <li>• Participate in regular technical assistance calls and site visits with CHVP staff.</li> <li>• LHJ authorization for transmission of participant-level data from model specific data collection systems to CHVP.</li> </ul>





**Special Support** – Goal: Provide relief and support with rebuilding and stabilizing the staff and families served by Local MCAH home visiting programs including CHVP Innovation Projects through enhanced training, technology, hazard pay and other staff costs, and emergency supplies.

Categories	Activities	Deliverables
1. Hazard pay or other staff costs	1.1 Fund staff costs associated with providing home visits or administration for programs, including incentive bonuses, overtime pay, and technology that supports individual employees.	Using CHVP-provided template, report semi-annually on: <ul style="list-style-type: none"> <li>• Number of staff (Not FTE) receiving hazard pay/other staff costs.</li> <li>• Description of activities being performed for hazard pay/other staff costs.</li> <li>• Number of staff receiving technology.</li> </ul>
2. Training	2.1 Develop a process for identifying and prioritizing target audiences, training needs, and relevant topics for training of home visiting staff. 2.2 Develop, conduct, and assess training of staff. 2.3 Provide training opportunities that address the needs of families, including but not limited to health equity, reproductive justice, social determinants of health, etc.	Using CHVP-provided template, report semi-annually on: <ul style="list-style-type: none"> <li>• Name of training.</li> <li>• Purpose/description of training.</li> <li>• Date of training</li> <li>• Number of staff participating in training.</li> <li>• All other activities related to staff training.</li> </ul>
3. Technology	3.1 Develop and implement a process to assess how technology needs are identified, prioritized, and addressed for participant families.	Using CHVP-provided template, report semi-annually on:



Categories	Activities	Deliverables
	3.2 Acquire and provide the necessary technological means for participant families to conduct and support virtual home visiting.	<ul style="list-style-type: none"> <li>• Hardware or software acquired.</li> <li>• Process used to identify and prioritize families.</li> <li>• Number of families receiving technology.</li> </ul>
4. Emergency supplies	<p>4.1 Develop and implement a process for identifying need for supplies and distributing emergency supplies, including gift cards and prepaid grocery cards to participant families.</p> <p>4.2 Provide emergency supplies, including diapers, diapering supplies, gift cards, and prepaid grocery cards to participant families for the purpose of meeting the emergency needs of the family.</p>	<p>Using CHVP-provided template, report semi-annually on:</p> <ul style="list-style-type: none"> <li>• Process used to identify and prioritize families.</li> <li>• Type and number of emergency supply items, including gift cards and prepaid grocery cards purchased and distributed,</li> <li>• Number of families receiving emergency supplies.</li> </ul>

Data Collection (For Special Support)

Objectives	Activities	Deliverables
1. Maintain clean and compliant data for special support activities per CHVP guidance.	1.1 Collect pertinent data and information regarding use of funds using CHVP-approved forms, guidance and mechanisms and report to CHVP regularly and upon request.	<ul style="list-style-type: none"> <li>• Submission of data using CHVP templates and guidance.</li> <li>• Submission of records and documentation to support the</li> </ul>

Agreement #/LHJ Name: CHVP SGF EXP 22b-29 / Child Advocates of Nevada County



Objectives	Activities	Deliverables
	1.2 Maintain appropriate records and documentation to support expenditures.	charges using CHVP templates and guidance.

**NOTE:** If compliance standards are not met in a timely manner, CHVP may temporarily withhold cash payment pending correction of the deficiency; disallowing all or part of the cost of the activity or action out of compliance; wholly or partly suspending or terminating the award; or withholding further awards.

MCAH Director Signature (or designee): **Char Weiss-Wenzl** Digitally signed by Char Weiss-Wenzl Date: 2023.03.03 11:10:26 -08'00' Date: 03/03/2023

July 1, 2022-June 30, 2023

**BUDGET SUMMARY**

**SUBCONTRACT**

FISCAL YEAR	INVOICE TYPE	BUDGET	BUDGET STATUS	BALANCE
2022-2023	QUARTERLY	ORIGINAL	ACTIVE	

Rev. 7/22/20

PURPOSE:	CHVP SGF Expansion	FUNDING SOURCE, PCA		
CONTRACTOR:	Nevada	<b>CHVP - SGF, 51023</b>		
AGREEMENT #:	CHVP SGF EXP 22b-29	(1)	(2)	(3)
SUBK:	Child Advocates of Nevada County	TOTAL FUNDING	%	\$
<b>FUNDING TOTALS</b>		<b>337,837</b>		<b>337,837</b>

EXPENSE CATEGORY			
PERSONNEL	\$81,997	100.00%	\$81,997
FRINGE BENEFITS	\$29,960	100.00%	\$29,960
OPERATING	\$134,433	100.00%	\$134,433
EQUIPMENT	\$32,312	100.00%	\$32,312
TRAVEL	\$3,000	100.00%	\$3,000
SUBCONTRACTS			
OTHER COSTS	\$44,939	100.00%	\$44,939
INDIRECT COST	\$11,196	100.00%	\$11,196
<b>BUDGET TOTALS</b>	<b>\$337,837</b>	<b>100.00%</b>	<b>\$337,837</b>
<b>BALANCES</b>		<b>=====&gt;</b>	

<b>Maximum Amount Payable:</b>	<b>\$337,837</b>
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**I CERTIFY THAT THIS BUDGET HAS BEEN CONSTRUCTED IN COMPLIANCE WITH ALL MCAH ADMINISTRATIVE AND PROGRAM POLICIES.**

**APPROVED**

By Char Weiss-Wenzl at 8:37 am, Apr 19, 2023

Signature over \_\_\_\_\_

Printed Name Charlene Weiss-Wenzl DATE

Project Director

State Use Only	FUNDING SOURCE	CHVP - SGF
	PCA CODE	51023
PERSONNEL		81,997
FRINGE BENEFITS		29,960
OPERATING		134,433
EQUIPMENT		32,312
TRAVEL		3,000
SUBCONTRACTS		

ORIGINAL BUDGET

<b>PURPOSE:</b>	<b>CHVP SGF Expansion</b>		<b>FUNDING SOURCE, PCA</b>	
<b>CONTRACTOR:</b>	<b>Nevada</b>		<b>CHVP - SGF, 51023</b>	
<b>AGREEMENT #:</b>	<b>CHVP SGF EXP 22b-29</b>	(1)	(2)	(3)
<b>SUBK:</b>	<b>Child Advocates of Nevada County</b>	<b>TOTAL FUNDING</b>	<b>%</b>	<b>\$</b>
<b>FUNDING TOTALS</b>		<b>337,837</b>		<b>337,837</b>

<b>EXPENSE CATEGORY</b>		
<b>OTHER COSTS</b>		44,939
<b>INDIRECT COST</b>		11,196
<b>Totals for PCA Codes</b>	<b>337,837</b>	<b>337,837</b>

<b>PERSONNEL</b>						<b>Remaining Funds</b>	
						100.00%	81,997
<b>TOTAL PERSONNEL COSTS</b>						<b>81,997</b>	<b>81,997</b>
<b>TOTAL WAGES</b>						<b>81,997</b>	<b>81,997</b>
	<b>INITIALS</b>	<b>TITLE OR CLASS.</b>	<b>FTE %</b>	<b>ANNUAL SALARY</b>	<b>TOTAL WAGES</b>		
1	DG	Home Visitor (HV)	10%	45,344	4,534	100.00%	4,534
2	FG	Home Visitor (HV)	10%	27,206	2,721	100.00%	2,721
3	DS	Administrative and Reporting Assistant	10%	39,104	3,910	100.00%	3,910
4	JG	Home Visitor (HV)	10.0%	40,713	4,071	100.00%	4,071
5	KH	Home Visitor (HV)	10%	22,672	2,267	100.00%	2,267
6	MB	Home Visitor (HV)	10.000%	22,672	2,267	100.00%	2,267
7	ML	Home Visitor (HV)	10.000%	34,008	3,401	100.00%	3,401
8	RC	Home Visitor (HV)	10.000%	34,008	3,401	100.00%	3,401
9	RC	Family Assessment Worker (FAW)	10.000%	2,326	233	100.00%	233
10	SS	Lead Supervisor	10.000%	62,400	6,240	100.00%	6,240
11	SVW	Program Manager	10.000%	69,992	6,999.00	100.00%	6,999
12	JC	Supervisor	10.000%	62,400	6,240.00	100.00%	6,240
13	TW	Home Visitor (HV)	10.000%	45,344	4,534.00	100.00%	4,534
14	NF	Home Visitor (HV)	10.000%	40,810	4,081.00	100.00%	4,081
15	NM	Executive Director	10.000%	14,575	1,458.00	100.00%	1,458
16	LR	Full Charge Bookkeeper / HR Administrator	10.000%	22,796	2,280.00	100.00%	2,280
17	Vacant	Lead Case Manager	25.000%	52,000	13,000.00	100.00%	13,000
18	Vacant	Parent Educator	12.500%	48,000	6,000.00	100.00%	6,000
19	SVW	Program Manager-Increase	100.000%	3,000	3,000.00	100.00%	3,000
20	SS	Lead Supervisor-increase	100.000%	1,360	1,360.00	100.00%	1,360
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							

<b>FRINGE BENEFITS</b>		<b>Remaining Funds</b>	
		100.00%	29,960
<b>TOTAL FRINGE BENEFITS</b>	<b>29,960</b>		<b>29,960</b>

<b>OPERATING</b>		<b>Remaining Funds</b>	
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<b>PURPOSE:</b>	<b>CHVP SGF Expansion</b>		<b>FUNDING SOURCE, PCA</b>	
<b>CONTRACTOR:</b>	<b>Nevada</b>		<b>CHVP - SGF, 51023</b>	
<b>AGREEMENT #:</b>	<b>CHVP SGF EXP 22b-29</b>	(1)	(2)	(3)
<b>SUBK:</b>	<b>Child Advocates of Nevada County</b>	<b>TOTAL FUNDING</b>	<b>%</b>	<b>\$</b>
<b>FUNDING TOTALS</b>		<b>337,837</b>		<b>337,837</b>

<b>EXPENSE CATEGORY</b>				
<b>OPERATING</b>			100.00%	134,433
<b>TOTAL OPERATING EXPENSES</b>		<b>134,433</b>		<b>134,433</b>
1	Medical Stipend	87,772	100.00%	87,772
2	Office furniture and supplies	6,031	100.00%	6,031
3	Expansion Training	16,130	100.00%	16,130
4	Program Fees	4,500	100.00%	4,500
5	Marketing/Outreach & Website	20,000	100.00%	20,000

<b>EQUIPMENT</b>			<b>Remaining Funds</b>	
			100.00%	32,312
<b>TOTAL EQUIPMENT EXPENSES</b>		<b>32,312</b>		<b>32,312</b>
1	Technology	15,108	100.00%	15,108
2	Cell Phones	13,104	100.00%	13,104
3	Printer	600	100.00%	600
4	Hotspots	3,500	100.00%	3,500
5				

<b>TRAVEL</b>			<b>Remaining Funds</b>	
			100.00%	3,000
<b>TOTAL TRAVEL EXPENSES</b>		<b>3,000</b>		<b>3,000</b>
1	HV Mileage/Conference and Training Travel	3,000	100.00%	3,000
2				
3				
4				
5				

<b>SUBCONTRACTS</b>			<b>Remaining Funds</b>	
<b>TOTAL SUBCONTRACT EXPENSES</b>				
1				
2				
3				
4				
5				

