



AGENDA

BOARD OF SUPERVISORS, COUNTY OF MONO STATE OF CALIFORNIA

Regular Meetings: The First, Second, and Third Tuesday of each month. Location of meeting is specified just below.

MEETING LOCATION Board Chambers, 2nd Fl., County Courthouse, 278 Main St., Bridgeport, CA 93517

Regular Meeting August 4, 2015

TELECONFERENCE LOCATIONS: 1) First and Second Meetings of Each Month: Mammoth Lakes CAO Conference Room, 3rd Floor Sierra Center Mall, 452 Old Mammoth Road, Mammoth Lakes, California, 93546; 2) Third Meeting of Each Month: Mono County Courthouse, 278 Main, 2nd Floor Board Chambers, Bridgeport, CA 93517. Board Members may participate from a teleconference location. Note: Members of the public may attend the open-session portion of the meeting from a teleconference location, and may address the board during any one of the opportunities provided on the agenda under Opportunity for the Public to Address the Board.

NOTE: In compliance with the Americans with Disabilities Act if you need special assistance to participate in this meeting, please contact the Clerk of the Board at (760) 932-5534. Notification 48 hours prior to the meeting will enable the County to make reasonable arrangements to ensure accessibility to this meeting (See 42 USCS 12132, 28CFR 35.130).

Full agenda packets are available for the public to review in the Office of the Clerk of the Board (Annex I - 74 North School Street, Bridgeport, CA 93517), and in the County Offices located in Minaret Mall, 2nd Floor (437 Old Mammoth Road, Mammoth Lakes CA 93546). Any writing distributed less than 72 hours prior to the meeting will be available for public inspection in the Office of the Clerk of the Board (Annex I - 74 North School Street, Bridgeport, CA 93517). **ON THE WEB:** You can view the upcoming agenda at www.monocounty.ca.gov. If you would like to receive an automatic copy of this agenda by email, please send your request to Bob Musil, Clerk of the Board: bmusil@mono.ca.gov.

UNLESS OTHERWISE SPECIFIED BY TIME, ITEMS SCHEDULED FOR EITHER THE MORNING OR AFTERNOON SESSIONS WILL BE HEARD ACCORDING TO AVAILABLE TIME AND PRESENCE OF INTERESTED PERSONS. PUBLIC MAY COMMENT ON AGENDA ITEMS AT THE TIME THE ITEM IS HEARD.

9:00 AM Call meeting to Order

Pledge of Allegiance

1. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

on items of public interest that are within the subject matter jurisdiction of the Board. (Speakers may be limited in speaking time dependent upon the press of business and number of persons wishing to address the Board.)

2. APPROVAL OF MINUTES - NONE

3. RECOGNITIONS - NONE

4. BOARD MEMBER REPORTS

The Board may, if time permits, take Board Reports at any time during the meeting and not at a specific time.

5. COUNTY ADMINISTRATIVE OFFICE

CAO Report regarding Board Assignments

Receive brief oral report by County Administrative Officer (CAO) regarding work activities.

6. DEPARTMENT/COMMISSION REPORTS

7. CONSENT AGENDA

(All matters on the consent agenda are to be approved on one motion unless a board member requests separate action on a specific item.)

A. Department of Public Health Immunization Grant Fiscal Year 2015-2017

Departments: Public Health

Proposed grant with the California Department of Public Health pertaining to immunization services.

Recommended Action: Approve and authorize the Chair of the Board to sign the Standard Agreement Number 15-10434 with the California Department of Public Health (CDPH) for the Immunization Program for FY 2015-2017.

Fiscal Impact: \$145,000 to provide immunization services in FY 2015-2017. This grant was anticipated, however it has increased by \$45,000 for grant cycle.

B. Information Technology Strategic Plan

Departments: Information Technology

After an initial presentation of the Information Technology Strategic Plan to the Board on July 14th, 2015, the document was presented to and adopted by the Mammoth Lakes Town Council on July 15th, 2015. The document is now being brought back before you for adoption.

Recommended Action: Adopt the final draft of the 2015-2018 Information Technology Strategic Plan.

Fiscal Impact: None.

C. California Broadband Cooperative Director Compensation

Departments: Information Technology

Pursuant to the bylaws of the California Broadband Cooperative (of which Mono County is a Class A member), members of the Cooperative's board of directors are entitled to compensation of \$2,000 annually plus \$1,000 per meeting. Mono County has the right to appoint one such director and previously appointed Nate Greenberg. The Cooperative's bylaws also allow for a Class A member (such as Mono County) to request that the compensation for its director's services be eliminated, reduced, or paid directly to the member (i.e., Mono County). This item is seeking authorization from the Board of Supervisors to have the full amount of this compensation paid directly to Mono County and be realized as revenue in the IT Department's budget.

Recommended Action: Authorize that the full amount of compensation for Nate Greenberg's services as Mono County's appointed director on the California Broadband Cooperative's (CBC) board of directors be paid directly to Mono County.

Fiscal Impact: \$6,000 annual revenue for the IT Department's budget.

D. Request to Hold Special Election

Departments: Elections

Notice has been given by the Town of Mammoth Lakes, that a Special Municipal Election is to be held in the Town of Mammoth Lakes on Tuesday, October 6, 2015, at which there will be submitted to the voters the following measure:
MEASURE Z: Shall the ordinance to require voter approval to alter transient rental zoning in certain residential neighborhoods be adopted? Yes or No? The Town of Mammoth Lakes has requested the Mono County Registrar of Voters conduct this election. This item is being brought forward pursuant to Elections Code section 10002 to provide authorization from the Mono County Board of Supervisors allowing the Mono County Registrar of Voters to conduct said election. All costs associated with this election will be reimbursed by the Town of Mammoth Lakes.

Recommended Action: Authorize the Mono County Registrar of Voters to conduct a Special Election for the Town of Mammoth Lakes, concerning Measure "Z", on October 6, 2015. Direct staff to bill the Town of Mammoth Lakes for conducting said election.

Fiscal Impact: None. All costs associated with this special election will be reimbursed by the Town of Mammoth Lakes. Both expenditures and the reimbursement are included in the 2015-16 Elections budget.

8. CORRESPONDENCE RECEIVED (INFORMATIONAL) - NONE

All items listed are located in the Office of the Clerk of the Board, and are available for review.

9. REGULAR AGENDA - MORNING

A. Presentation on Walking Water

Departments: Clerk of the Board

20 minutes (15 minute presentation; 5 minute discussion)

(Kate Bunney) - Kate Bunney is coordinating the Walking Water event beginning the first week of September. The group is walking to raise awareness about water issues and will trek from Saddlebag Lake to Owens Lake over a 3 week period.

Recommended Action: None. Informational only.

Fiscal Impact: None.

B. Verizon Request to Permanently Deviate From Scenic Highway Underground Requirements

Departments: Community Development Department, IT

15 minutes (5 minute presentation; 10 minute discussion)

(Nate Greenberg, Scott Burns) - Proposed comment letter responding to Verizon's request to permanently deviate from Highway 395 Scenic Highway underground utility requirement.

Recommended Action: Authorize the Chairman's signature on the attached comment letter opposing Verizon's request to the CPUC, and provide any desired direction to staff.

Fiscal Impact: No impact to general fund.

10. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

on items of public interest that are within the subject matter jurisdiction of the Board. (Speakers may be limited in speaking time dependent upon the press of business and number of persons wishing to address the Board.)

11. CLOSED SESSION

A. Closed Session--Human Resources

CONFERENCE WITH LABOR NEGOTIATORS. Government Code Section 54957.6. Agency designated representative(s): Marshall Rudolph, John Vallejo, Leslie Chapman, and Lynda Salcido. Employee Organization(s): Mono County Sheriff's Officers Association (aka Deputy Sheriff's Association), Local 39--majority representative of Mono County Public Employees (MCPE) and Deputy Probation Officers Unit (DPOU), Mono County Paramedic Rescue Association (PARA), Mono County Public Safety Officers Association (PSO), and Mono County Sheriff Department's Management Association (SO Mgmt). Unrepresented employees: All.

B. Closed session - Exposure to Litigation

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION.

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code section 54956.9. Number of potential cases: 1. Facts and circumstances: Mass wasting of slope adjacent to Mill Canyon Road.

REGULAR OPEN SESSION CONTINUES

12. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

on items of public interest that are within the subject matter jurisdiction of the Board. (Speakers may be limited in speaking time dependent upon the press of business and number of persons wishing to address the Board.)

13. REGULAR AGENDA

A. Mill Canyon Road

Departments: Public Works - Road

30 minutes (5 minute presentation; 20 minute discussion)

(Jeff Walters) - Board Chairman Fesko requested this item. Mill Canyon Road is a county maintained road located south west of Walker. It is a dirt road crossing through Bureau of Land Management land. The slope above and below a section of the road is sliding downhill, thereby affecting the road. The county temporarily closed affected portions of the road on July 21.

Recommended Action: Hear Public Works staff report regarding current status of Mill Canyon Road and the hillside both above and below the road. Determine whether to: (1) continue the closure of Mill Canyon Road at the affected site for a specified period of time; (2) continue the closure for an indefinite period of time; (3) provide for limited or restricted use of the road via a locked gate or other mechanism; (4) delegate authority to the Director of Public Works (as County Road Commissioner) to close and reopen affected portions of the road as necessary to protect the road and/or the public; or (5) open the road. Provide any other desired direction to staff.

Fiscal Impact: None at this time.

ADJOURN



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE August 4, 2015

Departments: Public Health

TIME REQUIRED

SUBJECT Department of Public Health
Immunization Grant Fiscal Year
2015-2017

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Proposed grant with the California Department of Public Health pertaining to immunization services.

RECOMMENDED ACTION:

Approve and authorize the Chair of the Board to sign the Standard Agreement Number 15-10434 with the California Department of Public Health (CDPH) for the Immunization Program for FY 2015-2017.

FISCAL IMPACT:

\$145,000 to provide immunization services in FY 2015-2017. This grant was anticipated, however it has increased by \$45,000 for grant cycle.

CONTACT NAME: Hillary Bayliss, PHN, Health Program Manager

PHONE/EMAIL: 760-924-1835 / hbayliss@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

Hillary Bayliss, PHN, Health Program Manager: requesting 2
copies of the Board Motion.

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

[Staff Report for Immunization Grant FY 2015-2017](#)

[California Department of Public Health Grant FY 2015-2017](#)

[California Department of Public Health Grant Signature Page](#)

History

Time	Who	Approval
7/13/2015 11:13 AM	County Administrative Office	Yes
7/28/2015 11:39 AM	County Counsel	Yes
7/28/2015 5:58 PM	Finance	Yes

July 13, 2015

To: Honorable Board of Supervisors
From: Lynda Salcido, Public Health Director
Subject: Department of Public Health Immunization Grant FY 2015-2017
Standard Agreement

Recommended Action: Approve and authorize the Chair to sign the Standard Agreement, Number 15-10434 with the California Department of Public Health (CDPH) for the Immunization Program for FY 2015-2017.

Discussion: In the past, the Mono County Public Health Department received contract agreements with CDPH for the Immunization Program. CDPH has changed the funding from contract to grant, in order to alleviate some challenges with money streams. All functions of the Immunization Program at the local and State levels remain the same.

The Public Health Department of Mono County has now received a direct funding grant from the immunization branch of the CDPH. Mono County has been awarded \$145,000 which is base level funding with FY 2015/2016 through FY 2016/2017. This is an increase of \$45,000 from the previous contract. This grant augments the cost of the immunization program provided by the Mono County Health Department, which assists the county in complying with the requirements of the Health and Safety Code and joining the State in its objective to control vaccine preventable disease.

The objective to control vaccine preventable disease continues to be a main focus of our activity. As a result of the pertussis outbreak in 2009, recommendations regarding the pertussis containing vaccine continue to evolve and therefore much time and effort continues to be educating medical providers, school personnel, and families within Mono County to ensure maximum protection against this deadly disease. In addition, new laws regarding immunization exemptions at day care centers and schools have, and continue to change, the immunization arena. Extensive time both internally and with school personnel continues to ensure proper enactment of the laws.

The immunization program provides federally supplied vaccine at a cost of just \$5.00 per vaccine or \$10.00 per visit to qualified children under 19. The Health Department continues to hold regularly scheduled clinics in Mammoth Lakes and Bridgeport, and Coleville/Walker and Benton as needed. The Health Department continues to vaccinate against all recommended adult vaccines and offers the only full service travel vaccine clinic in the Eastern Sierra.

Fiscal Impact: Mono County will receive \$145,000 to provide immunization services in FY 2015/2016 through FY 2016/2017.

For questions regarding this item, please call Lynda Salcido at 760.924.1842.

Submitted by: _____
Lynda Salcido, Public Health Director Date



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



KAREN L. SMITH, MD, MPH
Director and State Health Officer

EDMUND G. BROWN JR.
Governor

June 26, 2015

County of Mono
Attention: Hillary Bayliss
P.O. Box 3329
Mammoth Lakes, CA 93546

Subject: Grant Agreement Number 15-10434

Dear Ms. Bayliss:

Please find attached the above-referenced Grant Agreement between the California Department of Public Health and County of Contra Costa for review and signature.

The Agreement is an Adobe Acrobat PDF document with "READ ONLY" attributes. If you encounter any problems please contact me immediately for assistance. Please do not alter this Agreement, but if necessary, all requests for changes/corrections must be submitted to CDPH for Contract Management Unit approval prior to Grantee signature.

To approve this Agreement print, sign and return only the following checked items:


- Two (2) original copies of the Grant Agreement, CDPH 1229** (sign page 3 of the Grant Agreement) both copies must bear original signatures. Please return two (2) sets of all three (3) pages of the Grant Agreement, CDPH 1229.
- Return (1) original copy of the Exhibit F, #6, Certification Regarding Lobbying** for federally funded grants over \$100,000. This original copy must bear original signature.
- One (1) original copy of the Board Resolution/Order/Motion, ordinance or other similar document authorizing execution of the agreement.**

Federal funding is made available from the Centers for Disease Control, Immunization Grant 93.268.

This agreement cannot be considered binding on either party until approved by appropriate authorized state agencies. No services should be provided prior to approval, as the State is not obligated to make any payments on any agreement prior to final approval. Expeditious handling of this agreement is appreciated. For inquiries regarding this agreement, please contact Jonathan Tandoc at (510) 412-6053. Unless otherwise instructed, do not invoice CDPH for services rendered under this agreement until you receive your copy of the fully executed agreement.

Hillary Bayliss
County of Mono
June 26, 2015
Page 2 of 2

The Centers for Disease Control requires that all federal funds be obligated by December 31, 2015. While the CDPH Immunization Branch will take responsibility to ensure that funds are obligated by the required due date, this requirement cannot be completed without a fully executed agreement. Therefore, in order to complete the process, agreements should be signed and returned to the Immunization Branch as soon as possible.



Jonathan Tandoc
California Department of Public Health
Immunization Branch
850 Marina Bay Pkwy., Bldg. P 2nd Floor
Richmond, CA 94804
(510) 412-6053

Attachment(s)

CALIFORNIA IMMUNIZATION PROGRAM
RFA # 15-10146 Immunization Local Assistance Grant
Awarded By

THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, hereinafter “Department”

TO

County of Mono, hereinafter “Grantee”

**Implementing the project, “Provide Immunization Services to the General Public,”
hereinafter “Project”**

GRANT AGREEMENT NUMBER 15–10434

The Department awards this Grant and the Grantee accepts and agrees to use the Grant funds as follows:

AUTHORITY: The Department has authority to grant funds for the Project under Health and Safety Code, Section 120325-120380 of the Health & Safety Code, Chapter 435, which requires immunizations against childhood diseases prior to school admittance and Federal Grant # 5H23IP000717-03.

PURPOSE: The Department shall provide a grant to and for the benefit of the Grantee; the purpose of the Grant is to provide immunization services to the general public. Local Health Department (LHD) Health Officers are required to organize and maintain a program to make the required immunizations available. This grant assists the Grantee in defraying costs of the program which supports the State's objectives to control diseases that are preventable by vaccines. It is the California Department of Public Health's (CDPH) responsibility to provide this assistance to LHDs. The Grantee is to conduct a general immunization program which provides the general public with vaccines recommended by the Advisory Committee on Immunization Practices (ACIP). In addition, the Grantee identifies target populations in need of immunizations and initiates corrective action to improve immunization levels.

GRANT AMOUNT: The maximum amount payable under this Grant shall not exceed Seventy Two Thousand Five Hundred dollars (\$72,500).

TERM OF GRANT: The term of the Grant shall begin on July 1, 2015, or upon approval of this grant, and terminates on June 30, 2017. No funds may be requested or invoiced for work performed or costs incurred after June 30, 2017.

PROJECT REPRESENTATIVES. The Project Representatives during the term of this Grant will be:

California Department of Public Health	Grantee:
Immunization Branch Attn: Jonathan Tandoc, Associate Governmental Program Analyst	County of Mono Name: Hillary Bayliss
Address: 850 Marina Bay Pkwy., Bldg. P, 2 nd Floor	Address: PO Box 3329

City, ZIP: Richmond, CA 94804	City, ZIP: Mammoth Lakes, CA 93546
Phone: (510) 412-6053	Phone: (760) 924-1830
Fax: (510) 620-3774	Fax: (760) 924-1831
E-mail: Jonathan.Tandoc@cdph.ca.gov	E-mail: hbayliss@mono.ca.gov

Direct all inquiries to:

California Department of Public Health, Immunization Branch	Grantee: County of Mono
Attention: Souk Mouanoutoua, Field Representative	Attention: Hillary Bayliss
Address 3374 E. Shields Ave #C20	Address: PO Box 3329
City, ZIP: Fresno, CA 93726	City, ZIP: Mammoth Lakes, CA 93546
Phone: (559) 228-5855	Phone: (760) 924-1830
Fax: (559) 228-5862	Fax: (760) 924-1831
E-mail: souk.mouanoutoua@cdph.ca.gov	E-mail: hbayliss@mono.ca.gov

Either party may change its Project Representative upon written notice to the other party.

STANDARD PROVISIONS. The following exhibits are attached and made a part of this Grant by this reference:

- Exhibit A GRANT APPLICATION
The Grant Application provides the description of the project.
- Exhibit B BUDGET DETAIL AND PAYMENT PROVISIONS
The approved budget supersedes the proposed budget in the Grant Application.
- Exhibit C STANDARD GRANT CONDITIONS
- Exhibit D REQUEST FOR APPLICATIONS #15-10146
Including all the requirements and Attachments contained therein
- Exhibit E ADDITIONAL PROVISIONS
- Exhibit F FEDERAL TERMS AND CONDITIONS

GRANTEE REPRESENTATIONS: The Grantee(s) accept all terms, provisions, and conditions of this grant, including those stated in the Exhibits incorporated by reference above. The Grantee(s) shall fulfill all assurances and commitments made in the application, declarations, other accompanying documents, and written communications (e.g., e-mail, correspondence) filed in support of the request for grant funding. The Grantee(s) shall comply with and require its contractors and subcontractors to comply with all applicable laws, policies, and regulations.

IN WITNESS THEREOF, the parties have executed this Grant on the dates set forth below.

Executed By:

Date: _____

Tim Fesko, Chair of the Board
County of Mono
PO Box 3329
Mammoth Lakes, CA 93546

Date: _____

Yolanda Murillo, Chief
Contracts and Purchasing Services Section
California Department of Public Health
1616 Capitol Avenue, Suite 74.317
MS 1802, P.O. Box 997377
Sacramento, CA 95899-7377

County of Mono
Grant # 15-10434
Total Pages: 20

EXHIBIT A

GRANT APPLICATION

CDPH Immunization Branch	Form 1
Fiscal Year 2015-17	
APPLICATION COVER SHEET/CHECKLIST	

DATE OF SUBMISSION	05.18.2015
ORGANIZATION NAME	Mono County Health Department
AGREEMENT NUMBER	<i>(Will be assigned by IZ/CDPH)</i>

Provide the name, phone number, and e-mail address of the person we can contact to confirm the date/time of the negotiation conference call.

Contact Name: Hillary Bayliss	Phone Number: 760-924-1835
E-mail: hbayliss@mono.ca.gov	

Type of Application:

New
 Renewal
 Continuation
 Supplement
 Revision

Budget Period: From: July 1, 2015 To: June 30, 2017	Total Amount Requested: \$ 72,500.00
---	--

Letter of Intent due _____, 2015

APPLICATION CONTENTS:

Application due May 22, 2015

Please Check

- | | |
|---|-------------------------------------|
| Form 1: Application Cover Sheet/Checklist | <input checked="" type="checkbox"/> |
| Form 2: Grantee Information Form | <input checked="" type="checkbox"/> |
| Form 3: Local Project Synopsis | <input checked="" type="checkbox"/> |
| Form 4: LHD Scope of Work | <input checked="" type="checkbox"/> |
| Form 5A: FY 2015-16 Grantee Budget and/or Subgrantee Budget | <input checked="" type="checkbox"/> |
| Form 5B: FY 2016-17 Grantee Budget and/or Subgrantee Budget | <input checked="" type="checkbox"/> |

NOTE: The above documents must be completed and submitted with this Application Cover Sheet/Checklist Form. E-mail completed application to izb.admin@cdph.ca.gov by the submission deadline.

**CDPH Immunization Branch
Grantee Information Form**

Date Form Completed: 05.18.15

Organization	This is the information that will appear on your grant agreement cover.	
	Federal Tax ID #	<u>95-6005661</u> Contract/Grant# <u>(will be assigned by IZ/CDPH)</u>
	Name	<u>Mono County Public Health Department</u>
	Mailing Address	<u>PO Box 3329, Mammoth Lakes, CA 93546</u>
	Street Address (If Different)	<u>437 Old Mammoth Rd, Suite Q, Mammoth Lakes, Ca 93546</u>
	County	<u>Mono</u>
	Phone	<u>760.924.1830</u> Fax <u>760.924.1831</u>
	Website	<u>monocounty.ca.gov</u>
Grant Signatory	The Grant Signatory has authority to sign the grant agreement cover.	
	Name	<u>Tim Fesko</u>
	Title	<u>Chair of the Board</u>
	If address(es) are the same as the organization above, just check this box and go to Phone <input checked="" type="checkbox"/>	
	Mailing Address	_____
	Street Address (If Different)	_____
	Phone	_____ Fax _____
E-mail	_____	
Project Director	The Project Director is responsible for all of the day-to-day activities of project implementation and for seeing that all grant requirements are met. This person will be in contact with State Immunization Branch staff, will receive all programmatic, budgetary, and accounting mail for the project and will be responsible for the proper dissemination of program information.	
	Name	<u>Hillary Bayliss</u>
	Title	<u>Health Program Manager</u>
	If address(es) are the same as the organization above, just check this box and go to Phone <input checked="" type="checkbox"/>	
	Mailing Address	_____
	Street Address (If Different)	_____
	Phone	<u>760.924.1835</u> Fax <u>760.924.1831</u>
E-mail	<u>hbayliss@mono.ca.gov</u>	

MM

Payment Receiver	All payments are sent to the attention of this person at the designated address.	
	Name	<u>Lynda Salcido</u>
	Title	<u>Public Health Director</u>
	<i>If address(es) are the same as the organization above, just check this box and go to Phone</i> <input checked="" type="checkbox"/>	
	Mailing Address	_____
	Street Address (If Different)	_____
	Phone	<u>760.924.1842</u> Fax <u>760.924.1831</u>
E-mail	<u>lsalcido@mono.ca.gov</u>	
Fiscal Reporter	The <i>Fiscal Reporter</i> prepares invoices, maintains fiscal documentation and serves as the primary contact for all related questions.	
	Name	<u>Pat McGee</u>
	Title	<u>Administrative Services Specialist</u>
	<i>If address(es) are the same as the organization above, just check this box and go to Phone</i> <input checked="" type="checkbox"/>	
	Mailing Address	_____
	Street Address (If Different)	_____
	Phone	<u>760.932.5587</u> Fax <u>760.932.5284</u>
E-mail	<u>pmcgee@mono.ca.gov</u>	
Fiscal Signatory	The <i>Fiscal Signatory</i> has signature authority for invoices and all fiscal documentation reports.	
	Name	<u>Pat McGee</u>
	Title	<u>Administrative Services Specialist</u>
	<i>If address(es) are the same as the organization above, just check this box and go to Phone</i> <input checked="" type="checkbox"/>	
	Mailing Address	_____
	Street Address (If Different)	_____
	Phone	<u>760.932.5587</u> Fax <u>760.932.5284</u>
E-mail	<u>pmcgee@mono.ca.gov</u>	

**CDPH Immunization Branch
Grant Application
Local Project Synopsis**

Form 3

Name of Grantee: Mono County Health Department

1. DESCRIPTION OF SERVICES TO BE PROVIDED:

The Mono County Immunization Program will utilize the grant funds to support and supplement the scope of work as defined by the California Department of Public Health (CDPH), Immunization Branch. The Mono County Immunization program has launched a local campaign, modeling the "whychoose" State wide campaign. The grant funds will continue to support the design, implementation, and evaluation phases of this project. Over the coming years, the Mono County Health Department will expand our preteen vaccine outreach campaign, and in turn hopefully increase Mono County's HPV, Meningococcal, and Tdap rates. Within a small Health Department, it is important to have staff cross-trained in the event of an unexpected absence of other staff. Over the next year, we will be focusing on cross training the other PHNs to be fully trained in participating with immunization clinics held at the Health Department. As Mono County Kindergarten personal beliefs exemption rates drastically increased this past Fall 2014, the Mono County Health Department will be actively monitoring these rates in the coming years; and therefore implementing activities based upon the current trend. We will continue to work closely with the schools and local pediatricians, and monitor the local social media influences within our county. Within the Perinatal Hepatitis B objective, we will work with our local birth center to ensure policy and appropriate interventions should a positive mother be in our jurisdiction. The Immunization Coordinator will also explore the concept of our birth center registering as a VFC provider, working closely with the appropriate hospital personnel. Seasonal influenza outreach activities remain a priority for Mono County, as we continue to provide flu clinics in all communities and schools within the county.

Should the grant funds need to be directed to other projects in the near future as issues arise, the Mono County Immunization Coordinator will notify the appropriate CDPH personnel.

2. EVALUATION PLANS:

*All grantees participate in process evaluation per their Scope of Work activities.
Grantees must complete a quarterly grant report detailing their activities.*

Evaluation of all program activities occurs on a continual basis, and is adjusted as needed. The quarterly reports are used as a basis to completing all scope of work activities, both required and recommended. The evaluation phase of the “whyichoose” campaign will involve a retrospective analysis on the number of new poster created and the number of media campaigns. The preteen vaccine immunization campaign will be evaluated by comparing annual data on the number of teenagers with the first dose of the series and the completed series of both HPV and Meningococcal. The Tdap rates will be evaluated through the school assessment and reporting for 7th grade. The PHNs will be evaluated by verbal demonstration of knowledge, as well as by clinical evaluation. PHNs will be able to independently administer all ACIP recommended vaccines. The evaluation of the personal beliefs exemption objective and following campaign will be dependent upon the rates in the coming years. Mono County Seasonal Flu program is internally evaluated after each and every clinic, with a “hot wash” and lessons learned. All forms for school flu clinics will be reviewed and revamped as needed.

**CDPH Immunization Branch
LHD Scope of Work**

Form 4

1. Service Overview

Grantee agrees to provide to the California Department of Public Health (CDPH) the services described herein:

Sections 120325-120380 of the Health & Safety Code, Chapter 435, require immunizations against childhood diseases prior to school admittance. Local Health Department Health (LHD) Officers are required to organize and maintain a program to make the required immunizations available. This grant assists the Grantee in defraying costs of the program which supports the State's objectives to control diseases that are preventable by vaccines. It is the California CDPH's responsibility to provide this assistance to LHDs. The Grantee is to conduct a general immunization program which provides the general public with vaccines recommended by the Advisory Committee on Immunization Practices (ACIP). In addition, the Grantee identifies target populations in need of immunizations and initiates corrective action to improve immunization levels.

2.

Glossary of Acronyms

Abbreviation	Definition
ACIP	Advisory Committee on Immunization Practices
CAIR	California Immunization Registry
CDPH	California Department of Public Health
CoCASA	Clinic Assessment Software Application
HBsAg	Hepatitis B Surface Antigen
HBV	Hepatitis B Vaccine
HDAS	Health Department Authorized Sites
LHD	Local Health Department
LHJ	Local Health Jurisdiction
PEP	Post Exposure Prophylaxis
QAR	Quality Assurance Reviews
VFC	Vaccines for Children Program
VPDs	Vaccine Preventable Disease(s)

**CDPH Immunization Branch
LHD Scope of Work**

3. Services to be Performed

The LHD must agree to the following inclusive objectives and conduct the following activities. Many of the services to be performed are also objectives and activities required by the Federal Government and are conditions for funding of the California Immunization Program and/or statutory requirements of State and LHDs. The level of subvention grant funding to be awarded is not represented as sufficient for support of all the required activities; a significant amount of local support and funding is expected. Subvention grant funds must not be used to supplant (i.e., replace) local funds currently being expended for routine immunization services and activities.

A. Goals:

1) Program Management

Objective 1: To improve accountability, maximize efficiency and increase productivity under this grant.

a. Required Activities:

- i. Grantee agrees to assign the responsibility of monitoring each program activity: 1) Program Management; 2) Vaccine Accountability and Management; 3) Vaccine Availability; 4) Immunization Information Systems; 5) Provider Quality Assurance and Improvement; 6) Perinatal Hepatitis B Prevention; 7) Education, Information, Training, and Partnerships; 8) Prevention, Surveillance and Control of Vaccine Preventable Disease; and 9) Assessment of Compliance with Childcare and School Immunization Entry Requirements.
- ii. Monitor grant fund expenditures to maximize the utilization of the funding for achieving the goals and objectives. Grant invoices shall be reviewed and submitted quarterly to the CDPH Immunization Branch.
- iii. Facilitate and promote continuity of care through the utilization of a medical home among medically underserved children, adolescents and adults for all services including immunizations.
- iv. The Immunization Coordinator is required to participate in meetings, webinars and conference calls as requested by the CDPH Immunization Branch including, but not limited to, the CDPH Immunization Branch's Annual Immunization Coordinators' Meeting, New Immunization Coordinator Orientation (offered annually and required for all new Immunization Coordinators), regional coordinator's meetings, and conference calls related to influenza, outbreak control, changes in policies and procedures, and other important issues.
- v. Provide desk space and basic support for CDPH Immunization Field staff if available and as requested by CDPH.
- vi. Submit quarterly grant reports by the 15th of the month following the end of the quarter.

b. Performance Measures:

- i. Thoroughness and timeliness of Quarterly Grant Reports submitted.
- ii. Percentage of immunization funds expended.

c. Reporting Requirements:

- i. Grant reports.