<b>OTHER COSTS</b>			<b>Remaining Funds</b>	
			100.00%	44,939
<b>TOTAL OTHER COSTS</b>		<b>44,939</b>		<b>44,939</b>
1				
2	Recruiting	5,000	100.00%	5,000
3	Monthly Parents as Teachers Group Activities	12,000	100.00%	12,000
4	Parent Curriculum Resource Materials	27,939	100.00%	27,939
5				

<b>INDIRECT COST</b>			<b>Remaining Funds</b>	
			100.00%	11,196
<b>TOTAL INDIRECT COSTS</b>		<b>11,196</b>		<b>11,196</b>
10.00% of Total Personnel and Benefits		11,196	100.00%	11,196

## Original Budget Justification Section

CHVP SGF EXP 22b-29 Nevada

ACTIVE

### PERSONNEL

		TOTALS	397.50%	690,730	81,997		29,960	
INITIALS	TITLE OR CLASS.	FTE %	ANNUAL SALARY	TOTAL WAGES	FRINGE BENEFIT RATE %	FRINGE BENEFIT AMOUNT	Justification	
1	DG Home Visitor (HV)	10.000%	45,344	4,534	37.00%	1,678	All staff are necessary to carry out the existing home visiting services, including leadership and all roles. Expansion staff will be specific to home visiting duties and supervising home visiting services. Such as, preparing for home visits, communication with parents and community programs, writing logs and summaries, and referrals, inputing data, and related duties. 10% COLA on existing salary- Compared relevant local and state salary data after no increases for 5 years. SOW Expansion Yr 1 Plan Summary. (Planning)	
2	FG Home Visitor (HV)	10.00%	27,206	2,721	37.00%	1,007	All staff are necessary to carry out the existing home visiting services, including leadership and all roles. Expansion staff will be specific to home visiting duties and supervising home visiting services. Such as, preparing for home visits, communication with parents and community programs, writing logs and summaries, and referrals, inputing data, and related duties. 10% COLA on existing salary- Compared relevant local and state salary data after no increases for 5 years. SOW Expansion Yr 1 Plan Summary. (Planning)	
3	DS Administrative and Reporting Assistant	10.00%	39,104	3,910	37.00%	1,447	All staff are necessary to carry out the existing home visiting services, including leadership and all roles. Home visitor suport, answer phones, data input, projects related to HV support. 10% COLA on existing salary- Compared relevant local and state salary data after no increases for 5 years. SOW Expansion Yr 1 Plan Summary. (Planning)	
4	JG Home Visitor (HV)	10.00%	40,713	4,071	37.00%	1,506	All staff are necessary to carry out the existing home visiting services, including leadership and all roles. Expansion staff will be specific to home visiting duties and supervising home visiting services. Such as, preparing for home visits, communication with parents and community programs, writing logs and summaries, and referrals, inputing data, and related duties. 10% COLA on existing salary- Compared relevant local and state salary data after no increases for 5 years. SOW Expansion Yr 1 Plan Summary. (Planning)	
5	KH Home Visitor (HV)	10.00%	22,672	2,267	37.00%	839	All staff are necessary to carry out the existing home visiting services, including leadership and all roles. Expansion staff will be specific to home visiting duties and supervising home visiting services. Such as, preparing for home visits, communication with parents and community programs, writing logs and summaries, and referrals, inputing data, and related duties. 10% COLA on existing salary- Compared relevant local and state salary data after no increases for 5 years. SOW Expansion Yr 1 Plan Summary. (Planning)	
6	MB Home Visitor (HV)	10.00%	22,672	2,267	37.00%	839	All staff are necessary to carry out the existing home visiting services, including leadership and all roles. Expansion staff will be specific to home visiting duties and supervising home visiting services. Such as, preparing for home visits, communication with parents and community programs, writing logs and summaries, and referrals, inputing data, and related duties. 10% COLA on existing salary- Compared relevant local and state salary data after no increases for 5 years. SOW Expansion Yr 1 Plan Summary. (Planning)	
7	ML Home Visitor (HV)	10.00%	34,008	3,401	37.00%	1,258	All staff are necessary to carry out the existing home visiting services, including leadership and all roles. Expansion staff will be specific to home visiting duties and supervising home visiting services. Such as, preparing for home visits, communication with parents and community programs, writing logs and summaries, and referrals, inputing data, and related duties. 10% COLA on existing salary- Compared relevant local and state salary data after no increases for 5 years. SOW Expansion Yr 1 Plan Summary. (Planning)	
8	RC Home Visitor (HV)	10.00%	34,008	3,401	37.00%	1,258	All staff are necessary to carry out the existing home visiting services, including leadership and all roles. Expansion staff will be specific to home visiting duties and supervising home visiting services. Such as, preparing for home visits, communication with parents and community programs, writing logs and summaries, and referrals, inputing data, and related duties. 10% COLA on existing salary- Compared relevant local and state salary data after no increases for 5 years. SOW Expansion Yr 1 Plan Summary. (Planning)	
9	RC Family Assessment Worker (FAW)	10.00%	2,326	233	37.00%	86	All staff are necessary to carry out the existing home visiting services, including leadership and all roles. Expansion staff will be specific to home visiting duties and supervising home visiting services. Such as, preparing for home visits, communication with parents and community programs, writing logs and summaries, and referrals, inputing data, and related duties. 10% COLA on existing salary- Compared relevant local and state salary data after no increases for 5 years. SOW Expansion Yr 1 Plan Summary. (Planning)	
10	SS Lead Supervisor	10.00%	62,400	6,240	37.00%	2,309	All staff are necessary to carry out the existing home visiting services, including leadership and all roles. Expansion staff will be specific to home visiting duties and supervising home visiting services. Such as, preparing for home visits, communication with parents and community programs, writing logs and summaries, and referrals, inputing data, and related duties. 10% COLA on existing salary- Compared relevant local and state salary data after no increases for 5 years. SOW Expansion Yr 1 Plan Summary. (Planning)	
11	SVW Program Manager	10.00%	69,992	6,999	37.00%	2,590	All staff are necessary to carry out the existing home visiting services, including leadership and all roles. Expansion staff will be specific to home visiting duties and supervising home visiting services. Such as, preparing for home visits, communication with parents and community programs, writing logs and summaries, and referrals, inputing data, and related duties. 10% COLA on existing salary- Compared relevant local and state salary data after no increases for 5 years. SOW Expansion Yr 1 Plan Summary. (Planning)	
12	JC Supervisor	10.00%	62,400	6,240	37.00%	2,309	All staff are necessary to carry out the existing home visiting services, including leadership and all roles. Expansion staff will be specific to home visiting duties and supervising home visiting services. Such as, preparing for home visits, communication with parents and community programs, writing logs and summaries, and referrals, inputing data, and related duties. 10% COLA on existing salary- Compared relevant local and state salary data after no increases for 5 years. SOW Expansion Yr 1 Plan Summary. (Planning)	

**Original Budget Justification Section**

CHVP SGF EXP 22b-29 Nevada

ACTIVE

13	TW	Home Visitor (HV)	10.00%	45,344	4,534	37.00%	1,678	All staff are necessary to carry out the existing home visiting services, including leadership and all roles. Expansion staff will be specific to home visiting duties and supervising home visiting services. Such as, preparing for home visits, communication with parents and community programs, writing logs and summaries, and referrals, inputing data, and related duties. 10% COLA on existing salary- Compared relevant local and state salary data after no increases for 5 years. SOW Expansion Yr 1 Plan Summary. (Planning)
14	NF	Home Visitor (HV)	10.00%	40,810	4,081	37.00%	1,510	All staff are necessary to carry out the existing home visiting services, including leadership and all roles. Expansion staff will be specific to home visiting duties and supervising home visiting services. Such as, preparing for home visits, communication with parents and community programs, writing logs and summaries, and referrals, inputing data, and related duties. 10% COLA on existing salary- Compared relevant local and state salary data after no increases for 5 years. SOW Expansion Yr 1 Plan Summary. (Planning)
15	NM	Executive Director	10.00%	14,575	1,458	37.00%	539	All staff are necessary to carry out the existing home visiting services, including leadership and all roles. Expansion staff will be specific to home visiting duties and supervising home visiting services. Such as, preparing for home visits, communication with parents and community programs, writing logs and summaries, and referrals, inputing data, and related duties. 10% COLA on existing salary- Compared relevant local and state salary data after no increases for 5 years. SOW Expansion Yr 1 Plan Summary. (Planning)
16	LR	Full Charge Bookkeeper / HR Administrator	10.00%	22,796	2,280	37.00%	844	All staff are necessary to carry out the existing home visiting services, including leadership and all roles. Expansion staff will be specific to home visiting duties and supervising home visiting services. Such as, preparing for home visits, communication with parents and community programs, writing logs and summaries, and referrals, inputing data, and related duties. 10% COLA on existing salary- Compared relevant local and state salary data after no increases for 5 years. SOW Expansion Yr 1 Plan Summary. (Planning)
17	facar	Lead Case Manager	25.00%	52,000	13,000	35.00%	4,550	All staff are necessary to carry out the existing home visiting services, including leadership and all roles. Expansion staff will be specific to home visiting duties and supervising home visiting services. Such as, preparing for home visits, communication with parents and community programs, writing logs and summaries, and referrals, inputing data, and related duties. 10% COLA on existing salary- Compared relevant local and state salary data after no increases for 5 years. SOW Expansion Yr 1 Plan Summary. (Planning)New position per SOW- Salaries for one quarter for year 1 (expansion)
18	facar	Parent Educator	12.50%	48,000	6,000	35.00%	2,100	All staff are necessary to carry out the existing home visiting services, including leadership and all roles. Expansion staff will be specific to home visiting duties and supervising home visiting services. Such as, preparing for home visits, communication with parents and community programs, writing logs and summaries, and referrals, inputing data, and related duties. 10% COLA on existing salary- Compared relevant local and state salary data after no increases for 5 years. SOW Expansion Yr 1 Plan Summary. (Planning)
19	SVW	Program Manager-Increase	100.00%	3,000	3,000	37.00%	1,110	Salary increase for increased duties due to expansion for increased duties based on state and local salary data.(expansion)
20	SS	Lead Supervisor-increase	100.00%	1,360	1,360	37.00%	503	Salary increase for increased duties due to expansion for increased duties based on state and local salary data.(expansion)
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								

<b>FRINGE BENEFITS</b>	<b>Justification</b>
<b>TOTAL FRINGE BENEFITS</b>	<b>29,960</b>

<b>OPERATING</b>	<b>Justification</b>
<b>TOTAL OPERATING</b>	<b>134,433</b>
1 Medical Stipend	87,772 Staff retention benefits- \$416 x 12 per person per month x 16 staff plus 9.891% payroll taxes. \$79872+ \$7900 = \$87,772 (Special Support)
2 Office furniture and supplies	6,031 \$6,031 for new file cabinets, desks, chairs, and related, and office supplies for new staff include toner for printers, laptop carrying cases and laptop supplies/accessories, such as ear buds, mouse, keyboards, and other ergonomic accessories. (Expansion)
3 Expansion Training	16,130 Parents as Teachers required start up training for 4 staff plus supervisor (5)- PAT CORE 1, \$1275 x 5 = \$6375 for Program Manager, Sue Van Wazer, New Lead Case Manager, New Parent Educator, and current Supervisor Joette Collier; Same individuals to complete- CORE 2, \$1951 x 5 = \$9755- totaling \$16,130 (Expansion)
4 Program Fees	4,500 Required Parents as Teachers program fees, training, and evidence based model per their program. (expansion)
5 Marketing/Outreach & Website	20,000 Development and awareness of program and community outreach to promote the home visitation program in the community, promotional materials, media advertisement (Expansion)

<b>EQUIPMENT</b>	<b>Justification</b>
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**Original Budget Justification Section**