**CDPH Immunization Branch
LHD Scope of Work**

2) Vaccine Accountability and Management

Objective 1: With the assistance of the CDPH Immunization Branch, the grantee is to provide guidance to LHD facilities and Health Department Authorized Sites (HDAS) that receive State-supplied vaccine to facilitate compliance with current protocols, policies, and procedures for vaccine storage and handling in accordance with manufacturers' specifications and as stated in the document: *VFC Participation Agreement and Certification of Capacity to Store Vaccines*.

a. Required Activities:

- i. Provide education and guidance to LHD facility and HDAS staff regarding the requirements stated in the above document as needed.

b. Suggested Activities:

- i. Promote CDPH requirements and recommendations for the storage and handling of vaccines.
- ii. Conduct Immunization Skills Institute trainings for local provider staff.

c. Performance Measures:

- i. Percentage of VFC Requirements being met, as measured by the Quality Assurance Visits conducted by CDPH Immunization Branch Representatives.

d. Reporting Requirements:

- i. Education activities developed and offered to LHD and HDAS.

Objective 2: The Grantee will provide guidance to LHD facilities and HDAS that receive State-supplied vaccine to facilitate compliance with current protocols, policies, and procedures for vaccine accountability including: ordering; patient eligibility screening; administration; waste minimization; dose accountability and reporting; and annual recertification requirements, as stated in the following documents:

- Policy for Provision of State-funded Vaccines to Privately Insured Patients by Local Health Department Jurisdictions.
- Vaccine Eligibility Guidelines for Health Department and CDPH Approved Health Department Authorized Sites (HDAS)

a. Required Activities:

- i. Provide education and guidance to LHD and HDAS facility staff regarding the requirements stated in the above documents as needed.
- ii. Facilitate the development and implementation of Corrective Action Plans for vaccine loss/waste incidents due to negligence in LHD facilities and HDAS as requested by the CDPH Immunization Branch.
- iii. Notify the CDPH Immunization Branch of suspected acts of fraud and/or abuse of State-supplied vaccine within the jurisdiction.
- iv. Provide guidance to LHD and HDAS staff regarding requirements and processes for dose-level tracking/accountability and reporting of State-supplied vaccine.

b. Suggested Activities:

- i. Assist in the management of State-supplied vaccine within the jurisdiction by assisting providers with transferring excess inventory or short-dated vaccine to

**CDPH Immunization Branch
LHD Scope of Work**

other providers who could utilize the vaccine and providing guidance on the transfer of the vaccine and required documentation.

c. Performance Measures:

- i. Percentage of doses ordered by vaccine type that were deemed non-viable due to expiration and/or improper storage and handling.
- ii. Number of vaccine storage and handling incidents and vaccine dose accountability reports.

d. Reporting Requirements:

- i. Corrective action plans and implemented grant reports.

3) Vaccine Availability

Objective 1: The grantee will promote access to ACIP-recommended vaccines for children, adolescents and adults throughout the jurisdiction in LHD facilities and HDAS.

a. Required Activities:

- i. Ensure immunization services are provided directly by the LHD and/or identify, authorize and monitor community-based health care agencies to provide immunization services as described in the *Clinic Services Document*. LHDs are responsible for ensuring that their community partners that receive State-supplied vaccine are in compliance with all storage and handling requirements.
- ii. Assist LHD facilities and HDAS receiving State-supplied vaccine in developing and implementing policies that specify no charge may be made to the patient, parent, guardian or third party payer for the cost of the State-supplied vaccine. If a vaccine administration fee is charged, it may not exceed the maximum established by policy and a sliding scale/fee waiver process must be in place. Signage stating that those persons eligible to receive State-supplied vaccine (excluding influenza only) may not be denied vaccine for failure to pay the administration fee or make a donation to the provider must be posted in a prominent location.
- iii. In collaboration with LHD facilities and HDAS, monitor and facilitate compliance with requirements for the use of State-supplied vaccine.
- iv. Develop and implement an annual influenza vaccination strategy for utilization of State-supplied Influenza vaccine in accordance with State Influenza eligibility guidelines to promote the distribution of vaccine throughout the jurisdiction utilizing LHD facilities, community partners, HDAS and mass vaccination clinics.
- v. Operate or support mass influenza clinics that include immunization of school-aged children.

<u>Total population of jurisdiction</u>	<u>Minimum number of children to be immunized</u>
<10,000	50
10,000-50,000	200
>50,000-<100,000	350
100,000-500,000	500
>500,000-3.5 million	1,000
>3.5 million	2,500

**CDPH Immunization Branch
LHD Scope of Work**

- vi. Participate in CDPH Immunization Branch statewide Flu and Immunization Update calls.
- vii. Directly provide and/or work with community partners to implement special targeted vaccination initiatives as directed by the CDPH Immunization Branch such as new legislatively-required vaccines for school entry and mass vaccination.
- viii. For outbreak control activities, work with field representative and follow CDPH approval process for using 317 vaccine. Vaccine should only be administered by LHD staff unless prior approval by CDPH.
- ix. Develop and make available to the public a resource list of providers within the jurisdiction that provide low/no cost immunizations for children and adults.

b. Suggested Activities:

- i. Utilize existing local data and/or conduct assessments to identify low or lagging vaccination coverage levels for specific populations and/or specific vaccines (i.e., pockets of need) within the jurisdiction and develop and conduct activities to reduce these disparities.
- ii. Promote participation in the VFC Program to other jurisdictional facilities that provide immunizations (e.g., primary care, juvenile halls, community and school-based clinics and private providers).

c. Performance Measures:

- i. Number of operating LHD facilities and HDAS, along with immunizations at each location.
- ii. Mass vaccination clinic outcomes.

d. Reporting Requirements:

- i. Number and hours of operating sites.
- ii. Number of immunizations provided with state-funded vaccines and costs to patient.
- iii. Doses of influenza administered, age groups of recipients, and clinic settings for mass influenza clinics.

4) Immunization Information Systems

Objective 1: The Grantee is to assist in the promotion and implementation of the California Immunization Registry (CAIR).

a. Required Activities:

- i. Require LHD Immunization Clinics to enter all patients into CAIR either through weekly direct entry or bi-weekly electronic data upload (with the exception of outreach-based Flu vaccinations). Assist the CDPH Immunization Branch with addressing CAIR issues in LHD Immunization Clinics including areas such as frequency of use, data quality, and adherence to policies and procedures.
- ii. Assist with addressing CAIR issues in LHD Immunization Clinics including areas such as frequency of use, data quality, and adherence to policies and procedures.
- iii. Promote CAIR to VFC and non-VFC providers during general immunization outreach and education activities and refer interested providers to the CDPH Immunization Branch.

**CDPH Immunization Branch
LHD Scope of Work**

- iv. Refer participating CAIR providers needing assistance to the CAIR Help Desk for support.
- v. Participate in CAIR Trainings and/or CAIR Update meetings.
- vi. Run CoCasa reports or missing immunization reports to identify patients needing recall and any trends of gaps in immunization coverage.

b. Suggested Activities:

- i. State influenza doses should be entered into CAIR as feasible.
- ii. Assist in recruiting other LHD-based facilities that give immunizations to use CAIR including child cares, sexually transmitted disease clinics, juvenile halls/jails, primary care services, etc., and assist CDPH Immunization Branch with addressing implementation issues within these settings.
- iii. Promote CAIR to adolescent and adult medical providers as well as non-medical sites such as WIC agencies and schools within the jurisdiction.
- iv. Provide space for CAIR user trainings if available and requested by the CDPH Immunization Branch.
- v. Assist with distributing CAIR provider materials (e.g., Reminder/Recall postcards).

c. Performance Measures:

- i. Percentage of LHD Immunization Clinics entering all patients into CAIR according to established timeframes.
- ii. Participation in CAIR Trainings and/or CAIR Update meetings, if offered.

d. Reporting Requirements:

- i. Percentage of LHD clinics entering records into CAIR, along with timeframes of entry is completed.

5) Provider Quality Assurance and Improvement

Objective 1: To improve the quality and efficiency of immunization services, participate or follow up on VFC Compliance Visits, as requested by CDPH staff, to assess adherence to the Standards for Child and Adolescent Immunization Practices.

a. Required Activities:

- i. In conjunction with the CDPH Immunization Branch, participate in and support the VFC Compliance Visit process for all LHD facilities and HDAS within the jurisdiction and assist with the implementation of corrective action plans, strategies to reduce missed opportunities for vaccination, and linkage/referral to medical homes.
- ii. As directed by the CDPH Immunization Branch, conduct follow-up visits with LHD facilities and HDAS to provide assistance with implementation of mandatory corrective action plans.

b. Suggested Activities:

- i. Working with the Senior Field Representative, assist with conducting VFC compliance and educational visits at public and private VFC sites to improve the delivery and quality of immunization services within the jurisdiction.
- ii. Maintain an LHD database to monitor changes in immunization coverage and missed opportunities for providers that participate in the assessment.

**CDPH Immunization Branch
LHD Scope of Work**

- iii. Provide instructions and/or referral to the Local CAIR Representatives (LCR) or CAIR website to providers requesting guidance on using CoCASA for determining immunization coverage and missed opportunity rates.
- iv. Assist and support the VFC Program with conducting follow-up activities as requested.

c. Performance Measures:

- i. Percentage of immunization rate assessments completed for those facilities designated for assessment.
- ii. Feedback sessions conducted with sites needing additional support

d. Reporting Requirements:

- i. VFC Compliance Visit Reports and CoCASA Reports submitted to the CDPH Immunization Branch Senior Field Representative.

6) Perinatal Hepatitis B Prevention

Objective 1: Reduce the incidence of perinatal hepatitis B infection in the jurisdiction.

a. Required Activities:

- i. Educate prenatal care providers on:
 - 1) Screening all pregnant women for Hepatitis B Surface Antigen (HBsAg) as part of the first prenatal labs;
 - 2) Informing the planned delivery hospital of the mother's HBsAg-positive status at least one month prior to delivery date;
 - 3) Reporting HBsAg-positive pregnant women to the local health jurisdiction (LHJ) within the timeline stated by current California codes and regulations; and
 - 4) Educating HBsAg-positive pregnant women about the current ACIP recommendations on prevention of perinatal hepatitis B transmission.
- ii. Educate birth hospitals on:
 - 1) Identifying all pregnant HBsAg-positive on hospital admission;
 - 2) Immediately testing pregnant women with unknown HBsAg status on admission;
 - 3) Developing written policies and procedures or standing orders for the prevention of perinatal hepatitis B infection per the current ACIP recommendations, including administration of post-exposure prophylaxis (PEP) for infants of HBsAg-positive and notification of LHJ if PEP is refused by the parents; and administration of a universal Hepatitis B Vaccine (HBV) birth dose.
- iii. Create a method with LHJ Communicable Disease staff to identify HBsAg-positive pregnant women through laboratory report review.
- iv. Contact and educate HBsAg-positive women about current ACIP recommendations on prevention of perinatal hepatitis B transmission.
- v. Follow-up with birth hospitals to ensure that infants of HBsAg-positive women received appropriate PEP at birth.

**CDPH Immunization Branch
LHD Scope of Work**

- vi. Follow up with pediatrician to ensure that HBV vaccine series is given and document dates of receipt
- vii. Follow-up with pediatrician to ensure that PVS testing occurs at 9 months and document the results
- viii. Recommend that infected infants are referred to a gastroenterologist
- ix. Report the following to CDPH
 - a. HBsAg-positive pregnant women;
 - b. Infants who did not receive appropriate PEP at birth, either due to a PEP error or due to parental refusal of PEP for the infant; and
 - c. HBV-infected infants \leq 24 months of age.

b. Suggested Activities:

- i. Work with Perinatal Hepatitis B staff at the CDPH Immunization Branch as appropriate on provider enrollment, quality assurance, and/or follow-up activities.

c. Performance Measures

- i. Number of birth hospitals within the jurisdiction providing Hepatitis B birth dose and screening all pregnant women for HBsAg in accordance with recommendations.
- ii. Noncompliant birth hospitals have received education regarding recommendations.
- iii. Number of infants born to HBV-infected mothers who have completed PVS testing
- iv. Percentage of birth hospitals within the jurisdiction that deliver babies eligible for VFC vaccine which have enrolled in the VFC Program.

d. Reporting Requirements:

- i. Report the number of birthing hospitals that are compliant with Hepatitis B birth dose and HBsAg screen of pregnant women recommendations.
- ii. Provide updates regarding education and assistance provided to noncompliant birth facilities.
- iii. Report birth hospitals that have successfully enrolled and are actively participating in the VFC Program.

7) Education, Information, Training, and Partnerships

Objective 1: Expand immunization services, promote best practices and improve coverage rates among children, adolescents and adults within the jurisdiction through the development of partnerships and collaborative activities.

a. Required Activities:

- i. Develop and maintain partnerships and conduct collaborative activities with organizations and community groups serving children, adolescents, adults to expand immunization services, promote best practices and improve coverage rates. Organizations include, but are not limited to, hospitals and birthing facilities, child care providers, schools, juvenile/adult correction facilities, WIC and other social service agencies, nursing homes, home health agencies, colleges/adult schools and medical associations/organizations.

**CDPH Immunization Branch
LHD Scope of Work**

b. Suggested Activities:

- i. Participate in local and state immunization coalitions, task forces and work groups such as the California Immunization Coalition (CIC).

c. Performance Measures:

- i. Number of new partnerships developed.
- ii. Number and type of activities conducted with new and existing partnerships coalitions, task forces and/or workgroups.

d. Reporting Requirements:

- i. Report the number of new partnerships developed.
- ii. Report by number and type of activities conducted with new and existing partnerships, coalitions, task forces and/or workgroups.

Objective 2: Provide and/or promote education and training opportunities, materials, and information to health care providers, schools and childcare centers, community organizations, and the general public within the jurisdiction to promote best practices for immunization and raise awareness about the importance of immunizations.

a. Required Activities:

- i. Serve as the immunization expert and resource within the jurisdiction for healthcare providers, schools, community organizations and the general public.
- ii. Provide information on available education and training resources available through the Centers for Disease Control and Prevention (CDC), State and local health department such as such as EZIZ modules and the Epidemiology and Prevention of Vaccine Preventable Diseases (Epi-Vac) course to facilitate the orientation and training of new LHD Immunization Program staff.
- iii. Promote and encourage providers/organizations to sign up for EZIZ list-serve to receive information on upcoming educational/training opportunities and immunization-related news.
- iv. Collaborate with CDPH Immunization Branch to notify healthcare providers and other organizations within the jurisdiction about critical immunization information such as changes in the ACIP schedule and new laws/requirements.
- v. Order, stock and disseminate materials available through the Immunization Coordinators' website to providers, schools and other immunization stakeholders within the jurisdiction.
- vi. Conduct at least one annual community-wide educational campaign on immunization issues related to pediatric, adolescent, adults and/or seasonal influenza.