**CHVP SGF EXP 22b-29 Nevada**

ACTIVE

TOTAL EQUIPMENT EXPENSES		32,312	
1	Technology	15,108	3 laptops at \$6,000; monitor at \$400. IT printer set up; \$6,000 for laptop IT set up, connection to office server set up, and monthly IT maintenance costs for security and other system maintenance for laptops.
2	Cell Phones	13,104	12-13 cell phones based on staff hire and cell phone costs. Purchase cell phones for home visitor use in the field for communication with their families, access to their email and database for logging, access to resources, etc. 13 X \$432 = \$5616, \$48/mo x 12 = \$576/yr x 13 = \$7488 + \$5616 = \$13,104
3	Printer	600	1-2 printers for new supervisor staff and new lead case manager.
4	Hotspots	3,500	5 hotspots purchased at \$100 each for families and staff for wifi connectivity for home visiting sessions at \$50 each plus \$50 monthly wifi charges x 5 = \$3500
5			

TOTAL TRAVEL EXPENSES		3,000	Justification
1	HV Mileage/Conference and Training Travel	3,000	Travel expenses for expansion staff. 95.4 miles/mo x \$.655/mile = \$62.50 x 12 mos = \$750 x 4 staff = \$3000 - 2022/2023 (Expansion)
2			
3			
4			
5			

TOTAL SUBCONTRACT EXPENSES			Justification
1			
2			
3			
4			
5			

TOTAL OTHER COSTS		44,939	Justification
1			
2	Recruiting	5,000	Recruiting costs for expansion staff including bilingual and media advertising, community engagement events, and job fairs. (Planning)
3	Monthly Parents as Teachers Group Activities	12,000	Required program activities- Costs for materials, food, incentives, and supplies. (Expansion)
4	Parent Curriculum Resource Materials	27,939	Required new parent resource materials and curriculum for home visits. \$6,000 bound and printed curriculum; \$16,500 -\$550 x 30 parents for carrying bags, baby supplies, and school supplies for a year supply. \$5,439 for printed materials for program. (Special Support)
5			

TOTAL INDIRECT COSTS		11,196	Justification
	10.00% of Total Personnel and Benefits	11,196	Per CDPH approved ICR.

## CHILD ADVOCATES OF NEVADA COUNTY JOB DESCRIPTION

**Position:**            **Healthy Babies (HB) Program**  
                                 **Home Visitor (HV), (location) site**

**Compensation:**    **\$23; \_\_\_\_ full-time, exempt XX hours;**  
                                 **\_\_\_\_ part-time, non-exempt, XX hours**  
                                 **9/80 Schedule, every other Friday off, if full time**

**Minimum Requirements:**

Minimum of a high school diploma or equivalent • experience in working with or providing services to children and families • an ability to establish trusting relationships • acceptance of individual differences • experience and humility to work with culturally diverse families • knowledge of infant and child development • willing to engage in building reflective capacity (e.g., capacity for introspection, communicating awareness of self in relation to others, recognizing the value of supervision, etc.) • infant mental health endorsement preferred (if available in the state; if unsure, you can find out on the IMH website).

**Definition:**

Under the direction of the Supervisor, the Home Visitor (HV) conducts outreach in the assigned Nevada County area (either Truckee office or Nevada City office). Carries a caseload of participants enrolled in the HB home visiting program and conducts home visits and assessments with assigned families. The HV will provide families with a parenting and development curriculum, provide child development support, identify strengths, assist parents to develop a strong parent/child bond, help parents to set and meet goals, and provide resources. This position also reserves a few hours in the schedule as needed for family assessment work.

**\$1,000 bonus after completion of probation for Bilingual in Spanish.**

**Duties:**

1. Provides a variety of case management services to the families based on the level of need for the individual family.
2. Assists families with goal setting and supporting them to reach their goals.
3. Provides interactive, engaging activities (from curriculum) to promote parent/child interaction.
4. Assists the family in establishing a medical home and keeping immunization and well-baby appointments.
5. Documents every home visit in a timely manner adhering to policies and HFA standards.
6. Conducts developmental screenings for all assigned children; and other assessments as required (training provided).

7. Performs related duties as required.
8. Attends all mandatory meetings and trainings as assigned.
9. Abides by all program policies and procedures, HFA and State requirements.
10. Provides outreach activities to engage or re-engage families. Assists families in locating, accessing, and utilizing existing community services and resources.
11. Attends weekly reflective supervision sessions with supervisor and is prepared with questions related to delivering the best services to families.
12. Submits all necessary forms to Supervisor required by partners, funders, and *Healthy Families America* (HFA).
13. Completes all necessary confidentiality and family rights paperwork upon family enrollment. Maintaining and promoting a sense of teamwork. Representing the *Healthy Babies* Program in a positive, professional manner at all times.
14. Works collaboratively with coworkers and Supervisor during family assignments.
15. Maintains client confidentiality.
16. Adheres to and maintains professional boundaries.
17. Performs related duties as assigned and requested to meet the needs of the program and team.

**Additional Qualifications:**

Knowledge of word processing and Microsoft products; ability to compile data for written and oral reports; ability to give small presentations representing the agency and the program in community meetings. Some experience in assessment process and scoring, recording of information, conducting interviews, problem solving skills and techniques, handling crisis intervention matters, and using proper referral procedures. Ability to establish rapport easily, outgoing, friendly and non-judgmental, user of active listening skills.

**Conditions of Employment:**

Employee must submit and pass a DOJ and FBI fingerprint clearance. Employee must allow access to DMV record through the Pull Notice Program. Must be fully vaccinated against the Covid-19 virus. Employee must be able to legally drive a motor vehicle, have a currently registered car, a valid driver license and proof of valid automobile insurance. Ability to operate standard office equipment; ability to lift 25 pounds, bend, move and sit on the floor to interact with infants and children as needed.

Position is dependent on continued funding.

Child Advocates of Nevada County is Equal Opportunity Employer

Signature page for full-time Home Visitor position.

This job description provided above for the position of Home Visitor is read and understood by the following signees. The employee signature below indicates acceptance and agreement to adhere to the duties presented in this job description.

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<b>Print Name of Employee</b>	<b>Date</b>
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<b>Signature of Employee</b>	<b>Date</b>
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<b>Print Name of Supervisor</b>	<b>Date</b>
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<b>Signature of Supervisor</b>	<b>Date</b>
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## Healthy Babies

### ADMINISTRATIVE and Reporting ASSISTANT

#### JOB DESCRIPTION

##### **Brief Description:**

The position reports to the Program Manager (PM) in Healthy Babies (HB) and includes providing administrative and clerical services to ensure effective and efficient operations. Additionally, this position runs reports for the HB program and may assist the agency with events and as needed.

**Compensation:** This position pays \$23/hr. Hours were determined as 30 per week, and may go up to 32 hours per week. This is a nonexempt position.

**Duties:** This position will be in the office 3 days a week.

- Maintain Healthy Babies office space for organization. Work with the team on donation locations and keep storage spaces organized and inventoried.
- Data entry into ETO system of assessments and related intake logs, including tracking training.
- Track donations, write thank you notes as necessary, and report on donations provided to families.
- Answer the phone, the door, and relay messages.
- Communicate with the Property Management Company regarding any facility space issues such as, changing light bulbs, changing air filters, parking the van, concerns, etc.
- Order supplies and forms as directed by the PM. Receive deliveries. Be available for shred pick-up and vendor services, such as, the copier.
- Run reports for the HB program from the ETO system as requested. Assist with monthly/quarterly, and annual reporting.
- Attend events for promotion and networking.
- Social media proficiency for page updates and posts.

##### **Qualifications, Requirements, and Expectations:**

- High School diploma or equivalent
- Experience with reports, running reports, working with data
- Knowledge of Microsoft products is essential: Outlook, Word, Excel
- Ability to give full attention to requests, look for ways to help others, follow directions and instructions, and ask questions as needed to complete tasks
- Ability to shift or pivot to new tasks or a new direction on a task as needed

# Healthy Babies

## ADMINISTRATIVE and Reporting ASSISTANT

- Keep files and program participant information confidential, never sharing information outside of the program or agency.

### Conditions of Employment:

Employee must submit and pass a DOJ and FBI fingerprint clearance. Employee must submit a D.M.V. driving record report. Employee must have a cell phone, a car, a valid driver's license, and proof of automobile insurance.

Position is dependent upon continued funding.

Child Advocates of Nevada County is Equal Opportunity Employer

This job description provided above for the position of Administrative and Reporting Assistant is read and understood by the following signees. The employee signature below indicates acceptance and agreement to adhere to the duties presented in this job description.

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<b>Print Name of Employee</b>	<b>Date</b>
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<b>Signature of Employee</b>	<b>Date</b>
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<b>Print Name of Supervisor</b>	<b>Date</b>
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<b>Signature of Supervisor</b>	<b>Date</b>
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## CHILD ADVOCATES OF NEVADA COUNTY JOB DESCRIPTION

**Position:**                    **Healthy Babies (HB) Program  
Family Assessment Worker (FAW)**

**Compensation**        **\$22.37 for assessments- 40 hours per week;  
Non-Exempt**

**Definition:**            Under the direction of the Supervisor, the Family Assessment Worker (FAW) conducts outreach in the Nevada City and Grass Valley communities, provides family assessments identifying strengths, and prepares the Family Service Plan, preparing the family for a home visitor.

**Family Assessment (FAW) Duties:**

Collects and scores all screens/questionnaires and determines eligibility. Conducts family assessment interviews in the home, office, or another environment conducive to the family while relying on memory and notes to capture the details of the meeting. Writes complete and thorough interview summations; scores summations and submits to the Supervisor for review in a timely manner. Becomes familiar and current with all available family resources in Nevada County.

1. Assists in the development and maintenance of program referral networks with local community providers and partners.
2. Determines and provides appropriate service referrals and program information for enrolled families.
3. Works with Home Visitors to review assessment outcomes in conjunction with the Supervisor as appropriate.
4. Helps to coordinate and assist with family socialization activities and events.
5. Performs related duties as required.

**Minimum Employment Qualifications:**

Candidates must have a minimum of a high school diploma. A Bachelor’s degree, or education in Social Work, Psychology, Counseling or other related Social Service field from an accredited college or university is preferred; and two years of experience working with clients in a community-based setting is preferred.

**Additional Qualifications:**

Knowledge of word processing; ability to compile data for written and oral reports; ability to give presentations representing the agency and the program. Experience in assessment process and scoring, recording of information, conducting interviews, problem solving skills and techniques, handling crisis intervention matters, and using

**CHILD ADVOCATES OF NEVADA COUNTY JOB  
DESCRIPTION**

proper referral procedures. Ability to establish rapport easily, outgoing, friendly and non-judgmental, user of active listening skills.

**Conditions of Employment:**

Employee must submit and pass a DOJ and FBI fingerprint clearance. Employee must allow access to DMV record through the Pull Notice Program. Employee must be able to legally drive a motor vehicle, have a currently registered car, a valid driver license and proof of valid automobile insurance. Ability to operate standard office equipment; ability to lift 25 pounds, bend, move and sit on the floor to interact with infants and children as needed.

Position is dependent on continued funding.

Child Advocates of Nevada County is Equal Opportunity Employer

This job description provided above for the position of Family Assessment Worker is read and understood by the following signees. The employee signature below indicates acceptance and agreement to adhere to the duties presented in this job description.