NOTE: A *campaign* is an organized effort through various communications activities to inform your designated audience (i.e., pregnant women, parents of preteens, providers, etc.) of a given issue (e.g., influenza vaccine promotion, encourage Tdap vaccination among pregnant women, etc.).

A campaign is considered completed by conducting at least two of the following communication activities:

**CDPH Immunization Branch
LHD Scope of Work**

- Send educational e-mail(s) to immunization stakeholders, such as school nurses, provider groups, LHD staff, WIC, Head Start, etc.
- Contribute an article to newsletters/bulletins
- Distribute materials to stakeholders, such as schools, youth programs, providers, WIC, MCAH, etc.
- Distribute materials for use at community health fairs/events
- Post message(s) on Facebook, Twitter
- Post a web banner on your website and/or signature line
- Advertise your message (outdoor advertising, print, radio, TV, Online)
- Conduct a health fair or other community event
- Conduct a presentation for grand round/In-service for providers
- Speak at a school assembly, PTA meeting, classroom, or at a parent-teacher night
- Conduct a presentation for a community group (e.g., prenatal class)
- Conduct a press event
- Issue a press release
- Issue a proclamation
- Participate in a media interview

b. Suggested Activities:

- i. Conduct presentations, workshops, trainings and/or contribute articles to provider newsletters on immunization-related topics to health care providers and other organizations about pediatric, adolescent and adult immunization issues including, but not limited to, ACIP recommendations, best practices, new vaccines, vaccine storage and handling, vaccine safety, VAERS reporting, vaccination documentation requirements.
- ii. Promote and/or implement activities supporting official national and/or statewide immunization campaigns (observances) such as Preteen Vaccine Week (PVW), National Infant Immunization Week/Toddler Immunization Month (NIIW/TIM), National Adult Immunization Awareness Week (NAIAW), National Immunization Awareness Month (NIAM), and National Influenza Vaccine Week (NIVW).
- iii. Conduct education and awareness activities targeted to parents and the general public promoting vaccine safety, efficacy and importance of recommended immunizations.
- iv. Provide and regularly maintain accurate website content and web links on vaccine preventable disease and immunizations representing pediatric, adolescent and adult issues and resources.

c. Performance Measures:

- i. Number of new immunization program staff completing training, and types of training completed.
- ii. Number of LHD immunization clinic staff completing training, and types of training completed.
- iii. Number and type of notifications sent to health care providers and other organizations.
- iv. Number and type of presentations/workshops/trainings provided.
- v. Number and type of children, adolescent, adult and/or influenza campaigns conducted. Describe immunization issue, audience and communication activities conducted.

**CDPH Immunization Branch
LHD Scope of Work**

d. Reporting Requirements:

- i. Report the number of new immunization program staff completing training, and types of training completed.
- ii. Report the number of LHD immunization clinic staff completing training, and types of training completed.
- iii. Report the number and type of notifications sent to health care providers and other organizations.
- iv. Report the number and type of presentations/workshops/trainings provided.
- v. Report the number and type of children, adolescent, adult and/or influenza campaigns conducted.

8) Prevention, Surveillance and Control of Vaccine Preventable Disease (VPD)

Objective 1: Assist with the prevention, surveillance and control of vaccine preventable disease (VPD) within the jurisdiction.

a. Required Activities:

- i. Work collaboratively with LHD Communicable Disease Control staff and the CDPH Immunization Branch to address VPD outbreaks within the jurisdiction including: securing vaccine to immunize at risk patients; assisting with the organization and implementation of efforts to vaccinate susceptible individuals; developing and disseminating messages to inform the public of the outbreak, prevention and availability of vaccine; organizing outreach events as needed; performing vaccine accountability and management; and reporting vaccine utilization.
- ii. For outbreak control activities, work with field representative and follow CDPH approval process for using 317 vaccine. Vaccine should only be administered by LHD staff if prior approval is given by CDPH.
- iii. Ensure that LHD Immunization Clinics are knowledgeable about and utilize the Vaccine Adverse Events Reporting System (VAERS) for reporting adverse events following immunizations in accordance with CDPH Immunization Branch guidelines.

b. Suggested Activities:

- i. Support the maintenance of an effective system for identification and reporting of suspect, probable and confirmed cases of VPDs following the guidelines set forth by Title 17.
- ii. Support the investigation and follow-up of reported suspect, probable and confirmed VPDs following the guidelines set forth by the CDC and CDPH Immunization Branch.

c. Performance Measures:

- i. Percentage of cases reported and followed up according to established timelines.

d. Reporting Requirements:

- i. Report on activities done with communicable disease staff on outbreaks.

9) Assessment of Compliance with Childcare and School Immunization Entry Requirements

**CDPH Immunization Branch
LHD Scope of Work**

Objective 1: Assist the CDPH Immunization Branch with assessing compliance with Child Care and School Immunization Entry Requirements according to CDPH Immunization Branch guidelines and instructions.

a. Required Activities:

- i. Based on lists provided by the CDPH Immunization Branch, follow-up with childcare and school sites that do not complete the electronic Fall Assessment.
- ii. As requested, conduct selective review site visits to a random sample of child care centers, kindergartens, and/or seventh-grade schools (cohort will rotate annually) identified by the CDPH Immunization Branch including interviewing staff, reviewing randomly selected student records, providing guidance regarding noncompliant students, and completing and submitting requested documentation.
- iii. In coordination with the CDPH Immunization Branch, provide guidance and encourage compliance with existing school and child care entry requirements and regulations by all child care centers and schools within the jurisdiction. *The Annual School Immunization Assessment Reporting and Follow-Up Policy* details LHD responsibilities.

b. Suggested Activities:

- i. Conduct presentations, workshops and trainings on school and child care law immunization requirements.
- ii. Provide guidance, including site visits as necessary, to address issues identified in schools grades pre-K through 12th.

c. Performance Measures:

- i. Percentage of jurisdictional sites which have completed the annual immunization assessment.

d. Reporting Requirements:

- i. Numbers of schools followed-up with.
- ii. Percentage of late responders that submitted paperwork.

CDPH Immunization Branch
Funding Application for Immunization Subvention Grant Funds

RFA #15-10146
Date: 04/27/2015

Exhibit B - Budget

Form 5A

Applicant: County of Mono
Budget Period: July 1, 2015 - June 30, 2016

<u>Objective</u>		<u>Funding Amount</u>
1	Program Management	\$ 10,214.00
2	Vaccine Accountability and Management	\$ 4,008.00
3	Vaccine Availability	\$ 2,528.00
4	Immunization Information Systems	\$ 1,481.00
5	Provider Quality Assurance and Improvement	\$ 1,481.00
6	Perinatal Hepatitis B Prevention	\$ 10,000.00
7	Education, Information, Training and Partnerships	\$ 2,528.00
8	Prevention, Surveillance and Control of Vaccine Preventable Disease (VPD)	\$ 2,528.00
9	Assessment of Compliance with Childcare and School Immunization Entry Requirements	\$ 1,482.00
Total Funding Requested within this Application:		\$ 36,250.00
Total Personnel:		\$ 35,181.00
Total General Expenses:		\$ 1,069.00
Budget Total:		\$ 36,250.00

CDPH Immunization Branch
Funding Application for Immunization Subvention Grant Funds

RFA #15-10146
Date: 04/27/2015

Exhibit B - Budget

Form 5B

Applicant: County of Mono
Budget Period: July 1, 2016 - June 30, 2017

<u>Objective</u>		<u>Funding Amount</u>
1	Program Management	\$ 10,214.00
2	Vaccine Accountability and Management	\$ 4,008.00
3	Vaccine Availability	\$ 2,528.00
4	Immunization Information Systems	\$ 1,481.00
5	Provider Quality Assurance and Improvement	\$ 1,481.00
6	Perinatal Hepatitis B Prevention	\$ 10,000.00
7	Education, Information, Training and Partnerships	\$ 2,528.00
8	Prevention, Surveillance and Control of Vaccine Preventable Disease (VPD)	\$ 2,528.00
9	Assessment of Compliance with Childcare and School Immunization Entry Requirements	\$ 1,482.00
Total Funding Requested within this Application:		\$ 36,250.00

Total Personnel: \$ 35,181.00
Total General Expenses: \$ 1,069.00
Budget Total: \$ 36,250.00

Exhibit B
Budget Detail and Payment Provisions

1. Invoicing and Payment

- A. Upon completion of project activities as provided in Exhibit A Grant Application, and upon receipt and approval of the invoices, the State agrees to reimburse the Grantee for activities performed and expenditures incurred in accordance with the costs specified herein.
- B. Invoices shall include the Grant Number and shall be submitted in triplicate not more frequently than quarterly in arrears to:

Jonathan Tandoc
California Department of Public Health
Immunization Branch
850 Marina Bay Pkwy., Bldg. P, 2nd Floor
Richmond, CA 94804

- C. Invoices shall:

- 1) Be prepared on Grantee letterhead. If invoices are not on produced letterhead invoices must be signed by an authorized official, employee or agent certifying that the expenditures claimed represent activities performed and are in accordance with Exhibit A Grant Application under this Grant.
- 2) Bear the Grantee's name as shown on the Grant.
- 3) Identify the billing and/or performance period covered by the invoice.
- 4) Itemize costs for the billing period in the same or greater level of detail as indicated in this Grant. Subject to the terms of this Grant, reimbursement may only be sought for those costs and/or cost categories expressly identified as allowable and approved by CDPH.

2. Budget Contingency Clause

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Grantee or to furnish any other considerations under this Agreement and Grantee shall not be obligated to fulfill any provisions of this Agreement.
- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an agreement amendment to Grantee to reflect the reduced amount.

3. Prompt Payment Clause

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

Exhibit B
Budget Detail and Payment Provisions

4. Amounts Payable

A. The amounts payable under this Grant shall not exceed:

- 1) \$36,250 for the budget period of 07/01/2015 through 06/30/2016.
- 2) \$36,250 for the budget period of 07/01/2016 through 06/30/2017.

B. Payment allocations shall be made for allowable expenses up to the amount annually encumbered commensurate with the state fiscal year in which services are fulfilled and/or goods are received.

5. Timely Submission of Final Invoice

A. A final undisputed invoice shall be submitted for payment no more than sixty (60) calendar days following the expiration or termination date of this Grant, unless a later or alternate deadline is agreed to in writing by the program grant manager. Said invoice should be clearly marked "Final Invoice", indicating that all payment obligations of the State under this Grant have ceased and that no further payments are due or outstanding.

B. The State may, at its discretion, choose not to honor any delinquent final invoice if the Grantee fails to obtain prior written State approval of an alternate final invoice submission deadline.

6. Allowable Line Item Shifts

A. Cumulative line item shifts of up to \$25,000 or 10% of the annual agreement total may be made, whichever is greater, up to a cumulative annual maximum of \$50,000, provided the annual agreement total does not increase or decrease.

B. Line item shifts meeting this criteria shall not require a formal agreement amendment.

C. Grantee shall adhere to State requirements regarding the process to follow in requesting approval to make line item shifts.

D. Line item shifts may be proposed/requested by either the State or the Grantee.

7. Travel and Per Diem Reimbursement

Any reimbursement for necessary travel and per diem shall be at the rates currently in effect as established by the California Department of Human Resources (CalHR).

EXHIBIT C

STANDARD GRANT CONDITIONS

1. **APPROVAL:** This Grant is of no force or effect until signed by both parties and approved by the Department of General Services, if required. The Grantee may not commence performance until such approval has been obtained

2. **AMENDMENT:** No amendment or variation of the terms of this Grant shall be valid unless made in writing, signed by the parties, and approved as required. No oral understanding or Agreement not incorporated in the Grant is binding on any of the parties. In no case shall the Department materially alter the scope of the Project set forth in Exhibit A.

3. **ASSIGNMENT:** This Grant is not assignable by the Grantee, either in whole or in part, without the written consent of the Grant Manager in the form of a written amendment to the Grant.

4. **AUDIT:** Grantee agrees that the Department, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to this Grant. Grantee agrees to maintain such records for a possible audit for a minimum of three (3) years after final payment or completion of the project funded with this Grant, unless a longer period of records retention is stipulated. Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Grantee agrees to include a similar right of the State to audit records and interview staff in any subcontract related to the project.

5. **CONFLICT OF INTEREST:** Grantee certifies that it is in compliance with all applicable state and/or federal conflict of interest laws.

6. **INDEMNIFICATION:** Grantee agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the project, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Grantee in the performance of any activities related to the Project.

7. FISCAL MANAGEMENT SYSTEMS AND ACCOUNTING STANDARDS:

Grantee agrees that, at a minimum, its fiscal control and accounting procedures will be sufficient to permit tracing of all grant funds to a level of expenditure adequate to establish that such funds have not been used in violation of any applicable state or federal law, or the provisions of this Grant. Grantee further agrees that it will maintain separate Project accounts in accordance with generally accepted accounting principles.

8. GOVERNING LAW: This Grant is governed by and shall be interpreted in accordance with the laws of the State of California.

9. INCOME RESTRICTIONS: Grantee agrees that any refunds, rebates, credits, or other amounts (including any interest thereon) accruing to or received by the Grantee under this Grant shall be paid by the Grantee to the Department, to the extent that they are properly allocable to costs for which the Grantee has been reimbursed by the Department under this Grant.

10. INDEPENDENT ACTOR: Grantee, and its agents and employees of Grantee, in the performance of the Project, shall act in an independent capacity and not as officers, employees or agents of the Department.

11. MEDIA EVENTS: Grantee shall notify the Department's Grant Manager in writing at least twenty (20) working days before any public or media event publicizing the accomplishments and/or results of the Project and provide the opportunity for attendance and participation by Department's representatives.

12. NO THIRD-PARTY RIGHTS: The Department and Grantee do not intend to create any rights or remedies for any third- party as a beneficiary of this Grant or the project.

13. NOTICE: Grantee shall promptly notify the Department's Grant Manager in writing of any events, developments or changes that could affect the completion of the project or the budget approved for this Grant.

14. PROFESSIONALS: Grantee agrees that only licensed professionals will be used to perform services under this Grant where such services are called for.

15. RECORDS: Grantee certifies that it will maintain Project accounts in accordance with generally accepted accounting principles. Grantee further certifies that it will comply with the following conditions for a grant award as set forth in the Request for Applications (Exhibit D) and the Grant Application (Exhibit A).

- Establish an official file for the Project which shall adequately document all significant actions relative to the Project;
- Establish separate accounts which will adequately and accurately depict all amounts received and expended on this Project, including all grant funds received under this Grant;
- Establish separate accounts which will adequately depict all income received which is attributable to the Project, especially including any income attributable to grant funds disbursed under this Grant;
- Establish an accounting system which will adequately depict final total costs of the Project, including both direct and indirect costs; and,
- Establish such accounts and maintain such records as may be necessary for the state to fulfill federal reporting requirements, including any and all reporting requirements under federal tax statutes or regulations.