\_\_\_\_\_  
**Print Name of Employee** \_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Employee** \_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name of Supervisor** \_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Supervisor** \_\_\_\_\_  
**Date**



**CHILD ADVOCATES OF NEVADA COUNTY  
JOB DESCRIPTION**

**Position:** Foothills Healthy Babies/Truckee Healthy Babies  
Healthy Babies (HB) Lead Supervisor

**Compensation:** \$42,000- \$46,000 annual; Exempt Position

**Definition:** Under the direction of the Program Manager, the Supervisor shall provide supervision, coaching and support for the Family Support Workers and the Family Assessment Worker. This includes reflective supervision, monitoring of case loads, quality assurance on all program levels and to act as a substitute for staff that may be unable to perform their regular assignments. This is an Exempt position.

**Examples of Duties:**

**Acts as the Supervisor by:**

- a. Attending all mandatory meetings and trainings as assigned.
- b. Providing reflective supervision once a week for 1.5-2 hours with Family Support Workers and Family Assessment Worker while supporting all direct service staff in their professional growth and learning.
- c. Monitoring all Family Support Worker's case loads and documenting all supervisory interactions.
- d. Reviewing family files for quality assurance.
- e. Monitoring data in data systems every month.
- f. Documenting and monitoring of assigned program standards.
- g. Being immediately available to staff for crisis interventions and emergencies.
- h. Promoting Foothills Healthy Babies and Truckee Healthy Babies throughout the community by attending networking meetings.
- i. Working collaboratively with partner agencies and establishing strong partner relationships.
- j. Attending all regular staff meetings.
- k. Helping to coordinate and assist with family socialization activities and events.
- l. Performing assessments and home visit services as needed.
- m. Providing assistance to Family Support Workers and their assigned families as needed.
- n. Meeting with Program Manager regularly for reflective supervision and to report on Family Support Workers and overall program progress and performance.
- o. Monitoring and supporting the completion of all screens and assessments administered and/or scored by the Family Assessment Worker.
- p. Reviewing all completed assessments and ensuring appropriate assignments to Family Support Workers.
- q. Monitoring and supporting the referral of non-enrolled families to partner agencies by the Family Assessment Worker.

Line Item #10 & 20

- r. Monitoring the coordination and attendance of all necessary staff trainings.
- s. Conducting scheduled performance evaluations for Family Support Workers and Family Assessment Worker.
- t. Provide support regarding approval of timecards, vacation requests and sick days.
- u. Performing related duties as assigned.
- v. Attends all HFA trainings.
- w. Maintains client confidentiality and abides by all program protocols.

**Minimum Employment Qualifications:**

Preference given to candidates who have a Master's degree in Social Work, Psychology, Nursing, Counseling or other related Social Service field from an accredited college or university. Preference given to Candidates with five years experience, two years of which must be in a supervisory position, working in programs that serve families in a community based or public agency that provides home visitation or family support service. Additional experience may be substituted for Master's degree. BA degree required or 5 years prior experience in a HFA program, including 2 years supervisory experience. Ability to operate standard office equipment; ability to lift 25 pounds; ability to legally drive a motor vehicle.

**Conditions of Employment:**

Employee must submit and pass a DOJ and FBI fingerprint clearance. Employee must submit a D.M.V. driving record report. Employee must have a registered car, a valid driver's license, and proof of automobile insurance. Position is dependent on continued funding.

**CHILD ADVOCATES OF NEVADA COUNTY  
JOB DESCRIPTION**

**Position:**                    **Healthy Babies (HB) Program Manager**

**Salary Range \$65,000-70,000 Depending on Experience**

**Definition: Under the direction of the Child Advocates of Nevada County Executive Director, the Program Manager shall be responsible for a full range of management level support to guide and promote the Healthy Families America (HFA) Home Visitation program, ensuring fidelity to the evidence-based program model. This will include contract and program compliance, data collection and reporting, collaboration and outreach with private and public entities, supervision and quality assurance of HB staff and program outcomes at the Nevada City and Truckee sites. Program Manager will coordinate extensively with Nevada County Public Health Department's Maternal Child Adolescent Health Director/Coordinator. This is a full-time exempt position and is dependent on grant funding.**

**Examples of Duties:**

- a. Works collaboratively with MCAH Director/Coordinator, community partners including and funders to monitor and ensure program progress and success.
- b. Designs and implements HB policy and procedures as prescribed in the HFA Best Practice Standards (BPS) and revises and updates in the HFA/HB Policy & Procedure Manual.
- c. Ensures accreditation and program standards are met as prescribed in the HFA BPS.
- d. Organizes trainings and in-services for HB staff as mandated by HFA guidelines.
- e. Conducts outreach to promote HB with prenatal providers and other family support programs.
- f. Coordinates and conducts program staff meetings.
- g. Collects and analyzes program data and outcomes in collaboration with Quality Assurance Technician.
- h. Completes all monthly, quarterly and yearly reports for funders and Board of Directors.
- i. Establishes and maintains MOUs and effective partnerships with medical providers and partner agencies.
- j. Provides coverage for assessments and supervision as necessary.
- k. Conducts supervision with program supervisor(s) as needed but at least monthly.
- l. Oversees quality assurance process of family files.
- m. Directly supervises Healthy Babies Program Supervisor(s) and Quality Assurance Technician.
- o. Co-Chairs quarterly HB Community Advisory Board with Maternal Child Adolescent Health Director.
- p. Provides fiscal management and oversight for all HB activities in collaboration with Child Advocates Bookkeeper.

- q. Promotes, develops and models a sense of teamwork among staff.
- r. Reports regularly to the Child Advocates Executive Director.
- t. Maintains, models, and enforces all aspects of client confidentiality policies.
- u. Attends all HFA core trainings as required by HFA standards.
- v. Other related duties as assigned by Executive Director.

**Minimum Employment Qualifications:**

Candidates must have a minimum of a Master’s degree in Social Work, Psychology, Public Administration or other related field from an accredited college or university and at least 3 years of program management experience, 5 years preferred. Additional experience may be substituted for Master’s Degree. Bachelor’s degree is required.

Requirements: A solid understanding of and experience in managing staff; Administrative experience in human service or related field including experience in quality assurance/improvement and adherence to program curricula or standards;

**Conditions of Employment:**

Employee must submit and pass a DOJ and FBI fingerprint clearance. Employee must allow access to DMV record through the Pull Notice Program. Employee must have car, a valid driver’s license, and proof of valid automobile insurance. Position is dependent on continued funding.

Child Advocates is an equal opportunity employer.

**Application Information:**

All applications must be made on the agency’s “Application for Employment” form and submitted with a resume, letter of interest, and a list of three references. Position open until filled.

To submit online (preferred): [apply here](#)

Or mail to:

Child Advocates of Nevada County  
Attention: Executive Director  
200 Providence Mine Road Suite 210  
Nevada City, CA 95959

**CHILD ADVOCATES OF NEVADA COUNTY  
JOB DESCRIPTION**

**Position:** Foothills Healthy Babies/Truckee Healthy Babies  
Healthy Babies (HB) Supervisor

**Compensation:** \$42,000- \$46,000 annual; Exempt Position

**Definition:** Under the direction of the Program Manager, the Supervisor shall provide supervision, coaching and support for the Family Support Workers and the Family Assessment Worker. This includes reflective supervision, monitoring of case loads, quality assurance on all program levels and to act as a substitute for staff that may be unable to perform their regular assignments. This is an Exempt position.

**Examples of Duties:**

**Acts as the Supervisor by:**

- a. Attending all mandatory meetings and trainings as assigned.
- b. Providing reflective supervision once a week for 1.5-2 hours with Family Support Workers and Family Assessment Worker while supporting all direct service staff in their professional growth and learning.
- c. Monitoring all Family Support Worker's case loads and documenting all supervisory interactions.
- d. Reviewing family files for quality assurance.
- e. Monitoring data in data systems every month.
- f. Documenting and monitoring of assigned program standards.
- g. Being immediately available to staff for crisis interventions and emergencies.
- h. Promoting Foothills Healthy Babies and Truckee Healthy Babies throughout the community by attending networking meetings.
- i. Working collaboratively with partner agencies and establishing strong partner relationships.
- j. Attending all regular staff meetings.
- k. Helping to coordinate and assist with family socialization activities and events.
- l. Performing assessments and home visit services as needed.
- m. Providing assistance to Family Support Workers and their assigned families as needed.
- n. Meeting with Program Manager regularly for reflective supervision and to report on Family Support Workers and overall program progress and performance.
- o. Monitoring and supporting the completion of all screens and assessments administered and/or scored by the Family Assessment Worker.
- p. Reviewing all completed assessments and ensuring appropriate assignments to Family Support Workers.
- q. Monitoring and supporting the referral of non-enrolled families to partner agencies by the Family Assessment Worker.

Line Item #10 & 12

- r. Monitoring the coordination and attendance of all necessary staff trainings.
- s. Conducting scheduled performance evaluations for Family Support Workers and Family Assessment Worker.
- t. Provide support regarding approval of timecards, vacation requests and sick days.
- u. Performing related duties as assigned.
- v. Attends all HFA trainings.
- w. Maintains client confidentiality and abides by all program protocols.

**Minimum Employment Qualifications:**

Preference given to candidates who have a Master's degree in Social Work, Psychology, Nursing, Counseling or other related Social Service field from an accredited college or university. Preference given to Candidates with five years experience, two years of which must be in a supervisory position, working in programs that serve families in a community based or public agency that provides home visitation or family support service. Additional experience may be substituted for Master's degree. BA degree required or 5 years prior experience in a HFA program, including 2 years supervisory experience. Ability to operate standard office equipment; ability to lift 25 pounds; ability to legally drive a motor vehicle.

**Conditions of Employment:**

Employee must submit and pass a DOJ and FBI fingerprint clearance. Employee must submit a D.M.V. driving record report. Employee must have a registered car, a valid driver's license, and proof of automobile insurance. Position is dependent on continued funding.

**CHILD ADVOCATES OF NEVADA COUNTY**  
**JOB DESCRIPTION**

<b>Title:</b>	<b>Executive Director</b>
<b>Reports to:</b>	<b>Board of Directors</b>
<b>Employment Status:</b>	<b>Fulltime, exempt</b>
<b>Hours:</b>	<b>40 hours per week, some weekend and evenings</b>
<b>Salary:</b>	<b>\$80 - \$90,000, based on experience</b>
<b>Benefits:</b>	<b>Vacation, Holiday, and Sick Leave</b>

**SUMMARY**

Child Advocates of Nevada County (CANC) is a nonprofit dedicated to its vision that all children in Nevada County grow up in a safe, nurturing, and healthy family and community. CANC operates several programs, including advocacy for abused and neglected children (Court Appointed Special Advocates – CASA), family support services for new parents to prevent abuse (Foothills and Truckee Healthy Babies) and school-based personal safety and anti-bullying curriculum to empower children to stay safe (Child Safety Puppeteers).

As CANC’s leader, the Executive Director (ED) has the primary responsibility for program development and insuring a high level of service so that the Agency can execute its mission to help Nevada County’s children grow up free from abuse and neglect. The ED encourages visibility of Child Advocates in the community by promoting regular outreach activities outlined in the Development Plan. The ED is responsible for understanding community needs, program and grant requirements and other organizational and administrative issues. The ED is responsible for planning and implementing marketing and development plan. Effective communication skills are required, and this position supervises program managers and coordinators, office bookkeeping, administrative and fundraising staff. Candidate will have 3-5 years of senior level experience and must be able to work occasional evenings/weekends

**KEY RESPONSIBILITIES**

Promote the overall vision, direction, health, and growth of the organization  
Provide overall executive leadership.  
Coordinates and represents the organization to the BOD  
Ensure that board policies and goals are being implemented  
Non-voting member of the Board and Executive Committee,  
Oversight of public contracts, grants, fundraising and planning.  
Develop positive relations with all stakeholders:  
    Nevada County Superior Court, National CASA, Cal CASA, Social Services, Public Health, State  
    Department of Health, Behavioral Health, schools, Board members, volunteers, donors, vendors, partners,  
    staff and community.  
Provides oversight of accounting, bookkeeping and payroll administration.  
Develop and implement comprehensive fundraising and marketing plan.

**EDUCATION, EXPERIENCE AND CERTIFICATIONS**

Required Skills & Qualifications: Demonstrated professional, leadership and administrative skills. Nonprofit management experience. Demonstrated ability in fund raising.

Highly desirable for ED : Familiarity with the mission and work of Court Appointed Special Advocates and child abuse prevention programs and the child welfare system. Successful experience building a network of supporters. Successful experience collaborating with community leaders, businesses, board members-and governmental agencies. Undergraduate degree and 3-5 years senior level experience.

Required: Criminal justice fingerprint clearance required prior to commencing employment. Valid driver’s license and auto insurance coverage.

**Child Advocates of Nevada County  
Position Description**

**Job Title:** Full Charge Bookkeeper and Human Resource Administrator  
**Reports to:** Executive Director  
**Hours:** 25-30 hours/week – duties to be performed in the office  
**Salary:** \$22 per hour non-exempt

**Position summary:** The Bookkeeper and Human Resource Manager is responsible for accurately maintaining on a timely basis all accounting procedures and record keeping including payroll and payroll taxes, invoicing, payables, and budgeting reports for Child Advocates. The Bookkeeper also maintains and updates the cash flow statement, personnel records including background checks, insurance, and DMV records.

The Bookkeeper supports the Executive Director's and Treasurer's oversight of the financial operations of the agency. The Bookkeeper is responsible for the smooth coordination of fiscal reporting, invoicing, and coding of purchases and maintains record keeping for contracts.

This position requires the ability to deliver complex reports and invoicing in a timely manner, communicate effectively, and be highly organized. Coordination with program managers and the treasurer is required. Computer literacy in Word, Excel, Outlook, and Quick Books and maintaining confidentiality regarding financial and personnel issues is required. Some of the duties are described below:

**Fiscal Operations**

- Understands and uses the fiscal and administrative manual and suggests recommended revisions as appropriate.
- Analyzes financial reports including cash flow forecasts and budget-to-actual reports for use by the executive director and treasurer. Advises Executive Director immediately of any projected variances that cannot be resolved with program managers or funders.
- Provides timely and accurate Quick Books and other reports on a monthly basis and as requested.
- Researches and provides information for the annual budget to the Executive Director.
- Assists Executive Director with annual agency financial audit; or programmatic audits if requested by Program Manager and Executive Director.

**Audit Preparation and Record Keeping**

- Work closely with Executive Director and Treasurer in preparation for the audit, submit all necessary information
- Meet with auditor and Executive Director, Finance Committee and Treasurer as needed.
- Coordinate and receive satisfactory audits from funding sources.

**Invoicing and Grants Administration**

- Determine contracted billing terms, including deliverables and coordinate with program managers to accurately report on schedule.
- Create and maintain contract abstract and calendar so invoicing and deliverables meet all contracted reporting requirements and deadlines.
- Ensures that invoicing is timely and formatted in accordance with contract terms and agency policy.
- Attend monthly program manager meetings and remind program managers of their reporting obligations.
- Maintain and match credit card receipts to monthly invoicing.
- Oversees proper coding of expenditures.
- Understand and use contracted terms for agency's budgeted allocations, grant billing.
- Maintain folders containing invoice filing, backup, and copies of checks received. Create digital filing as needed.

**Bookkeeping – Accounts Receivable and Accounts Payable**

- Using Quick Books software, perform all accounts payable and receivable in a timely manner.
- Using agency budget, properly code all expenses and income and send to executive director or designee for approval.
- Track, pay, and file all bills and print checks for all accounts payable in a timely manner.
- In coordination with other staff, record and process all deposits in keeping with CANC accounts receivable procedures to properly separate duties to ensure integrity of agency funds.
- Prepare monthly Quick Books reports: such as current month profit & loss, year to date profit & loss, balance sheet, and budget-to-actual by the 10<sup>th</sup> working day of the month.



## Line Item #16

- Reconcile monthly bank statements by the 5<sup>th</sup> working day of the month. Prepare Cashflow Report and supporting documents by the 10<sup>th</sup> working day of the month.
- Reconcile credit card statements.

### **Budgeting**

- Actively participate in Monthly Program Manager meetings to discuss the status of budget, grants management, and invoicing. Utilize agency and program budgets for coding of expenses and deposits and creating cashflow projections. Actively seek clarification from appropriate source of ambiguous, unresolved, or conflicting budget and financial information.

### **Payroll**

- Assure time sheets are ready for signature by Executive Director and processing by payroll deadline. Scan and digitally file timesheets and maintain permanent paper file record.
- Enter payroll into QuickBooks by deadline.
- Maintain payroll information to insure correctness, update Quick Books as needed.
- Maintain records of anniversary date, vacation, sick-leave and personal days taken/accrued by each employee. Distribute to employees on monthly basis.
- Properly process payroll taxes and Worker's Comp insurance.
- Properly maintain records of employee deferrals and forward to administrative agency in time limit described by law
- Prepare and file quarterly and annual tax returns in a timely manner
- Prepare and file annual W-2s

### **Administrative Duties:**

- Participate in agency office meetings as requested.

### **Minimum Employment Qualifications:**

Must be a high school graduate, BA in business is preferred, and have at least 7 years of bookkeeping experience, and at least 5 years of experience with payroll, and have the ability to communicate effectively. Must have at least 2 years of experience invoicing governmental grants or other invoicing experience.

Ability to create and maintain an organized system of backup for all transactions, including but not limited to a traditional filing system, and a computerized filing system consisting of scanned documents and coordination of the two systems, use basic mathematics, create spreadsheets in Excel, analyze budget performance, and reconcile accounts. Expert use of Quick Books and Excel is required as well as expertise in grant billing, payroll, and accrual accounting necessary. Must have the ability to work in a fast-paced environment and maintain accuracy. Experience and familiarity with Microsoft Office (Word and Outlook) required. Ability to seek clarification and actively question conflicting or ambiguous information from appropriate source. Ability to operate standard office equipment; ability to lift 25 pounds; ability to legally drive a motor vehicle.

### **Conditions of Employment:**

Employee must submit and pass a DOJ and FBI fingerprint clearance. Employee must allow access to DMV record through the Pull Notice Program. Employee must have a car, a valid driver license and proof of valid automobile insurance. Position is dependent on continued funding.

**CHILD ADVOCATES OF NEVADA COUNTY  
JOB DESCRIPTION**

**Position**                    **Parents as Teachers (PAT)  
Lead Case Manager**

**Compensation**        \$25/hour; 40 hours/week nonexempt

**Definition:**

Under the direction of the Program Manager, the Parents as Teachers (PAT) Lead Case Manager provides supervision, coaching, and support to the Parent Educator(s). This includes reflective supervision, monitoring of caseloads, quality assurance for adherence to policies and procedures and program quality, and acting as a substitute for staff that may be unable to perform their regular assignments due to vacation or leave.

**Must be fully vaccinated for the Covid-19 virus.**

**1. Position Requirements:**

- a. Attends all mandatory meetings and training as assigned.
- b. Abides by all program policies and procedures.
- c. Provides outreach activities to engage or re-engage families. Assists families in locating, accessing, and utilizing existing community services and resources.
- d. Attends regular reflective supervision sessions and is prepared with questions related to delivering the best services to families.
- e. Engages in regular team meetings and group supervision.
- f. Submits all necessary forms to Supervisor required by CHVP, partners, funders, and the PAT program.
- g. Completes all necessary confidentiality and family rights paperwork upon family enrollment.
- h. Maintains a sense of teamwork representing the program in a positive, professional manner at all times.
- i. Works collaboratively with team and Supervisors during family assignments.
- j. Maintains client confidentiality.
- k. Adheres to and maintains professional boundaries.
- l. Performs related duties as assigned.

**2. Lead Case Manager Home Visitor Duties:**

- a. Provides a variety of case management services to the families based on the level of need for the individual family and per the PAT program, guidelines.
- b. Assists families with goal setting and supporting them to reach their goals.
- c. Provides interactive, engaging activities to promote parent/child interaction.
- d. Assists the family in establishing a medical home and keeping immunization and well-baby appointments.
- e. Documents every home visit in a timely manner adhering to policies and procedures.

**CHILD ADVOCATES OF NEVADA COUNTY  
JOB DESCRIPTION**

- f. Conducts developmental screenings for all assigned children; and other assessments as required.
- g. Performs related duties as required.
- h. Able to adapt to a hybrid model, be responsible for equipment, maintain equipment care, follow instructions regarding office time, come into the office when equipment or power or internet is not functioning properly.

**3. Lead Case Manager Leadership Role:**

- a. Participate in recruiting activities as assigned by the Program Manager.
- b. Attending all mandatory meetings and training as assigned.
- c. Provide reflective supervision once a week for 1.5-2 hours with PEs.
- d. Monitoring PE caseloads and documenting all supervisory interactions.
- e. Review family files for quality assurance. Monitor data in data systems every month.
- f. Being immediately available to staff for crisis interventions and emergencies.
- g. Working collaboratively with partner agencies and establishing strong partner relationships.
- h. Providing assistance to PEs and their assigned families as needed.
- i. Meeting with Program Manager regularly and as scheduled.
- j. Reviewing all completed assessments and ensuring appropriate assignments to PEs.
- k. Conducting scheduled performance evaluations for PEs.
- l. Provide support regarding approval of timecards, vacation requests, and sick days. Performing related duties as assigned.
- m. Maintains client confidentiality and abides by all program protocols.

**Minimum Employment Qualifications:**

Candidates must have a minimum of a high school diploma. A Bachelor's degree, or education in Social Work, Psychology, Counseling or other related Social Service field from an accredited college or university is preferred; and two years of experience working with clients in a community-based setting is preferred.

**Additional Qualifications:**

Knowledge of Microsoft products for Word and Outlook; ability to compile data for written and oral reports; ability to give presentations representing the agency and the program. Experience in the assessment process and scoring, recording of information, conducting interviews, problem solving skills and techniques, handling crisis intervention matters, and using proper referral procedures. Ability to establish rapport easily, outgoing, friendly and non-judgmental, user of active listening skills.

**CHILD ADVOCATES OF NEVADA COUNTY  
JOB DESCRIPTION**

**Conditions of Employment:**

Employee must submit and pass a DOJ and FBI fingerprint clearance. Employee must allow access to DMV record through the Pull Notice Program. Must be fully vaccinated against the Covid-19 virus. Employee must be able to legally drive a motor vehicle, have a currently registered car, a valid driver's license and proof of valid automobile insurance. Ability to operate standard office equipment; ability to lift 25 pounds, bend, move and sit on the floor to interact with infants and children as needed.

Position is dependent on continued funding.

Child Advocates of Nevada County is Equal Opportunity Employer

This job description provided for the PAT Lead Case Manager has been read and understood by the following signees. The employee signature below indicates acceptance and agreement to adhere to the duties presented in this job description.

\_\_\_\_\_  
**Print Name of Employee** \_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Employee** \_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name of Supervisor** \_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Supervisor** \_\_\_\_\_  
**Date**

**CHILD ADVOCATES OF NEVADA COUNTY  
JOB DESCRIPTION**

**Position:**           **Parents as Teachers (PAT)  
Parent Educator**

**Compensation:**   **\$23.07/hr, 40 hours per week; non-Exempt**

**Definition:**       Under the direction of the Lead Case Manager, the Parent Educator (PE) conducts home visits with assigned families and outreach in the Nevada City and Grass Valley communities, and the Truckee area, as needed/requested. The PE’s follow the PAT program and provide families with a parenting and development curriculum, provide child development support, identify strengths, assist moms to develop a strong parent/child bond, help parents to set and meet goals, and provide resources.