16. RELATED LITIGATION: Under no circumstances may Grantee use funds from any disbursement under this Grant to pay for costs associated with any litigation between the Grantee and the Department.

17. RIGHTS IN DATA: Grantee and the Department agree that all data, plans, drawings, specifications, reports, computer programs, operating manuals, notes, and other written or graphic work submitted under Exhibit A in the performance of the Project funded by this Grant shall be in the public domain. Grantee may disclose, disseminate and use in whole or in part, any final form data and information received, collected, and developed under this Project, subject to appropriate acknowledgment of credit to the Department for financial support. Grantee shall not utilize the materials submitted to the Department (except data) for any profit making venture or sell or grant rights to a third-party who intends to do so. The Department has the right to use submitted data for all governmental purposes.

18. VENUE: The Department and Grantee agree that any action arising out of this Grant shall be filed and maintained in the Superior Court, County of Sacramento, California. Grantee waives any existing sovereign immunity for the purposes of this Grant, if applicable.

EXHIBIT D

REQUEST FOR APPLICATIONS #15-10146



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



KAREN L. SMITH, MD, MPH
Director and State Health Officer

EDMUND G. BROWN JR.
Governor

DATE: April 30, 2015
TO: Local Health Officers
Immunization Coordinators
Receiving Immunization Program Local Assistance Grants
FROM: Maria E. Volk, MPA, Acting Assistant Branch Chief *Maria E. Volk*
Immunization Branch
SUBJECT: Application for Immunization Local Assistance Grant Funds,
Fiscal Year 2015-2017

GRANT AGREEMENT FUNDING ANNOUNCEMENT/RELEASE

The California Department of Public Health (CDPH), Immunization Branch, is pleased to release the grant application process to Local Health Department (LHD) grantees for FY 2015-17. CDPH has authority to grant funds for the Project under Health and Safety Code, Section 120325-120380, Chapter 435, which requires immunizations against childhood diseases prior to school admittance. LHDs serve as the lead health agency in their respective jurisdictions. LHD's Health Officers are required to organize and maintain a program to make the required immunizations available. This grant assists the Grantee in defraying costs of the program which supports the State's objectives to control diseases that are preventable by vaccines. It is CDPH's responsibility to provide this assistance to LHDs. The Grantee is to conduct a general immunization program which provides the general public with vaccines recommended by the Advisory Committee on Immunization Practices (ACIP). In addition, the Grantee identifies target populations in need of immunizations and initiates corrective action to improve immunization levels.

OVERVIEW

This letter also provides an overview of the allocation of funding application process. As in past years, your State Immunization Branch Field Representative will discuss the contractual dollar amount available to your Department for FY 2015-17. In addition, your representative is available for assistance and consultation regarding any programmatic issues included in the grant and preparation of your proposed budget. For your reference, a copy of the Allowable/ Non-Allowable Use of 317 and VFC (Vaccines for Children) Federal Assistance (FA) Operations Funds is enclosed.

Local Health Officers
Immunization Coordinators
Receiving Immunization Program Local Assistance Grants
April 30, 2015
Page 2 of 2

This year CDPH will be initiating a two year grant. The award figure for both years will be the same. Similar to prior years, the availability of federal local assistance grant funds is dependent upon funds received from the Centers for Disease Control and Prevention and, at CDPH's discretion, we may award additional funding if it becomes available. Should funding be reduced, we will promptly notify you of such changes and will work with you to revise your budget to match available funds.

SUBMISSION OF FINAL APPLICATION PACKAGE

Completed application packages must be submitted by **Friday, May 22, 2015** to izb.admin@cdph.ca.gov.

The application package contains the following:

- Form 1: Application Cover Sheet/Checklist
- Form 2: Grantee Information Form
- Form 3: Local Project Synopsis
- Form 4: LHD Scope of Work
- Form 5A: FY 2015-16 Grantee Budget and/or Subgrantee Budget
- Form 5B: FY 2016-17 Grantee Budget and/or Subgrantee Budget

Thank you.

Enclosures

- cc: Perinatal Hepatitis B Coordinators
State Immunization Branch Field Representatives
Ruby Escalada, CDPH, Immunization Branch
Noemi Marin, CDPH, Immunization Branch
Rossana Ordonez, CDPH, Immunization Branch
Jonathan Tandoc, CDPH, Immunization Branch

**Allowable Uses of
317 and Vaccines for Children (VFC) Federal Assistance (FA) Operations Funds**

The Centers for Disease Control and Prevention (CDC) developed the following table to assist states and their sub-recipients in preparing budgets that are in compliance with federal grants policies and CDC award requirements. The table was developed using a combination of OMB Circular A-87, PHS Grants Policy Statement 9505, and POB-identified program priorities.

Object Class Category/Expenses	Allowable with 317 operations funds
Personnel	
Salary/wages	X
Fringe	
Compensation/fringe benefits	X
Travel	
State/Local/Regional conference travel expenses	X
Local meetings/conferences (Ad hoc) (excluding meals)	X
In-state travel costs	X
Out of state travel costs (e.g. NIC, Hep. B Coordinator's Meeting, Program Managers/PHA Meeting, ACIP meetings, AFIX and VFC trainings, Program Managers Orientation, and other CDC-sponsored immunization program meetings)*	X
*Please refer to Operations Funding Categories, pg. 10-11 for additional information.	
VFC-only site visits	X
AFIX-only site visits	X
Combined (AFIX & VFC site visits)	X
Perinatal hospital record reviews	X
Equipment*	
Fax machines for vaccine ordering	X
Vaccine storage equipment for VFC vaccine	X
Copy machines	X
*Equipment: an article of tangible nonexpendable personal property having useful life of more than one year and an acquisition cost of <u>\$5,000 or more</u> per unit.	

**Allowable Uses of
317 and Vaccines for Children (VFC) Federal Assistance (FA) Operations Funds**

Supplies	
Vaccine administration supplies (including, but not limited to, nasal pharyngeal swabs, syringes for emergency vaccination clinics)	X
Office supplies-computers, general office (pens, paper, paper clips, etc.), ink cartridges, calculators	X
Personal computers/Laptops/Tablets	X
Pink Books, Red Books, Yellow Books	X
Printers	X
Laboratory supplies (influenza cultures and PCRs, cultures and molecular, lab media serotyping)	X
Digital data logger with valid certificate of calibration/validation/testing report	X
Vaccine shipping supplies (storage containers, ice packs, bubble wrap, etc.)	X
Contractual	
State/Local conferences expenses (conference site, materials printing, hotel accommodations expenses, speaker fees). Food is not allowable.	X
Regional/Local meetings	X
General contractual services (e.g., IAPs, local health departments, contractual staff, advisory committee media, provider trainings)	X
GSA Contractual services	X
Other IIS contractual agreements (support, enhancement, upgrades)	X
FA	
Non-CDC Contract vaccines	X
Indirect	
Indirect costs	X
Miscellaneous	
Accounting services	X
Advertising (restricted to recruitment of staff or trainees, procurement of goods and services, disposal of scrap or surplus materials)	X
Audit Fees	X
BRFSS Survey	X
Committee meetings (room rental, equipment rental, etc.)	X

**Allowable Uses of
317 and Vaccine for Children (VFC) Federal Assistance (FA) Operations Funds**

Communication (electronic/computer transmittal, messenger, postage, local and long distance telephone)	X
Consumer information activities	X
Consumer/provider board participation (travel reimbursement)	X
Data processing	X
Laboratory services (tests conducted for immunization programs)	X
Local service delivery activities	X
Maintenance operation/repairs	X
Malpractice insurance for volunteers	X
Memberships/subscriptions	X
NIS Oversampling	X
Pagers/cell phones	X
Printing of vaccine accountability forms	X
Professional service costs directly related to immunization activities (limited term staff), Attorney General Office services	X
Public relations	X
Publication/printing costs (all other immunization related publication and printing expenses)	X
Rent (requires explanation of why these costs are not included in the indirect cost rate agreement or cost allocation plan)	X
Shipping (other than vaccine)	X
Shipping (vaccine)	X
Software license/Renewals (ORACLE, etc.)	X
Stipend Reimbursements	X
Toll-free phone lines for vaccine ordering	X
Training costs – Statewide, staff, providers	X
Translations (translating materials)	X
Vehicle lease (restricted to awardees with policies that prohibit local travel reimbursement)	X
VFC enrollment materials	X
VFC provider feedback surveys	X
VIS camera-ready copies	X

**Non-Allowable Uses of
317 and Vaccines for Children (VFC) Federal Assistance (FA) Operations Funds**

Expense	NOT allowable with federal immunization funds
Honoraria	X
Advertising costs (e.g., conventions, displays, exhibits, meetings, memorabilia, gifts, souvenirs)	X
Alcoholic beverages	X
Building purchases, construction, capital improvements	X
Land purchases	X
Legislative/lobbying activities	X
Bonding	X
Depreciation on use charges	X
Research	X
Fundraising	X
Interest on loans for the acquisition and/or modernization of an existing building	X
Clinical care (non-immunization services)	X
Entertainment	X
Payment of bad debt	X
Dry cleaning	X
Vehicle Purchase	X
Promotional Materials (e.g., plaques, clothing and commemorative items such as pens, mugs/cups)	X
Purchase of food (unless part of required travel per diem costs)	X

Other restrictions which must be taken into account while writing the budget:

Funds may be spent only for activities and personnel costs that are directly related to the Immunization Agreement. Funding requests not directly related to immunization activities are outside the scope of this cooperative agreement program and will not be funded.

CDPH Immunization Branch **Form 1**
Fiscal Year 2015-17
APPLICATION COVER SHEET/CHECKLIST

DATE OF SUBMISSION	
ORGANIZATION NAME	
AGREEMENT NUMBER	(Will be assigned by IZ/CDPH)

Provide the name, phone number, and e-mail address of the person we can contact to confirm the date/time of the negotiation conference call.

Contact Name:	Phone Number:
E-mail:	

Type of Application:

New
 Renewal
 Continuation
 Supplement
 Revision

Budget Period:	Total Amount Requested:
From: _____ To: _____	\$ _____

Letter of Intent due _____, 2015

APPLICATION CONTENTS:

Application due May 22, 2015

Please Check

- | | |
|---|--------------------------|
| Form 1: Application Cover Sheet/Checklist | <input type="checkbox"/> |
| Form 2: Grantee Information Form | <input type="checkbox"/> |
| Form 3: Local Project Synopsis | <input type="checkbox"/> |
| Form 4: LHD Scope of Work | <input type="checkbox"/> |
| Form 5A: FY 2015-16 Grantee Budget and/or Subgrantee Budget | <input type="checkbox"/> |
| Form 5B: FY 2016-17 Grantee Budget and/or Subgrantee Budget | <input type="checkbox"/> |

NOTE: The above documents must be completed and submitted with this Application Cover Sheet/Checklist Form. E-mail completed application to izb.admin@cdph.ca.gov by the submission deadline.

CDPH Immunization Branch Grantee Information Form

Date Form Completed: _____

Organization	This is the information that will appear on your grant agreement cover	
	Federal Tax ID # _____	Contract/Grant# _____ (will be assigned by IZ/CDPH)
	Name _____	
	Mailing Address _____	
	Street Address (If Different) _____	
	County _____	_____
Phone _____	Fax _____	
Website _____		
Grant Signatory	The Grant Signatory has authority to sign the grant agreement cover	
	Name _____	
	Title _____	
	If address(es) are the same as the organization above, just check this box and go to Phone <input type="checkbox"/>	
	Mailing Address _____	
	Street Address (If Different) _____	
Phone _____	Fax _____	
E-mail _____		
Project Director	The Project Director is responsible for all of the day-to-day activities of project implementation and for seeing that all grant requirements are met. This person will be in contact with State Immunization Branch staff, will receive all programmatic, budgetary, and accounting mail for the project and will be responsible for the proper dissemination of program information.	
	Name _____	
	Title _____	
	If address(es) are the same as the organization above, just check this box and go to Phone <input type="checkbox"/>	
	Mailing Address _____	
	Street Address (If Different) _____	
Phone _____	Fax _____	
E-mail _____		

Payment Receiver	All payments are sent to the attention of this person at the designated address.
	Name _____
	Title _____
	<i>If address(es) are the same as the organization above, just check this box and go to Phone</i> <input type="checkbox"/>
	Mailing Address _____
	Street Address (If Different) _____
	Phone _____ Fax _____
E-mail _____	
Fiscal Reporter	The <i>Fiscal Reporter</i> prepares invoices, maintains fiscal documentation and serves as the primary contact for all related questions.
	Name _____
	Title _____
	<i>If address(es) are the same as the organization above, just check this box and go to Phone</i> <input type="checkbox"/>
	Mailing Address _____
	Street Address (If Different) _____
	Phone _____ Fax _____
E-mail _____	
Fiscal Signatory	The <i>Fiscal Signatory</i> has signature authority for invoices and all fiscal documentation reports.
	Name _____
	Title _____
	<i>If address(es) are the same as the organization above, just check this box and go to Phone</i> <input type="checkbox"/>
	Mailing Address _____
	Street Address (If Different) _____
	Phone _____ Fax _____
E-mail _____	

**CDPH Immunization Branch
Grant Application
Local Project Synopsis**

Form 3

Name of Grantee:

1. DESCRIPTION OF SERVICES TO BE PROVIDED:

Narrative

2. EVALUATION PLANS:

*All grantees participate in process evaluation per their Scope of Work activities.
Grantees must complete a quarterly grant report detailing their activities.*

**CDPH Immunization Branch
LHD Scope of Work**

Form 4

1. Service Overview

Grantee agrees to provide to the California Department of Public Health (CDPH) the services described herein:

Sections 120325-120380 of the Health & Safety Code, Chapter 435, require immunizations against childhood diseases prior to school admittance. Local Health Department Health (LHD) Officers are required to organize and maintain a program to make the required immunizations available. This grant assists the Grantee in defraying costs of the program which supports the State's objectives to control diseases that are preventable by vaccines. It is the California CDPH's responsibility to provide this assistance to LHDs. The Grantee is to conduct a general immunization program which provides the general public with vaccines recommended by the Advisory Committee on Immunization Practices (ACIP). In addition, the Grantee identifies target populations in need of immunizations and initiates corrective action to improve immunization levels.

2.

Glossary of Acronyms

Abbreviation	Definition
ACIP	Advisory Committee on Immunization Practices
CAIR	California Immunization Registry
CDPH	California Department of Public Health
CoCASA	Clinic Assessment Software Application
HBsAg	Hepatitis B Surface Antigen
HBV	Hepatitis B Vaccine
HDAS	Health Department Authorized Sites
LHD	Local Health Department
LHJ	Local Health Jurisdiction
PEP	Post Exposure Prophylaxis
QAR	Quality Assurance Reviews
VFC	Vaccines for Children Program
VPDs	Vaccine Preventable Disease(s)

**CDPH Immunization Branch
LHD Scope of Work**

3. Services to be Performed

The LHD must agree to the following inclusive objectives and conduct the following activities. Many of the services to be performed are also objectives and activities required by the Federal Government and are conditions for funding of the California Immunization Program and/or statutory requirements of State and LHDs. The level of subvention grant funding to be awarded is not represented as sufficient for support of all the required activities; a significant amount of local support and funding is expected. Subvention grant funds must not be used to supplant (i.e., replace) local funds currently being expended for routine immunization services and activities.

A. Goals:

1) Program Management

Objective 1: To improve accountability, maximize efficiency and increase productivity under this grant.

a. Required Activities:

- i. Grantee agrees to assign the responsibility of monitoring each program activity:
1) Program Management; 2) Vaccine Accountability and Management; 3) Vaccine Availability; 4) Immunization Information Systems; 5) Provider Quality Assurance and Improvement; 6) Perinatal Hepatitis B Prevention; 7) Education, Information, Training, and Partnerships; 8) Prevention, Surveillance and Control of Vaccine Preventable Disease; and 9) Assessment of Compliance with Childcare and School Immunization Entry Requirements.
- ii. Monitor grant fund expenditures to maximize the utilization of the funding for achieving the goals and objectives. Grant invoices shall be reviewed and submitted quarterly to the CDPH Immunization Branch.
- iii. Facilitate and promote continuity of care through the utilization of a medical home among medically underserved children, adolescents and adults for all services including immunizations.
- iv. The Immunization Coordinator is required to participate in meetings, webinars and conference calls as requested by the CDPH Immunization Branch including, but not limited to, the CDPH Immunization Branch's Annual Immunization Coordinators' Meeting, New Immunization Coordinator Orientation (offered annually and required for all new Immunization Coordinators), regional coordinator's meetings, and conference calls related to influenza, outbreak control, changes in policies and procedures, and other important issues.
- v. Provide desk space and basic support for CDPH Immunization Field staff if available and as requested by CDPH.
- vi. Submit quarterly grant reports by the 15th of the month following the end of the quarter.

b. Performance Measures:

- i. Thoroughness and timeliness of Quarterly Grant Reports submitted.
- ii. Percentage of immunization funds expended.

c. Reporting Requirements:

- i. Grant reports.

CDPH Immunization Branch
LHD Scope of Work

2) Vaccine Accountability and Management

Objective 1: With the assistance of the CDPH Immunization Branch, the grantee is to provide guidance to LHD facilities and Health Department Authorized Sites (HDAS) that receive State-supplied vaccine to facilitate compliance with current protocols, policies, and procedures for vaccine storage and handling in accordance with manufacturers' specifications and as stated in the document: *VFC Participation Agreement and Certification of Capacity to Store Vaccines*.

a. Required Activities:

- i. Provide education and guidance to LHD facility and HDAS staff regarding the requirements stated in the above document as needed.

b. Suggested Activities:

- i. Promote CDPH requirements and recommendations for the storage and handling of vaccines.
- ii. Conduct Immunization Skills Institute trainings for local provider staff.

c. Performance Measures:

- i. Percentage of VFC Requirements being met, as measured by the Quality Assurance Visits conducted by CDPH Immunization Branch Representatives.

d. Reporting Requirements:

- i. Education activities developed and offered to LHD and HDAS.

Objective 2: The Grantee will provide guidance to LHD facilities and HDAS that receive State-supplied vaccine to facilitate compliance with current protocols, policies, and procedures for vaccine accountability including: ordering; patient eligibility screening; administration; waste minimization; dose accountability and reporting; and annual recertification requirements, as stated in the following documents:

- Policy for Provision of State-funded Vaccines to Privately Insured Patients by Local Health Department Jurisdictions.
- Vaccine Eligibility Guidelines for Health Department and CDPH Approved Health Department Authorized Sites (HDAS)

a. Required Activities:

- i. Provide education and guidance to LHD and HDAS facility staff regarding the requirements stated in the above documents as needed.
- ii. Facilitate the development and implementation of Corrective Action Plans for vaccine loss/waste incidents due to negligence in LHD facilities and HDAS as requested by the CDPH Immunization Branch.
- iii. Notify the CDPH Immunization Branch of suspected acts of fraud and/or abuse of State-supplied vaccine within the jurisdiction.
- iv. Provide guidance to LHD and HDAS staff regarding requirements and processes for dose-level tracking/accountability and reporting of State-supplied vaccine.

b. Suggested Activities:

- i. Assist in the management of State-supplied vaccine within the jurisdiction by assisting providers with transferring excess inventory or short-dated vaccine to

**CDPH Immunization Branch
LHD Scope of Work**

other providers who could utilize the vaccine and providing guidance on the transfer of the vaccine and required documentation.

c. Performance Measures:

- i. Percentage of doses ordered by vaccine type that were deemed non-viable due to expiration and/or improper storage and handling.
- ii. Number of vaccine storage and handling incidents and vaccine dose accountability reports.

d. Reporting Requirements:

- i. Corrective action plans and implemented grant reports.

3) Vaccine Availability

Objective 1: The grantee will promote access to ACIP-recommended vaccines for children, adolescents and adults throughout the jurisdiction in LHD facilities and HDAS.

a. Required Activities:

- i. Ensure immunization services are provided directly by the LHD and/or identify, authorize and monitor community-based health care agencies to provide immunization services as described in the *Clinic Services Document*. LHDs are responsible for ensuring that their community partners that receive State-supplied vaccine are in compliance with all storage and handling requirements.
- ii. Assist LHD facilities and HDAS receiving State-supplied vaccine in developing and implementing policies that specify no charge may be made to the patient, parent, guardian or third party payer for the cost of the State-supplied vaccine. If a vaccine administration fee is charged, it may not exceed the maximum established by policy and a sliding scale/fee waiver process must be in place. Signage stating that those persons eligible to receive State-supplied vaccine (excluding influenza only) may not be denied vaccine for failure to pay the administration fee or make a donation to the provider must be posted in a prominent location.
- iii. In collaboration with LHD facilities and HDAS, monitor and facilitate compliance with requirements for the use of State-supplied vaccine.
- iv. Develop and implement an annual influenza vaccination strategy for utilization of State-supplied Influenza vaccine in accordance with State Influenza eligibility guidelines to promote the distribution of vaccine throughout the jurisdiction utilizing LHD facilities, community partners, HDAS and mass vaccination clinics.
- v. Operate or support mass influenza clinics that include immunization of school-aged children.

<u>Total population of jurisdiction</u>	<u>Minimum number of children to be immunized</u>
<10,000	50
10,000-50,000	200
>50,000-<100,000	350
100,000-500,000	500
>500,000-3.5 million	1,000
>3.5 million	2,500

**CDPH Immunization Branch
LHD Scope of Work**

- vi. Participate in CDPH Immunization Branch statewide Flu and Immunization Update calls.
- vii. Directly provide and/or work with community partners to implement special targeted vaccination initiatives as directed by the CDPH Immunization Branch such as new legislatively-required vaccines for school entry and mass vaccination.
- viii. For outbreak control activities, work with field representative and follow CDPH approval process for using 317 vaccine. Vaccine should only be administered by LHD staff unless prior approval by CDPH.
- ix. Develop and make available to the public a resource list of providers within the jurisdiction that provide low/no cost immunizations for children and adults.

b. Suggested Activities:

- i. Utilize existing local data and/or conduct assessments to identify low or lagging vaccination coverage levels for specific populations and/or specific vaccines (i.e., pockets of need) within the jurisdiction and develop and conduct activities to reduce these disparities.
- ii. Promote participation in the VFC Program to other jurisdictional facilities that provide immunizations (e.g., primary care, juvenile halls, community and school-based clinics and private providers).

c. Performance Measures:

- i. Number of operating LHD facilities and HDAS, along with immunizations at each location.
- ii. Mass vaccination clinic outcomes.

d. Reporting Requirements:

- i. Number and hours of operating sites.
- ii. Number of immunizations provided with state-funded vaccines and costs to patient.
- iii. Doses of influenza administered, age groups of recipients, and clinic settings for mass influenza clinics.

4) Immunization Information Systems

Objective 1: The Grantee is to assist in the promotion and implementation of the California Immunization Registry (CAIR).

a. Required Activities:

- i. Require LHD Immunization Clinics to enter all patients into CAIR either through weekly direct entry or bi-weekly electronic data upload (with the exception of outreach-based Flu vaccinations). Assist the CDPH Immunization Branch with addressing CAIR issues in LHD Immunization Clinics including areas such as frequency of use, data quality, and adherence to policies and procedures.
- ii. Assist with addressing CAIR issues in LHD Immunization Clinics including areas such as frequency of use, data quality, and adherence to policies and procedures.
- iii. Promote CAIR to VFC and non-VFC providers during general immunization outreach and education activities and refer interested providers to the CDPH Immunization Branch.

**CDPH Immunization Branch
LHD Scope of Work**

- iv. Refer participating CAIR providers needing assistance to the CAIR Help Desk for support.
- v. Participate in CAIR Trainings and/or CAIR Update meetings.
- vi. Run CoCasa reports or missing immunization reports to identify patients needing recall and any trends of gaps in immunization coverage.

b. Suggested Activities:

- i. State influenza doses should be entered into CAIR as feasible.
- ii. Assist in recruiting other LHD-based facilities that give immunizations to use CAIR including child cares, sexually transmitted disease clinics, juvenile halls/jails, primary care services, etc., and assist CDPH Immunization Branch with addressing implementation issues within these settings.
- iii. Promote CAIR to adolescent and adult medical providers as well as non-medical sites such as WIC agencies and schools within the jurisdiction.
- iv. Provide space for CAIR user trainings if available and requested by the CDPH Immunization Branch.
- v. Assist with distributing CAIR provider materials (e.g., Reminder/Recall postcards).

c. Performance Measures:

- i. Percentage of LHD Immunization Clinics entering all patients into CAIR according to established timeframes.
- ii. Participation in CAIR Trainings and/or CAIR Update meetings, if offered.

d. Reporting Requirements:

- i. Percentage of LHD clinics entering records into CAIR, along with timeframes of entry is completed.

5) Provider Quality Assurance and Improvement

Objective 1: To improve the quality and efficiency of immunization services, participate or follow up on VFC Compliance Visits, as requested by CDPH staff, to assess adherence to the Standards for Child and Adolescent Immunization Practices.

a. Required Activities:

- i. In conjunction with the CDPH Immunization Branch, participate in and support the VFC Compliance Visit process for all LHD facilities and HDAS within the jurisdiction and assist with the implementation of corrective action plans, strategies to reduce missed opportunities for vaccination, and linkage/referral to medical homes.
- ii. As directed by the CDPH Immunization Branch, conduct follow-up visits with LHD facilities and HDAS to provide assistance with implementation of mandatory corrective action plans.

b. Suggested Activities:

- i. Working with the Senior Field Representative, assist with conducting VFC compliance and educational visits at public and private VFC sites to improve the delivery and quality of immunization services within the jurisdiction.
- ii. Maintain an LHD database to monitor changes in immunization coverage and missed opportunities for providers that participate in the assessment.

CDPH Immunization Branch
LHD Scope of Work

- iii. Provide instructions and/or referral to the Local CAIR Representatives (LCR) or CAIR website to providers requesting guidance on using CoCASA for determining immunization coverage and missed opportunity rates.
- iv. Assist and support the VFC Program with conducting follow-up activities as requested.

c. Performance Measures:

- i. Percentage of immunization rate assessments completed for those facilities designated for assessment.
- ii. Feedback sessions conducted with sites needing additional support

d. Reporting Requirements:

- i. VFC Compliance Visit Reports and CoCASA Reports submitted to the CDPH Immunization Branch Senior Field Representative.

6) Perinatal Hepatitis B Prevention

Objective 1: Reduce the incidence of perinatal hepatitis B infection in the jurisdiction.

a. Required Activities:

- i. Educate prenatal care providers on:
 - 1) Screening all pregnant women for Hepatitis B Surface Antigen (HBsAg) as part of the first prenatal labs;
 - 2) Informing the planned delivery hospital of the mother's HBsAg-positive status at least one month prior to delivery date;
 - 3) Reporting HBsAg-positive pregnant women to the local health jurisdiction (LHJ) within the timeline stated by current California codes and regulations; and
 - 4) Educating HBsAg-positive pregnant women about the current ACIP recommendations on prevention of perinatal hepatitis B transmission.
- ii. Educate birth hospitals on:
 - 1) Identifying all pregnant HBsAg-positive on hospital admission;
 - 2) Immediately testing pregnant women with unknown HBsAg status on admission;
 - 3) Developing written policies and procedures or standing orders for the prevention of perinatal hepatitis B infection per the current ACIP recommendations, including administration of post-exposure prophylaxis (PEP) for infants of HBsAg-positive and notification of LHJ if PEP is refused by the parents; and administration of a universal Hepatitis B Vaccine (HBV) birth dose.
- iii. Create a method with LHJ Communicable Disease staff to identify HBsAg-positive pregnant women through laboratory report review.
- iv. Contact and educate HBsAg-positive women about current ACIP recommendations on prevention of perinatal hepatitis B transmission.
- v. Follow-up with birth hospitals to ensure that infants of HBsAg-positive women received appropriate PEP at birth.

CDPH Immunization Branch
LHD Scope of Work

- vi. Follow up with pediatrician to ensure that HBV vaccine series is given and document dates of receipt
- vii. Follow-up with pediatrician to ensure that PVS testing occurs at 9 months and document the results
- viii. Recommend that infected infants are referred to a gastroenterologist
- ix. Report the following to CDPH
 - a. HBsAg-positive pregnant women;
 - b. Infants who did not receive appropriate PEP at birth, either due to a PEP error or due to parental refusal of PEP for the infant; and
 - c. HBV-infected infants ≤ 24 months of age.

b. Suggested Activities:

- i. Work with Perinatal Hepatitis B staff at the CDPH Immunization Branch as appropriate on provider enrollment, quality assurance, and/or follow-up activities.

c. Performance Measures

- i. Number of birth hospitals within the jurisdiction providing Hepatitis B birth dose and screening all pregnant women for HBsAg in accordance with recommendations.
- ii. Noncompliant birth hospitals have received education regarding recommendations.
- iii. Number of infants born to HBV-infected mothers who have completed PVS testing
- iv. Percentage of birth hospitals within the jurisdiction that deliver babies eligible for VFC vaccine which have enrolled in the VFC Program.

d. Reporting Requirements:

- i. Report the number of birthing hospitals that are compliant with Hepatitis B birth dose and HBsAg screen of pregnant women recommendations.
- ii. Provide updates regarding education and assistance provided to noncompliant birth facilities.
- iii. Report birth hospitals that have successfully enrolled and are actively participating in the VFC Program.

7) Education, Information, Training, and Partnerships

Objective 1: Expand immunization services, promote best practices and improve coverage rates among children, adolescents and adults within the jurisdiction through the development of partnerships and collaborative activities.

a. Required Activities:

- i. Develop and maintain partnerships and conduct collaborative activities with organizations and community groups serving children, adolescents, adults to expand immunization services, promote best practices and improve coverage rates. Organizations include, but are not limited to, hospitals and birthing facilities, child care providers, schools, juvenile/adult correction facilities, WIC and other social service agencies, nursing homes, home health agencies, colleges/adult schools and medical associations/organizations.