**Must be fully vaccinated for the Covid-19 virus.**

**1. Position Requirements:**

- a. Attends all mandatory meetings and training as assigned.
- b. Abides by all program policies and procedures.
- c. Provides outreach activities to engage or re-engage families. Assists families in locating, accessing, and utilizing existing community services and resources.
- d. Attends regular reflective supervision sessions and is prepared with questions related to delivering the best services to families.
- e. Engages in regular team meetings and group supervision.
- f. Submits all necessary forms to Supervisor required by CHVP, partners, funders, and the PAT program.
- g. Completes all necessary confidentiality and family rights paperwork upon family enrollment.
- h. Maintains a sense of teamwork representing the program in a positive, professional manner at all times.
- i. Works collaboratively with team and Supervisors during family assignments.
- j. Maintains client confidentiality.
- k. Adheres to and maintains professional boundaries.
- l. Performs related duties as assigned.

**2. Home Visitor Duties:**

- a. Provides a variety of case management services to the families based on the level of need for the individual family and per the PAT program, guidelines.
- b. Assists families with goal setting and supporting them to reach their goals.
- c. Provides interactive, engaging activities to promote parent/child interaction.

## **CHILD ADVOCATES OF NEVADA COUNTY JOB DESCRIPTION**

- d. Assists the family in establishing a medical home and keeping immunization and well-baby appointments.
- e. Documents every home visit in a timely manner adhering to policies and procedures.
- f. Conducts developmental screenings for all assigned children; and other assessments as required.
- g. Performs related duties as required.
- h. Able to adapt to a hybrid model, be responsible for equipment, maintain equipment care, follow instructions regarding office time, come into the office when equipment or power or internet is not functioning properly.

### **Minimum Employment Qualifications:**

Candidates must have a minimum of a high school diploma. A Bachelor's degree, or education in Social Work, Psychology, Counseling or other related Social Service field from an accredited college or university is preferred; and two years of experience working with clients in a community-based setting is preferred.

### **Additional Qualifications:**

Knowledge of Microsoft products for Word and Outlook; ability to compile data for written and oral reports; ability to give presentations representing the agency and the program. Experience in the assessment process and scoring, recording of information, conducting interviews, problem solving skills and techniques, handling crisis intervention matters, and using proper referral procedures. Ability to establish rapport easily, outgoing, friendly and non-judgmental, user of active listening skills.

### **Conditions of Employment:**

Employee must submit and pass a DOJ and FBI fingerprint clearance. Employee must allow access to DMV record through the Pull Notice Program. Must be fully vaccinated against the Covid-19 virus. Employee must be able to legally drive a motor vehicle, have a currently registered car, a valid driver's license and proof of valid automobile insurance. Ability to operate standard office equipment; ability to lift 25 pounds, bend, move and sit on the floor to interact with infants and children as needed.

Position is dependent on continued funding.

Child Advocates of Nevada County is Equal Opportunity Employer

This job description provided for the PAT Parent Educator has been read and understood by the following signees. The employee signature below indicates acceptance and agreement to adhere to the duties presented in this job description.

**CHILD ADVOCATES OF NEVADA COUNTY JOB  
DESCRIPTION**

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**Print Name of Employee**

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**Date**

---

**Signature of Employee**

---

**Date**

---

**Print Name of Supervisor**

---

**Date**

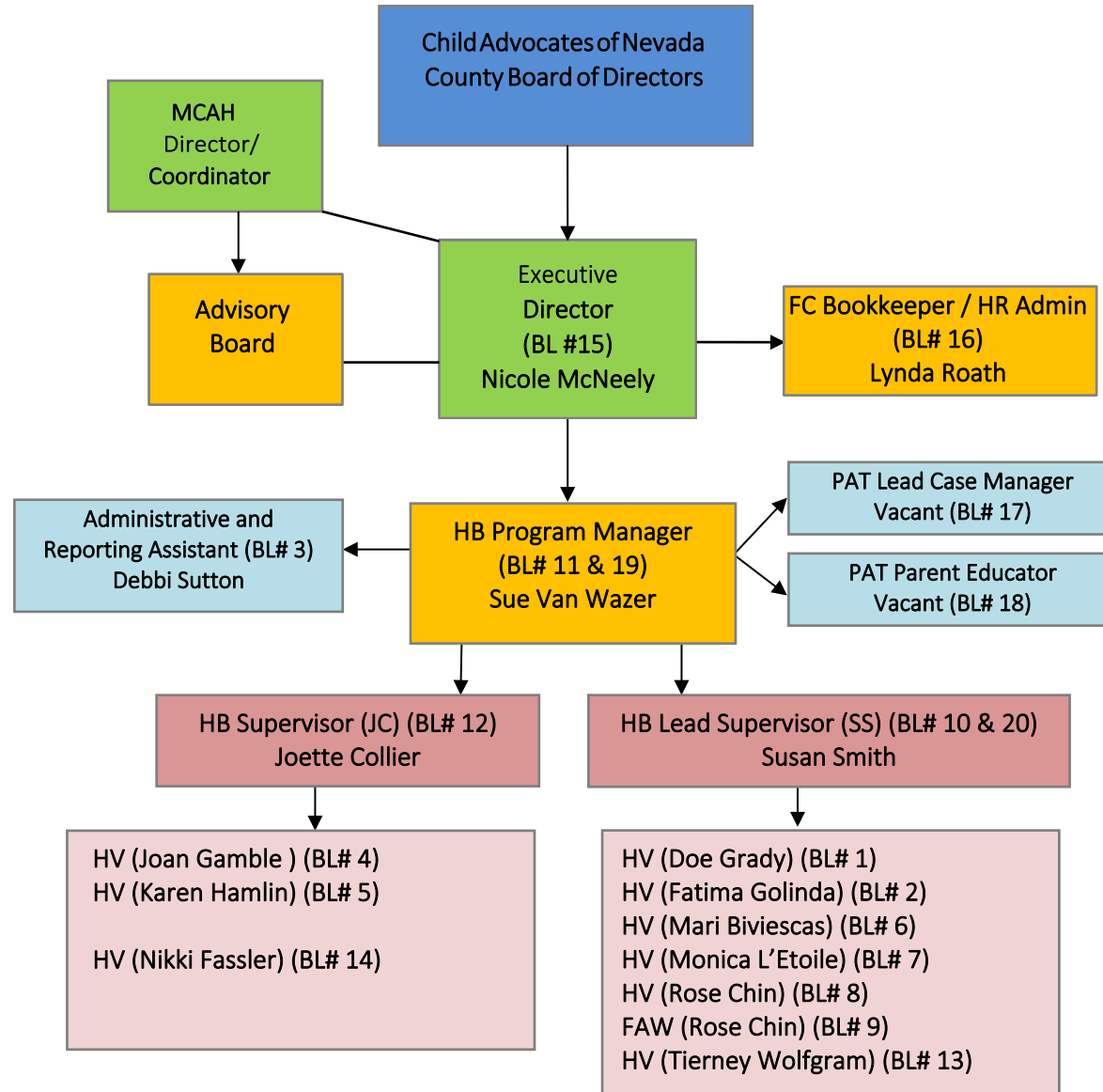
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**Signature of Supervisor**

---

**Date**

**CHILD ADVOCATES OF NEVADA COUNTY**  
**Foothills Healthy Babies CHVP Organizational Chart FY2022/23**





# SUBCONTRACT AGREEMENT TRANSMITTAL FORM

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

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

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

1. A brief (one page or less) explanation of the award process including all information necessary to evaluate the reasonableness of the price or cost and the necessity or desirability of incurring such cost, if applicable. (See contract Exhibit D (3)).
2. Subcontract Agreement Package consisting of:
  - Subcontract Agreement Transmittal Form
  - Subcontractor/Agency Agreement or copy of waiver letter
  - Proposed Scope of Work (CDPH MCAH Division format is required except for service contracts)
  - Budget (CDPH MCAH Division format is mandatory unless optional format is approved by CM)
  - Detailed Budget Justification

## AGENCY IDENTIFICATION

Agency Name: Nevada County Public Health Department

Agreement Number: CHVP SGF EXP 22b-2 Agreement Term: 07/01/22 - 06/30/23

Program Name:             MCAH             BIH             AFLP             CHVP

Approved Program Maximum Amount Payable: \$41,738

Program Director/Coordinator: Charlene Weiss-Wenzl, DPHN for MCAH Director

**SUBCONTRACTOR IDENTIFICATION**

Subcontractor or Consultant Name: First 5 Nevada County

Address: 380 Crown Point Circle, Grass Valley, CA 95945

Subcontractor Contact: Melody Easton Phone Number: (530) 902-6352

Total Subcontract Amount: \$41,738

Is Subcontract:  Single Year Agreement  Multiple Year Agreement

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

Current Fiscal Year (FY) Subcontract Amount: \$XX,XXX

Current FY Subcontract Period: XX/XX/XX - XX/XX/XX

Federal ID Number or Social Security Number: 37-1527257

Subcontractor's Program Director (N/A for consultants): Melody Easton, Executive Director

Phone Number: (530) 902-6352

Type of Subcontractor:

For-profit Organization

Non-profit Organization

University

Governmental Agency

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

Agency Signature:

**Erin Mettler** Digitally signed by Erin Mettler  
Date: 2023.03.02 15:19:36 -08'00'

Title:

Interim Public Health Director

Print Name:

Erin Mettler, MA

Date:

3/2/2023

Exhibit A  
Scope of Work  
[First 5]

**Purpose:** First 5 Nevada County will provide evaluation support to Nevada County Public Health for the California Home Visiting Program 2022 Expansion. First 5 Nevada County will subcontract with an external evaluator to conduct a Needs Assessment and Capacity Assessment of current home visiting programs in Nevada County and provide recommendations for future use of the CHVP funds.

<b>Major Objective</b>	<b>Major Functions, Tasks and Activities</b>	<b>Time Line</b>	<b>Staff Responsibilities</b>	<b>Performance Measure and/or Deliverables</b>
1. Develop and implement an evaluation plan for the Capacity Assessment that will be conducted with current home visiting programs in Nevada County	Identify an external evaluator to subcontract with for the work	January 2023 – February 2023	First 5 Executive Director	Meet with potential evaluators and gather bids  Select evaluator based on the bids and enter into a contract with First 5 Nevada County
	Develop parameters and a timeline for the capacity assessment	February 2023 – March 2023	First 5 Executive Director  External Evaluator	Meet with the subcontractor to develop the parameters and timeline for completion (questions for potential focus groups, data needed, review of existing models etc.)
	Provide administrative support to the subcontractor to aide in their completion of the capacity assessment	March 2023 – May 2023	First 5 Executive Director  First 5 Administrative Assistant	Assist the subcontractor in identifying key stakeholders within the existing home visiting program and preparing for convenings/information gathering
2. Develop and implement an evaluation plan for the Needs Assessment that will be conducted	Develop parameters and a timeline for the needs assessment to be completed with parents and community members who may be eligible for home visiting, but are not currently accessing it	February 2023 – March 2023	First 5 Executive Director  External Evaluator	Meet with the subcontractor to develop the parameters and timeline for completion (questions for potential focus groups, data needed, review of existing models etc.)