CDPH Immunization Branch
LHD Scope of Work

b. Suggested Activities:

- i. Participate in local and state immunization coalitions, task forces and work groups such as the California Immunization Coalition (CIC).

c. Performance Measures:

- i. Number of new partnerships developed.
- ii. Number and type of activities conducted with new and existing partnerships coalitions, task forces and/or workgroups.

d. Reporting Requirements:

- i. Report the number of new partnerships developed.
- ii. Report by number and type of activities conducted with new and existing partnerships, coalitions, task forces and/or workgroups.

Objective 2: Provide and/or promote education and training opportunities, materials, and information to health care providers, schools and childcare centers, community organizations, and the general public within the jurisdiction to promote best practices for immunization and raise awareness about the importance of immunizations.

a. Required Activities:

- i. Serve as the immunization expert and resource within the jurisdiction for healthcare providers, schools, community organizations and the general public.
- ii. Provide information on available education and training resources available through the Centers for Disease Control and Prevention (CDC), State and local health department such as such as EZIZ modules and the Epidemiology and Prevention of Vaccine Preventable Diseases (Epi-Vac) course to facilitate the orientation and training of new LHD Immunization Program staff.
- iii. Promote and encourage providers/organizations to sign up for EZIZ list-serve to receive information on upcoming educational/training opportunities and immunization-related news.
- iv. Collaborate with CDPH Immunization Branch to notify healthcare providers and other organizations within the jurisdiction about critical immunization information such as changes in the ACIP schedule and new laws/requirements.
- v. Order, stock and disseminate materials available through the Immunization Coordinators' website to providers, schools and other immunization stakeholders within the jurisdiction.
- vi. Conduct at least one annual community-wide educational campaign on immunization issues related to pediatric, adolescent, adults and/or seasonal influenza.

NOTE: A *campaign* is an organized effort through various communications activities to inform your designated audience (i.e., pregnant women, parents of preteens, providers, etc.) of a given issue (e.g., influenza vaccine promotion, encourage Tdap vaccination among pregnant women, etc.).

A campaign is considered completed by conducting at least two of the following communication activities:

**CDPH Immunization Branch
LHD Scope of Work**

- Send educational e-mail(s) to immunization stakeholders, such as school nurses, provider groups, LHD staff, WIC, Head Start, etc.
- Contribute an article to newsletters/bulletins
- Distribute materials to stakeholders, such as schools, youth programs, providers, WIC, MCAH, etc.
- Distribute materials for use at community health fairs/events
- Post message(s) on Facebook, Twitter
- Post a web banner on your website and/or signature line
- Advertise your message (outdoor advertising, print, radio, TV, Online)
- Conduct a health fair or other community event
- Conduct a presentation for grand round/In-service for providers
- Speak at a school assembly, PTA meeting, classroom, or at a parent-teacher night
- Conduct a presentation for a community group (e.g., prenatal class)
- Conduct a press event
- Issue a press release
- Issue a proclamation
- Participate in a media interview

b. Suggested Activities:

- i. Conduct presentations, workshops, trainings and/or contribute articles to provider newsletters on immunization-related topics to health care providers and other organizations about pediatric, adolescent and adult immunization issues including but not limited to, ACIP recommendations, best practices, new vaccines, vaccine storage and handling, vaccine safety, VAERS reporting, vaccination documentation requirements.
- ii. Promote and/or implement activities supporting official national and/or statewide immunization campaigns (observances) such as Preteen Vaccine Week (PVW), National Infant Immunization Week/Toddler Immunization Month (NIIW/TIM), National Adult Immunization Awareness Week (NAIAW), National Immunization Awareness Month (NIAM), and National Influenza Vaccine Week (NIVW).
- iii. Conduct education and awareness activities targeted to parents and the general public promoting vaccine safety, efficacy and importance of recommended immunizations.
- iv. Provide and regularly maintain accurate website content and web links on vaccine preventable disease and immunizations representing pediatric, adolescent and adult issues and resources.

c. Performance Measures:

- i. Number of new immunization program staff completing training, and types of training completed.
- ii. Number of LHD immunization clinic staff completing training, and types of training completed.
- iii. Number and type of notifications sent to health care providers and other organizations.
- iv. Number and type of presentations/workshops/trainings provided.
- v. Number and type of children, adolescent, adult and/or influenza campaigns conducted. Describe immunization issue, audience and communication activities conducted.

**CDPH Immunization Branch
LHD Scope of Work**

d. Reporting Requirements:

- i. Report the number of new immunization program staff completing training, and types of training completed.
- ii. Report the number of LHD immunization clinic staff completing training, and types of training completed.
- iii. Report the number and type of notifications sent to health care providers and other organizations.
- iv. Report the number and type of presentations/workshops/trainings provided.
- v. Report the number and type of children, adolescent, adult and/or influenza campaigns conducted.

8) Prevention, Surveillance and Control of Vaccine Preventable Disease (VPD)

Objective 1: Assist with the prevention, surveillance and control of vaccine preventable disease with the jurisdiction (VPD) within the jurisdiction.

a. Required Activities:

- i. Work collaboratively with LHD Communicable Disease Control staff and the CDPH Immunization Branch to address VPD outbreaks within the jurisdiction including: securing vaccine to immunize at risk patients; assisting with the organization and implementation of efforts to vaccinate susceptible individuals; developing and disseminating messages to inform the public of the outbreak; prevention and availability of vaccine; organizing outreach events as needed; performing vaccine accountability and management; and reporting vaccine utilization.
- ii. For outbreak control activities; work with field representative and follow CDPH approval process for using 317 vaccine. Vaccine should only be administered by LHD staff if prior approval is given by CDPH.
- iii. Ensure that LHD Immunization Clinics are knowledgeable about and utilize the Vaccine Adverse Events Reporting System (VAERS) for reporting adverse events following immunizations in accordance with CDPH Immunization Branch guidelines.

b. Suggested Activities:

- i. Support the maintenance of an effective system for identification and reporting of suspect, probable and confirmed cases of VPDs following the guidelines set forth by Title 17.
- ii. Support the investigation and follow-up of reported suspect, probable and confirmed VPDs following the guidelines set forth by the CDC and CDPH Immunization Branch.

c. Performance Measures:

- i. Percentage of cases reported and followed up according to established timelines.

d. Reporting Requirements:

- i. Report on activities done with communicable disease staff on outbreaks.

9) Assessment of Compliance with Childcare and School Immunization Entry Requirements

CDPH Immunization Branch
LHD Scope of Work

Objective 1: Assist the CDPH Immunization Branch with assessing compliance with Child Care and School Immunization Entry Requirements according to CDPH Immunization Branch guidelines and instructions.

a. Required Activities:

- i. Based on lists provided by the CDPH Immunization Branch, follow-up with childcare and school sites that do not complete the electronic Fall Assessment.
- ii. As requested, conduct selective review site visits to a random sample of child care centers, kindergartens, and/or seventh-grade schools (cohort will rotate annually) identified by the CDPH Immunization Branch including interviewing staff, reviewing randomly selected student records, providing guidance regarding noncompliant students, and completing and submitting requested documentation.
- iii. In coordination with the CDPH Immunization Branch, provide guidance and encourage compliance with existing school and child care entry requirements and regulations by all child care centers and schools within the jurisdiction. *The Annual School Immunization Assessment Reporting and Follow-Up Policy* details LHD responsibilities.

b. Suggested Activities:

- i. Conduct presentations, workshops and trainings on school and child care law and immunization requirements.
- ii. Provide guidance, including site visits as necessary, to address issues identified in schools grades pre-K through 12th.

c. Performance Measures:

- i. Percentage of jurisdictional sites which have completed the annual immunization assessment.

d. Reporting Requirements:

- i. Numbers of schools followed-up with.
- ii. Percentage of late responders that submitted paperwork.

**CDPH Immunization Branch
Funding Application for Immunization Subvention Grant Funds**

RFA #15-10146
Date: 04/27/2015

Exhibit B - Budget

Form 5A

Applicant:
Budget Period: July 1, 2015 - June 30, 2016

SECTION 1: GRANTEE BUDGET

<u>Objective</u>		<u>Funding Amount</u>
1	Program Management	\$ -
2	Vaccine Accountability and Management	\$ -
3	Vaccine Availability	\$ -
4	Immunization Information Systems	\$ -
5	Provider Quality Assurance and Improvement	\$ -
6	Perinatal Hepatitis B Prevention	\$ -
7	Education, Information, Training and Partnerships	\$ -
8	Prevention, Surveillance and Control of Vaccine Preventable Disease (VPD)	\$ -
9	Assessment of Compliance with Childcare and School Immunization Entry Requirements	\$ -
	Total Funding Requested within this Application:	\$ -
	Total Personnel:	\$ -
	Total General Expenses:	\$ -
	Total Subgrantees (must match total funding in Section 2):	\$ -
	Budget Total:	\$ -

SECTION 2: SUBGRANTEE BUDGET

<u>Objective</u>		<u>Funding Amount</u>
1	Program Management	\$ -
2	Vaccine Accountability and Management	\$ -
3	Vaccine Availability	\$ -
4	Immunization Information Systems	\$ -
5	Provider Quality Assurance and Improvement	\$ -
6	Perinatal Hepatitis B Prevention	\$ -
7	Education, Information, Training and Partnerships	\$ -
8	Prevention, Surveillance and Control of Vaccine Preventable Disease (VPD)	\$ -
9	Assessment of Compliance with Childcare and School Immunization Entry Requirements	\$ -
	Total Subgrantee Funding Requested:	\$ -
	Total Subgrantee Personnel:	\$ -
	Total Subgrantee General Expenses:	\$ -
	Subgrantee Budget Total:	\$ -

**CDPH Immunization Branch
Funding Application for Immunization Subvention Grant Funds**

RFA #15-10146
Date: 04/27/2015

Exhibit B - Budget

Form 5B

Applicant:
Budget Period: July 1, 2016 - June 30, 2017

SECTION 1: GRANTEE BUDGET

<u>Objective</u>		<u>Funding Amount</u>
1	Program Management	\$ -
2	Vaccine Accountability and Management	\$ -
3	Vaccine Availability	\$ -
4	Immunization Information Systems	\$ -
5	Provider Quality Assurance and Improvement	\$ -
6	Perinatal Hepatitis B Prevention	\$ -
7	Education, Information, Training and Partnerships	\$ -
8	Prevention, Surveillance and Control of Vaccine Preventable Disease (VPD)	\$ -
9	Assessment of Compliance with Childcare and School Immunization Entry Requirements	\$ -
	Total Funding Requested within this Application:	\$ -
	Total Personnel:	\$ -
	Total General Expenses:	\$ -
	Total Subgrantees (must match total funding in Section 2):	\$ -
	Budget Total:	\$ -

SECTION 2: SUBGRANTEE BUDGET

<u>Objective</u>		<u>Funding Amount</u>
1	Program Management	\$ -
2	Vaccine Accountability and Management	\$ -
3	Vaccine Availability	\$ -
4	Immunization Information Systems	\$ -
5	Provider Quality Assurance and Improvement	\$ -
6	Perinatal Hepatitis B Prevention	\$ -
7	Education, Information, Training and Partnerships	\$ -
8	Prevention, Surveillance and Control of Vaccine Preventable Disease (VPD)	\$ -
9	Assessment of Compliance with Childcare and School Immunization Entry Requirements	\$ -
	Total Subgrantee Funding Requested:	\$ -
	Total Subgrantee Personnel:	\$ -
	Total Subgrantee General Expenses:	\$ -
	Subgrantee Budget Total:	\$ -

Exhibit E
Additional Provisions

1. Cancellation / Termination

- A. This Grant may be cancelled by CDPH without cause upon thirty (30) calendar days advance written notice to the Grantee.
- B. CDPH reserves the right to cancel or terminate this Grant immediately for cause. The Grantee may submit a written request to terminate this Grant only if CDPH substantially fails to perform its responsibilities as provided herein.
- C. The term "for cause" shall mean that the Grantee fails to meet the terms, conditions, and/or responsibilities of this agreement. Causes for termination include, but are not limited to the following occurrences:
 - 1) If the Grantee knowingly furnishes any statement, representation, warranty, or certification in connection with the agreement, which representation is materially false, deceptive, incorrect, or incomplete.
 - 2) If the Grantee fails to perform any material requirement of this Grant or defaults in performance of this agreement.
 - 3) If the Grantee files for bankruptcy, or if CDPH determines that the Grantee becomes financially incapable of completing this agreement.
- D. Grant termination or cancellation shall be effective as of the date indicated in CDPH's notification to the Grantee. The notice shall stipulate any final performance, invoicing or payment requirements.
- E. In the event of early termination or cancellation, the Grantee shall be entitled to compensation for services performed satisfactorily under this agreement and expenses incurred up to the date of cancellation and any non-cancelable obligations incurred in support of this Grant.
- F. In the event of termination, and at the request of CDPH, the Grantee shall furnish copies of all proposals, specifications, designs, procedures, layouts, copy, and other materials related to the services or deliverables provided under this Grant, whether finished or in progress on the termination date.
- G. The Grantee will not be entitled to reimbursement for any expenses incurred for services and deliverables pursuant to this agreement after the effective date of termination.
- H. Upon receipt of notification of termination of this Grant, and except as otherwise specified by CDPH, the Grantee shall:
 - 1) Place no further order or subgrants for materials, services, or facilities.
 - 2) Settle all outstanding liabilities and all claims arising out of such termination of orders and subgrants.

Exhibit E
Additional Provisions

- 3) Upon the effective date of termination of the Grant and the payment by CDPH of all items properly changeable to CDPH hereunder, Grantee shall transfer, assign and make available to CDPH all property and materials belonging to CDPH, all rights and claims to any and all reservations, grants, and arrangements with owners of media/PR materials, or others, and shall make available to CDPH all written information regarding CDPH's media/PR materials, and no extra compensation is to be paid to Grantee for its services.
- 4) Take such action as may be necessary, or as CDPH may specify, to protect and preserve any property related to this agreement which is in the possession of the Grantee and in which CDPH has or may acquire an interest.
- I. CDPH may, at its discretion, require the Grantee to cease performance of certain components of the Scope of Work as designated by CDPH and complete performance of other components prior to the termination date of the Grant.

2. Avoidance of Conflicts of Interest by Grantee

- A. CDPH intends to avoid any real or apparent conflict of interest on the part of the Grantee, subgrants, or employees, officers and directors of the Grantee or subgrants. Thus, CDPH reserves the right to determine, at its sole discretion, whether any information, assertion or claim received from any source indicates the existence of a real or apparent conflict of interest; and, if a conflict is found to exist, to require the Grantee to submit additional information or a plan for resolving the conflict, subject to CDPH review and prior approval.
- B. Conflicts of interest include, but are not limited to:
 - 1) An instance where the Grantee or any of its subgrants, or any employee, officer, or director of the Grantee or any subgrant or has an interest, financial or otherwise, whereby the use or disclosure of information obtained while performing services under the grant would allow for private or personal benefit or for any purpose that is contrary to the goals and objectives of the grant.
 - 2) An instance where the Grantee's or any subgrant's employees, officers, or directors use their positions for purposes that are, or give the appearance of being, motivated by a desire for private gain for themselves or others, such as those with whom they have family, business or other ties.
- C. If CDPH is or becomes aware of a known or suspected conflict of interest, the Grantee will be given an opportunity to submit additional information or to resolve the conflict. A Grantee with a suspected conflict of interest will have five (5) working days from the date of notification of the conflict by CDPH to provide complete information regarding the suspected conflict. If a conflict of interest is determined to exist by CDPH and cannot be resolved to the satisfaction of CDPH, the conflict will be grounds for terminating the grant. CDPH may, at its discretion upon receipt of a written request from the Grantee, authorize an extension of the timeline indicated herein.