Exhibit A  
Scope of Work  
[First 5]

with parents and community members to assess needs and barriers to accessing existing home visiting services	Provide administrative support to the subcontractor to aide in their completion of the needs	March 2023 – May 2023	First 5 Executive Director  First 5 Administrative Assistant	Assist the subcontractor in identifying key stakeholders within the existing home visiting program and preparing for convenings/information gathering
	Provide incentives for parents to participate in the Needs Assessment activities (focus groups, listening sessions, key informant interviews etc.)	March 2023 – May 2023	First 5 Administrative Assistant	Coordinate the distribution of incentives for parent participation in the evaluation. Incentives will take the form of gift cards and proper documentation will be maintained
3. Review the results of the Capacity and Needs Assessments and develop recommendations for Nevada County Public Health	Review all data (qualitative and quantitative) gathered by the external evaluator and draw conclusions based on the information.	May 2023 – June 2023	First 5 Executive Director  First 5 Administrative Assistant	Provide Nevada County Public Health with a written report summarizing the findings and recommendations for best use of the CHVP Home Visiting Expansion funds



## Agreement Between Applied Survey Research and First 5 Nevada

It is the intention of Applied Survey Research to provide research consulting services for First 5 Nevada from February 3, 2023 to June 30, 2023.

### ARTICLE I. Applied Survey Research Responsibilities:

Applied Survey Research (hereinafter referred to as “ASR”) shall perform the services described in the Proposed Scope of Services below for First 5 Nevada (hereinafter referred to as “F5N”):

Phase/ Task	Timing	Hours	Cost
<b>I. Planning meetings</b>		<b>2</b>	<b>\$ 350</b>
Kickoff planning meeting between First 5 Nevada and ASR to review and finalize work plan goal and tasks.	January	2	
<b>2. Supply and Demand for Home Visiting</b>		<b>62</b>	<b>\$ 10,850</b>
Review countywide demographic data to estimate the percentage of people who may be eligible for the home visiting programs available in NC. 1. HFA: 2. PAT CalWORKS 3. PAT EHS  Nice-to-knows: 4. EHS in Truckee (serving Placer and Nevada Co) 5. Moving Beyond Depression, by PHD: Short term for people in another HV, only if flagged on EPDS	February	12	
Request and review enrollment and retention data from Healthy Families America and Parents as Teachers (CalWORKS, Early Head Start only) programs.	February	12	
Conduct up to 4 interviews with program staff (line staff+ program manager) to understand community interest in home visiting, referral channels, barriers and opportunities to expand services. <ul style="list-style-type: none"> <li>• HFA</li> <li>• PAT – CalWORKs</li> <li>• PAT - EHS</li> <li>• EHS in Truckee</li> <li>• MBD – only if time</li> </ul>	February	12	
Conduct two to three client focus groups to understand their experience in the programs and their perceptions of community appetite for increased home visiting programs. (get help with recruitment from program managers) <ul style="list-style-type: none"> <li>• Mixed groups are acceptable (HV, PAT)</li> <li>• Do a third group of non-participants (e.g., playgroup) reL</li> </ul>	March	16	

community interest in home visiting			
<ul style="list-style-type: none"> <li>• Ask them about</li> <li>• Melody has funds for incentives</li> </ul>			
Contingency for other data collection as needed.	March	10	
<b>3. Reporting</b>		<b>32</b>	<b>\$ 5,600</b>
Summarize findings into a brief 20-30 page report.	April	24	
Share draft with F5N; take feedback and finalize report.	April	8	
<b>Total</b>		<b>96</b>	<b>\$ 16,800</b>

## ARTICLE II. F5N Responsibilities:

F5N will provide ASR with the following:

- A. A liaison to oversee the progress of the project; to assume responsibility for assistance with facilitation; to encourage stakeholder involvement; and to provide appropriate facilities.

## ARTICLE III. Compensation:

- A. F5N shall compensate ASR for the services described in Article I, as budgeted, up to **\$16,800**. This budget reflects ASR's special non-profit rate.
- B. ASR shall bill F5N monthly beginning **March 1, 2023** and compensation shall be paid within 30 days upon presentation of ASR's invoice, assuming agreed-upon milestones have been met.

## ARTICLE IV. Additional Services:

- A. The services outlined in Article I of this Agreement constitute the full scope of normal services to be provided by ASR for the fee set forth in Article III. Additional services may be added to this agreement by supplemental written agreements separately negotiated.

## ARTICLE V. Time of Completion:

- A. The estimated time of completion for services outlined in Article I of this Agreement is June 30, 2023 following authorization to proceed.

## ARTICLE VI. Termination:

- A. This agreement may be terminated by either party upon seven days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the other, or lack of funding.
- B. In the event of termination due to the fault of parties other than ASR, ASR shall be paid compensation for services performed to the termination date, including reimbursable expenses then due and all termination expenses.

## ARTICLE VII. Extent of Agreement:

- A. This Agreement represents the entire agreement between ASR and F5N and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both ASR and F5N.
- B. All respondents will be guaranteed complete confidentiality.

**ARTICLE VIII. Governing Law:**

ASR is a California Corporation and this Agreement shall be governed by the laws of the State of California.

**APPLIED SURVEY RESEARCH** (Federal Tax ID # 94-2711764)  
 55 Penny Lane, Suite 101  
 Watsonville, Ca., 95076  
 Phone: 831-728-1356

Applied Survey Research:	
	
Lisa Niclai VP of Evaluation Applied Survey Research <a href="mailto:lisa@appliedsurveyresearch.org">lisa@appliedsurveyresearch.org</a>	
Date:	February 3, 2023

Accepted by:	
	
Melody Easton Executive Director First 5 Nevada County <a href="mailto:melody@first5nevco.org">melody@first5nevco.org</a>	
Date:	

**BUDGET SUMMARY**

**SUBCONTRACT**

FISCAL YEAR	INVOICE TYPE	BUDGET	BUDGET STATUS	BALANCE
2022-2023	QUARTERLY	ORIGINAL	ACTIVE	

Rev. 7/22/20

PURPOSE:	CHVP SGF Expansion		FUNDING SOURCE, PCA	
CONTRACTOR:	Nevada		CHVP - SGF, 51023	
AGREEMENT #:	CHVP SGF EXP 22b-29	(1)	(2)	(3)
SUBK:	First5	TOTAL FUNDING	%	\$
<b>FUNDING TOTALS</b>		<b>41,738</b>		<b>41,738</b>

EXPENSE CATEGORY				
PERSONNEL	\$15,398	100.00%	\$15,398	
FRINGE BENEFITS				
OPERATING	\$2,500	100.00%	\$2,500	
EQUIPMENT				
TRAVEL	\$500	100.00%	\$500	
SUBCONTRACTS	\$16,800	100.00%	\$16,800	
OTHER COSTS	\$5,000	100.00%	\$5,000	
INDIRECT COST	\$1,540	100.00%	\$1,540	
<b>BUDGET TOTALS</b>		<b>\$41,738</b>	<b>100.00%</b>	<b>\$41,738</b>
<b>BALANCES</b>		<b>=====&gt;</b>		

<b>Maximum Amount Payable:</b>	<b>\$41,738</b>
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I CERTIFY THAT THIS BUDGET HAS BEEN CONSTRUCTED IN COMPLIANCE WITH ALL MCAH ADMINISTRATIVE AND PROGRAM POLICIES.

**APPROVED**  
By Char Weiss-Wenzl at 1:08 pm, Mar 31, 2023

Signature over \_\_\_\_\_ DATE \_\_\_\_\_  
 Printed Name Charlene Weiss-Wenzl Project Director

State Use Only	FUNDING SOURCE	CHVP - SGF	
	PCA CODE		51023
PERSONNEL			15,398
FRINGE BENEFITS			
OPERATING			2,500
EQUIPMENT			
TRAVEL			500
SUBCONTRACTS			16,800
OTHER COSTS			5,000
INDIRECT COST			1,540
<b>Totals for PCA Codes</b>		<b>41,738</b>	<b>41,738</b>

PERSONNEL						Remaining Funds	
TOTAL PERSONNEL COSTS						15,398	15,398
TOTAL WAGES						15,398	15,398
	INITIALS	TITLE OR CLASS.	FTE %	ANNUAL SALARY	TOTAL WAGES		
1	MCE	Executive Director	10%	95,784	9,578	100.00%	9,578
2	RG	Administrative Assistant	10%	58,198	5,820	100.00%	5,820
3							
4							
5							
6							



<b>PURPOSE:</b>	<b>CHVP SGF Expansion</b>		<b>FUNDING SOURCE, PCA</b>	
<b>CONTRACTOR:</b>	<b>Nevada</b>		<b>CHVP - SGF, 51023</b>	
<b>AGREEMENT #:</b>	<b>CHVP SGF EXP 22b-29</b>	(1)	(2)	(3)
<b>SUBK:</b>	<b>First5</b>	<b>TOTAL FUNDING</b>	<b>%</b>	<b>\$</b>
<b>FUNDING TOTALS</b>		<b>41,738</b>		<b>41,738</b>

EXPENSE CATEGORY				
7				
8				
9				
10				

FRINGE BENEFITS		Remaining Funds	
<b>TOTAL FRINGE BENEFITS</b>			

OPERATING		Remaining Funds	
<b>TOTAL OPERATING EXPENSES</b>		<b>2,500</b>	<b>2,500</b>
1	Supplies	500	500
2	Facilities rental (as needed for focus groups, key informant interviews etc.) 10 events X \$200 per event.	2,000	2,000
3			
4			
5			

EQUIPMENT		Remaining Funds	
<b>TOTAL EQUIPMENT EXPENSES</b>			
1			
2			
3			
4			
5			

TRAVEL		Remaining Funds	
<b>TOTAL TRAVEL EXPENSES</b>		<b>500</b>	<b>500</b>
1	Mileage for evaluation activities (per government rate)-currently \$.655/mile(approx 763 miles)	500	500
2			
3			
4			
5			

SUBCONTRACTS		Remaining Funds	
<b>TOTAL SUBCONTRACT EXPENSES</b>		<b>16,800</b>	<b>16,800</b>
1	External Evaluator	16,800	16,800
2			
3			
4			
5			

OTHER COSTS		Remaining Funds	
<b>TOTAL OTHER COSTS</b>		<b>5,000</b>	<b>5,000</b>
1	Incentives for parent participation	5,000	5,000
2			
3			
4			
5			

INDIRECT COST		Remaining Funds	
<b>TOTAL INDIRECT COSTS</b>		<b>1,540</b>	<b>1,540</b>
10.00% of Total Personnel and Benefits		1,540	1,540

## Original Budget Justification Section

CHVP SGF EXP 22b-29 Nevada

ACTIVE

### PERSONNEL

		TOTALS	20.00%	153,982	15,398			Justification
INITIALS	TITLE OR CLASS.	FTE %	ANNUAL SALARY	TOTAL WAGES	FRINGE BENEFIT RATE %	FRINGE BENEFIT AMOUNT		
1	MCE Executive Director	10.000%	95,784	9,578			Up to 10% of Executive Director's time to assist external evaluator in the development of the final report, presentation to the First 5 Nevada County Commission, and presentation to the Public Health team for consideration	
2	RG Administrative Assistant	10.00%	58,198	5,820			Up to 10% of the Administrative Assistant's time to assist the external evaluator in the coordination of evaluation activities to support information gathering	
3								
4								
5								
6								
7								
8								
9								
10								

### FRINGE BENEFITS

	Justification
<b>TOTAL FRINGE BENEFITS</b>	

### OPERATING

<b>TOTAL OPERATING</b>		<b>2,500</b>	Justification
1	Supplies	500	
2	Facilities rental (as needed for focus groups, key informant interviews etc.) 10 events X \$200 per event.	2,000	Supplies necessary for the completion of evaluation activities (may include printing costs and other materials)
3			Facilities rental for evaluation activities, when free or donated space is not available. 10 events X \$200 per event.
4			
5			

## Original Budget Justification Section

CHVP SGF EXP 22b-29 Nevada

ACTIVE

### EQUIPMENT

Justification

TOTAL EQUIPMENT EXPENSES

1			
2			
3			
4			
5			

### TRAVEL

Justification

TOTAL TRAVEL EXPENSES

500

1	Mileage for evaluation activities (per government rate)-currently \$.655/mile(approx 763 miles)	500	Reimbursement for staff mileage, as needed, for the completion of evaluation activities. Currently \$.655/mile(approx 763 miles)
2			
3			
4			
5			

### SUBCONTRACTS

Justification

TOTAL SUBCONTRACT EXPENSES

16,800

1	External Evaluator	16,800	Subcontract with the external evaluator, Applied Survey Research, to conduct evaluation activities (key stakeholder meetings, informational interviews with staff, parent focus groups, and the acquisition of county-level data to support the conclusions), development of a final report outlining conclusions and recommendations for best use of the CHVP expansion funds
2			
3			
4			
5			

### OTHER COSTS

Justification

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## Original Budget Justification Section

**CHVP SGF EXP 22b-29 Nevada**

ACTIVE

TOTAL OTHER COSTS		5,000	
1	Incentives for parent participation	5,000	Incentives to be provided to parents for sharing their expertise around parenting, accessing local services, and participation in home visiting programs. Incentives may include grocery store gift cards, gas gift cards, offering child care during focus group sessions (stipend provided to child care providers), developmentally appropriate activities for their children (ASQ boxes etc.) Approx. 100 client gift cards @ \$25 and approx. 50 client/child care stipend @ \$50
2			
3			
4			
5			

INDIRECT COST			
TOTAL INDIRECT COSTS		1,540	Justification
10.00%	of Total Personnel and Benefits	1,540	Per CDPH approved ICR.



**JOB ANNOUNCEMENT:  
FIRST 5 NEVADA COUNTY  
EXECUTIVE DIRECTOR  
July 18, 2019**

**Contact:**

Sandi McPhetridge, Administrative Assistant  
380 Crown Point Circle  
Grass Valley, CA 95945  
530-274-5361  
[sandi@first5nevco.org](mailto:sandi@first5nevco.org)

**First 5 Nevada County:** In 1998, Proposition 10 was approved by California voters, allowing a portion of taxes on tobacco products to be allotted toward developing the “California Children and Families First Initiative.” First 5 Nevada County is a public agency that focuses on improving early childhood development. The Commission administers grants to expand the amount and types of services that improve early childhood development; to coordinate systems; and to enable collaboration among agencies serving young children and their families. The Commission also provides limited direct services and engages in advocacy work and collaborations to develop capacity otherwise unavailable in the community.

**Definition:** Under administrative direction from the First 5 Nevada County Commission, the Executive Director is responsible for providing a full range of management-level support for the Commission as the chief operating officer of the agency. This includes, but is not limited to, providing contract development, implementation and administration; program review and basic evaluation; program and Commission budget development and monitoring; leading development of the strategic plan; and conducting policy, systems and/or environmental change work.

**Duties and Desirable Qualifications:** The Executive Director will need to operate the Commission in accordance with the California Children and Families Act and other relevant laws and ordinances. Knowledge of early childhood development theories and practices is desirable, along with an ability to manage governmental budgeting, accounting finance, and reporting. The Executive Director will be able to work effectively and collaboratively with a broad range of agencies, communities and individuals or groups. He/she/they will have a job history demonstrating strong initiative, effective communication skills including experience with public presentations, integrity, sound judgment, and a high degree of maturity.

Duties will include, but are not limited to:

- Working directly with the Commission members to establish long- and short-term goals, processes, and procedures;

- Planning, organizing, directing, and supervising the work of the support staff member;
- Planning and setting Commission meeting agendas in conjunction with the Commission;
- Working effectively with county agencies, private and community based organizations, schools, and others to fulfill the Commission's mission;
- Arranging and conducting public meetings;
- Analyzing and providing information to the Commission on critical topics and providing guidance;
- Providing analysis on complex issues, selecting options, projecting consequences of proposed actions, and implementing recommendations in support of objectives;
- Evaluating administrative issues and developing solutions;
- Preparing written materials, such as Commission briefs, reports, and grant applications;
- Developing and implementing community outreach services by making presentations to the Commission, elected officials, and community groups;
- Developing and administering contracts;
- Developing and administering budgets, fiscal reports, and long-range financial projections and plans; and
- Other duties as assigned or necessary.

**Minimum Qualifications:**

Masters Degree in Social Work, Psychology, Early Childhood Development, Health Sciences, Public Administration, Business, or a closely-related field and one year of demonstrated experience in public agency management or coordination, preferably involving the provision of services to children and families;

**OR**

Bachelors Degree in Social Sciences, Public Administration, Business, or a closely-related field and three years of demonstrated experience in public agency management or coordination, preferably involving the provision of services to children and families.

**Other Requirements:**

- Valid California driver's license
- Must submit to and pass a criminal background check

*Due to office location in a child care center, the following are also required:*

- Valid TB test
- Proof of MMR and TDAP immunizations and annual flu vaccination

**Physical Demands:** Mobility to work in a standard office environment, use standard office equipment and attend off-site meetings; manual dexterity to use standard office equipment and supplies and to manipulate single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone.

Willingness and ability to work in various cultural, physical, behavioral and environmental settings.

**Compensation and Benefits:**

- \$76,565 to \$92,997 annually, depending on experience
- 12 vacation days accrued annually, years 0-4;  
18 vacation days accrued annually, years 5-9;  
24 vacation days accrued annually, after year 10
- 14 holidays per year
- Lump sum contribution to be used toward medical, dental and/or vision insurance
- Paid participation in the Public Employees Retirement System
- Up to \$500 per year for professional growth education

**Application and Selection:** Candidates must submit a resume and cover letter, including at least three professional references. All applications will be reviewed by an ad hoc subcommittee of the Commission. The best qualified candidates will be selected for an interview by the First 5 Nevada County Commission. All candidates will be notified by email of the final decision. Application materials shall be submitted to Sandi McPhetridge, First 5 Nevada County, 380 Crown Point Circle, Grass Valley, CA 95945 OR electronically at sandi@first5nevco.org. The deadline for receipt of applications is no later than 4:00 p.m. on August 9, 2019.

**First 5 Nevada County is an Equal Opportunity Employer. Arrangements may be made to accommodate applicants with disabilities by calling (530) 274-5361.**



**JOB DESCRIPTION:  
ADMINISTRATIVE ASSISTANT  
Spring 2020**

**Definition:**

Under supervision of the Executive Director, the Administrative Assistant (“Assistant”) is responsible for assisting in planning and implementing First 5 Nevada County’s operations, in accordance with direction from the First 5 Commission. We’re looking for a person who likes to organize and keep things running well; someone who can be a team player in a happy, busy office with periodic deadlines.

**Examples of Duties:**

Commission Meetings

- Take and transcribe public meeting minutes;
- Prepare and distribute Commissioner and Workgroup binders;
- Post and distribute Commission agendas in accordance with the Brown Act;
- Maintain public records as required by law;
- Conduct Commission purchasing;

Administrative Activities

- Support the contracts management functions, including maintaining contract files, communicating with contractors about report and presentation deadlines, arranging for payments to contractors, collecting and organizing reports, maintaining checklists of contract requirements and submissions;
- Collect and track timesheets and expense reports from staff and contractors, including tracking Professional Expert Agreements with contractors, as needed;
- Maintain administrative, fiscal and program files;
- Input data into spreadsheets;

Fiscal Activities

- Process payables and receivables, including mandated signatures, also including monthly credit card statement;
- Interface with outside vendors as needed;
- Communicate and work with the Nevada County Superintendent of Schools and Nevada County Auditor-Controller, as required;
- Make deposits, as needed, at the County Treasurer’s office;
- Input warrant requests into the County Treasury system, gather necessary signatures, pick up and distribute checks;
- Use County Treasury system to create monthly reports for bookkeeper to reconcile Quickbooks to, including Trial Balance, Revenue Status Report, Revenue Audit Trail, Expenditure Status Report, and Expenditure Audit Trail;

General

- Work as a team with Executive Director to conduct grant-making and project implementation as directed by the commission;



- Update office templates and forms;
- Respond to office visitors, taking and transmitting messages, referring callers, etc. as necessary;
- Process incoming and outgoing mail;
- Conduct paper duplication and assist others with equipment operation;
- Maintain master office schedule, schedule conference rooms and arrange for the conduct of events and meetings;
- Perform other clerical functions as requested;
- Manage the Commission website and Facebook account, making at least weekly posts;
- Coordinate First 5 School Readiness activities such as Halloween Book Giveaway participation.
- Provide support services to Executive Director as necessary.

**Qualifications:**

**A. Skill in:**

1. Understanding and following oral and written directions;
2. Basic mathematics to support creating warrant requests;
3. Arranging and supporting public meetings;
4. Prioritizing workflow in a multi-task environment;
5. Communicating effectively and tactfully;
6. Working effectively with others;
7. Demonstrated success at working effectively in a diverse, collaborative team environment, with skills in promoting inclusion;
8. Demonstrated commitment to equity, with experience in socio-economically diverse communities;
9. Experience and willingness to work with culturally and socio-economically diverse families who have experienced, or are currently experiencing, trauma.

**B. Knowledge of:**

1. Computer word processing and spreadsheet software;
2. Social Media/Website Updating
3. Data collection and entry techniques;
4. Receptionist and telephone techniques;
5. QuickBooks software.

**Other Requirements:**

- Valid California driver’s license
- Must submit to and pass a criminal background check
- Due to office location in a child care center, the following are also required:
- Valid TB test
- Proof of MMR and TDAP immunizations and annual flu vaccination

**Salary:**

- \$20.55 - \$24.87 Hourly

# First 5 Nevada County Commission

First 5 Nevada County  
Executive Director  
Melody Easton BL #1

Administrative Assistant  
Rosemary Gonzalez BL #2

First 5 Nevada County is consulting with Applied Survey Research (ASR) for a  
Community Home Visiting Needs Assessment only.  
All Home Visiting staff are through  
SubK Child Advocates of Nevada County (CANC). Please see  
CHVP SGF EXP 22b-29 7 Org Chart CANC 03.30.23

**Submit**

**GOVERNMENT AGENCY TAXPAYER ID FORM**

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

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

Principal Government Agency Name: **County of Nevada**

Remit-To Address (Street or PO Box): **500 Crown Point Circle, Suite 110**

City: **Grass Valley** State: **CA** Zip Code+4: **95945-956**

Government Type:  City  County  Special District  Federal  Other (Specify)


Federal Employer Identification Number (FEIN): **94-6000526**

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

FI\$Cal ID# (if known)	<input type="text"/>	Dept/Division/Unit Name	<b>Public Health Department</b>	Complete Address	<b>500 Crown Point Circle, Suite 110, Grass Valley, CA 95945</b>
FI\$Cal ID# (if known)	<input type="text"/>	Dept/Division/Unit Name	<input type="text"/>	Complete Address	<input type="text"/>
FI\$Cal ID# (if known)	<input type="text"/>	Dept/Division/Unit Name	<input type="text"/>	Complete Address	<input type="text"/>
FI\$Cal ID# (if known)	<input type="text"/>	Dept/Division/Unit Name	<input type="text"/>	Complete Address	<input type="text"/>

Contact Person: **Erin Mettler, MA** Title: **Interim Public Health Director**

Phone number: **530-265-1732** E-mail address: **Erin.Mettler@nevadacountyca.gov**

Signature:  Date: **1/10/23**