Federal Terms and Conditions

(For federally funded Grant agreements)

The use of headings or titles throughout this exhibit is for convenience only and shall not be used to interpret or to govern the meaning of any specific term or condition.

The terms "Grantee" and "SubGrantee" shall also mean, "agreement", "grant", "grant agreement", "Grantee" and "Subgrantee" respectively.

The terms "California Department of Public Health" and "CDPH" shall have the same meaning and refer to the California State agency that is a party to this Agreement.

This exhibit contains provisions that require strict adherence to various contracting laws and policies.

Index of Special Terms and Conditions

1. Federal Funds
2. Federal Equal Employment Opportunity Requirements
3. Debarment and Suspension Certification
4. Covenant Against Contingent Fees
5. Air or Water Pollution Requirements
6. Lobbying Restrictions and Disclosure Certification
7. Additional Restrictions

1. Federal Funds

(Applicable only to that portion of an agreement funded in part or whole with federal funds.)

- a. It is mutually understood between the parties that this Grant may have been written before ascertaining the availability of congressional appropriation of funds, for the mutual benefit of both parties, in order to avoid program and fiscal delays which would occur if the Grant were executed after that determination was made.
- b. This Grant is valid and enforceable only if sufficient funds are made available to the State by the United States Government for the fiscal years covered by the term of this Grant. In addition, this Grant is subject to any additional restrictions, limitations, or conditions enacted by the Congress or any statute enacted by the Congress which may affect the provisions, terms or funding of this Grant in any manner.
- c. It is mutually agreed that if the Congress does not appropriate sufficient funds for the program, this Grant shall be amended to reflect any reduction in funds.
- d. CDPH has the option to invalidate or cancel the Grant with 30-days advance written notice or to amend the Grant to reflect any reduction in funds.

2. Federal Equal Opportunity Requirements

(Applicable to all federally funded grants entered into by the California Department of Public Health (CDPH) formerly known as California Department of Health Services (CDHS).)

- a. The Grantee will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era. The Grantee will take affirmative action to ensure that qualified applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, national origin, physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and career development opportunities and selection for training, including apprenticeship. The Grantee agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Federal Government or CDPH, setting forth the provisions of the Equal Opportunity clause, Section 503 of the Rehabilitation Act of 1973 and the affirmative action clause required by the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (38 U.S.C. 4212). Such notices shall state the Grantee's obligation under the law to take affirmative action to employ and advance in employment qualified applicants without discrimination based on their race, color, religion, sex, national origin physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era and the rights of applicants and employees.
- b. The Grantee will, in all solicitations or advancements for employees placed by or on behalf of the Grantee, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era.
- c. The Grantee will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding a notice, to be provided by the Federal Government or the State, advising the labor union or workers' representative of the Grantee's commitments under the provisions herein and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- d. The Grantee will comply with all provisions of and furnish all information and reports required by Section 503 of the Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (38 U.S.C. 4212) and of the Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," and of the rules, regulations, and relevant orders of the Secretary of Labor.

- e. The Grantee will furnish all information and reports required by Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," and the Rehabilitation Act of 1973, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the State and its designated representatives and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- f. In the event of the Grantee's noncompliance with the requirements of the provisions herein or with any federal rules, regulations, or orders which are referenced herein, this Agreement may be cancelled, terminated, or suspended in whole or in part and the Grantee may be declared ineligible for further federal and state contracts in accordance with procedures authorized in Federal Executive Order No. 11246 as amended and such other sanctions may be imposed and remedies invoked as provided in Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- g. The Grantee will include the provisions of Paragraphs a through g in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," or Section 503 of the Rehabilitation Act of 1973 or (38 U.S.C. 4212) of the Vietnam Era Veteran's Readjustment Assistance Act, so that such provisions will be binding upon each subGrantee or vendor. The Grantee will take such action with respect to any subcontract or purchase order as the Director of the Office of Federal Contract Compliance Programs or CDPH may direct as a means of enforcing such provisions including sanctions for noncompliance provided, however, that in the event the Grantee becomes involved in, or is threatened with litigation by a subGrantee or vendor as a result of such direction by CDPH, the Grantee may request in writing to CDPH, who, in turn, may request the United States to enter into such litigation to protect the interests of the State and of the United States.

3. Debarment and Suspension Certification

- a. By signing this Grant, the Grantee/Grantee agrees to comply with applicable federal suspension and debarment regulations including, but not limited to 7 CFR Part 3017, 45 CFR 76, 40 CFR 32 or 34 CFR 85.
- b. By signing this Grant, the Grantee certifies to the best of its knowledge and belief, that it and its principals:
 - (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency;
 - (2) Have not within a three-year period preceding this application/proposal/agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in Paragraph b(2) herein; and
 - (4) Have not within a three-year period preceding this application/proposal/agreement had one or more public transactions (Federal, State or local) terminated for cause or default.
 - (5) Shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under federal regulations (i.e., 48 CFR part 9, subpart 9.4), debarred, suspended, declared ineligible, or voluntarily excluded from participation in such transaction, unless authorized by the State.

- (6) Will include a clause entitled, "Debarment and Suspension Certification" that essentially sets forth the provisions herein, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- c. If the Grantee is unable to certify to any of the statements in this certification, the Grantee shall submit an explanation to the CDPH Program Contract Manager.
- d. The terms and definitions herein have the meanings set out in the Definitions and Coverage sections of the rules implementing Federal Executive Order 12549.
- e. If the Grantee knowingly violates this certification, in addition to other remedies available to the Federal Government, the CDPH may terminate this Agreement for cause or default.

4. **Covenant Against Contingent Fees**

The Grantee warrants that no person or selling agency has been employed or retained to solicit/secure this Grant upon an agreement of understanding for a commission, percentage, brokerage, or contingent fee, except *bona fide* employees or *bona fide* established commercial or selling agencies retained by the Grantee for the purpose of securing business. For breach or violation of this warranty, CDPH shall have the right to annul this Grant without liability or in its discretion to deduct from the Grant price or consideration, or otherwise recover, the full amount of such commission, percentage, and brokerage or contingent fee.

5. **Air or Water Pollution Requirements**

Any federally funded grant and/or subgrants in excess of \$100,000 must comply with the following provisions unless said grant is exempt under 40 CFR 15.5.

- a. Government Grantees agree to comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act [42 U.S.C. 1857(h)], section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).
- b. Institutions of higher education, hospitals, nonprofit organizations and commercial businesses agree to comply with all applicable standards, orders, or requirements issued under the Clean Air Act (42 U.S.C. 7401 et seq.), as amended, and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended.

6. **Lobbying Restrictions and Disclosure Certification**

(Applicable to federally funded grants in excess of \$100,000 per Section 1352 of the 31, U.S.C.)

a. Certification and Disclosure Requirements

- (1) Each person (or recipient) who requests or receives a grant, subgrant, which is subject to Section 1352 of the 31, U.S.C., and which exceeds \$100,000 at any tier, shall file a certification (in the form set forth in Attachment 1, consisting of one page, entitled "Certification Regarding Lobbying") that the recipient has not made, and will not make, any payment prohibited by Paragraph b of this provision.
- (2) Each recipient shall file a disclosure (in the form set forth in Attachment 2, entitled "Standard Form-LLL 'disclosure of Lobbying Activities'") if such recipient has made or has agreed to make any payment using nonappropriated funds (to include profits from any covered federal action) in connection with a grant or any extension or amendment of that grant, which would be prohibited under Paragraph b of this provision if paid for with appropriated funds.
- (3) Each recipient shall file a disclosure form at the end of each calendar quarter in which there occurs any event that requires disclosure or that materially affect the accuracy of the information contained in any disclosure form previously filed by such person under Paragraph a(2) herein. An event that materially affects the accuracy of the information reported includes:
 - (a) A cumulative increase of \$25,000 or more in the amount paid or expected to be paid for influencing or attempting to influence a covered federal action;

- (b) A change in the person(s) or individuals(s) influencing or attempting to influence a covered federal action; or
 - (c) A change in the officer(s), employee(s), or member(s) contacted for the purpose of influencing or attempting to influence a covered federal action.
- (4) Each person (or recipient) who requests or receives from a person referred to in Paragraph a(1) of this provision a grant or subgrant exceeding \$100,000 at any tier under a grant shall file a certification, and a disclosure form, if required, to the next tier above.
- (5) All disclosure forms (but not certifications) shall be forwarded from tier to tier until received by the person referred to in Paragraph a(1) of this provision. That person shall forward all disclosure forms to CDPH Program Contract Manager.

b. Prohibition

Section 1352 of Title 31, U.S.C., provides in part that no appropriated funds may be expended by the recipient of a federal contract or agreement, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered federal actions: the awarding of any federal contract or agreement, the making of any federal grant, the making of any federal loan, entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract or agreement, grant, loan, or cooperative agreement.

7. **Additional Restrictions**

Grantee shall comply with the restrictions under Division F, Title V, Section 503 of the Consolidated Appropriations Act, 2012 (H.R. 2055), which provides that:

“SEC. 503.(a) No part of any appropriation contained in this Act or transferred pursuant to section 4002 of Public Law 111–148 shall be used, other than for normal and recognized executive-legislative relationships, for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video presentation designed to support or defeat the enactment of legislation before the Congress or any State or local legislature or legislative body, except in presentation to the Congress or any State or local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any State or local government, except in presentation to the executive branch of any State or local government itself.

(b) No part of any appropriation contained in this Act or transferred pursuant to section 4002 of Public Law 111–148 shall be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before the Congress or any State government, State legislature or local legislature or legislative body, other than for normal and recognized executive-legislative relationships or participation by an agency or officer of a State, local or tribal government in policymaking and administrative processes within the executive branch of that government.

(c) The prohibitions in subsections (a) and (b) shall include any activity to advocate or promote any proposed, pending or future Federal, State or local tax increase, or any proposed, pending, or future requirement or restriction on any legal consumer product, including its sale or marketing, including but not limited to the advocacy or promotion of gun control.”

STATE OF CALIFORNIA
CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making, awarding or entering into of this Federal contract, Federal grant, or cooperative agreement, and the extension, continuation, renewal, amendment, or modification of this Federal contract, grant, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency of the United States Government, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities" in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subGrantees, subgrants, and contracts under grants and cooperative agreements) of \$100,000 or more, and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C., any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

County of Mono

Name of Grantee

Tim Fesko

Printed Name of Person Signing for Grantee

15-10434

Contract / Grant Number

Signature of Person Signing for Grantee

Date

Chair Of the Board

Title

After execution by or on behalf of Grantee, please return to:

California Department of Public Health
Immunization Branch
850 Marina Bay Pkwy., Bldg. P, 2nd Floor
Richmond, CA 94804

CDPH reserves the right to notify the Grantee in writing of an alternate submission address.

CERTIFICATION REGARDING LOBBYING

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

Approved by OMB
0348-0046

<p>1. Type of Federal Action:</p> <p><input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance</p>	<p>2. Status of Federal Action:</p> <p><input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award</p>	<p>3. Report Type:</p> <p><input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change</p> <p>For Material Change Only: Year ____ quarter ____ date of last report ____.</p>
<p>4. Name and Address of Reporting Entity:</p> <p><input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier ____, if known:</p> <p>Congressional District, if known:</p>	<p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</p> <p>Congressional District, if known:</p>	
<p>6. Federal Department/Agency</p>	<p>7. Federal Program Name/Description:</p> <p>CDFA Number, if applicable: ____</p>	
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known:</p> <p>\$</p>	
<p>10.a. Name and Address of Lobbying Registrant (If individual, last name, first name, MI):</p>	<p>b. Individuals Performing Services (including address if different from 10a. (Last name, First name, MI):</p>	
<p>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. required disclosure shall be subject to a not more than \$100,000 for each such failure.</p>	<p>Signature: _____</p> <p>Print Name: _____</p> <p>Title: _____</p> <p>Telephone No.: _____ Date: _____</p>	
<p>Federal Use Only</p>		<p>Authorized for Local Reproduction Standard Form-LLL (Rev. 7-97)</p>

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.
 (b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

CALIFORNIA IMMUNIZATION PROGRAM
RFA # 15-10146 Immunization Local Assistance Grant
Awarded By

THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, hereinafter “Department”
TO
County of Mono, hereinafter “Grantee”
Implementing the project, “Provide Immunization Services to the General Public,”
hereinafter “Project”

GRANT AGREEMENT NUMBER 15–10434

The Department awards this Grant and the Grantee accepts and agrees to use the Grant funds as follows:

AUTHORITY: The Department has authority to grant funds for the Project under Health and Safety Code, Section 120325-120380 of the Health & Safety Code, Chapter 435, which requires immunizations against childhood diseases prior to school admittance and Federal Grant # 5H23IP000717-03.

PURPOSE: The Department shall provide a grant to and for the benefit of the Grantee; the purpose of the Grant is to provide immunization services to the general public. Local Health Department (LHD) Health Officers are required to organize and maintain a program to make the required immunizations available. This grant assists the Grantee in defraying costs of the program which supports the State's objectives to control diseases that are preventable by vaccines. It is the California Department of Public Health's (CDPH) responsibility to provide this assistance to LHDs. The Grantee is to conduct a general immunization program which provides the general public with vaccines recommended by the Advisory Committee on Immunization Practices (ACIP). In addition, the Grantee identifies target populations in need of immunizations and initiates corrective action to improve immunization levels.

GRANT AMOUNT: The maximum amount payable under this Grant shall not exceed Seventy Two Thousand Five Hundred dollars (\$72,500).

TERM OF GRANT: The term of the Grant shall begin on July 1, 2015, or upon approval of this grant, and terminates on June 30, 2017. No funds may be requested or invoiced for work performed or costs incurred after June 30, 2017.

PROJECT REPRESENTATIVES. The Project Representatives during the term of this Grant will be:

California Department of Public Health	Grantee:
Immunization Branch Attn: Jonathan Tandoc, Associate Governmental Program Analyst	County of Mono Name: Hillary Bayliss
Address: 850 Marina Bay Pkwy., Bldg. P, 2 nd Floor	Address: PO Box 3329

City, ZIP: Richmond, CA 94804	City, ZIP: Mammoth Lakes, CA 93546
Phone: (510) 412-6053	Phone: (760) 924-1830
Fax: (510) 620-3774	Fax: (760) 924-1831
E-mail: Jonathan.Tandoc@cdph.ca.gov	E-mail: hbayliss@mono.ca.gov

Direct all inquiries to:

California Department of Public Health, Immunization Branch	Grantee: County of Mono
Attention: Souk Mouanoutoua, Field Representative	Attention: Hillary Bayliss
Address 3374 E. Shields Ave #C20	Address: PO Box 3329
City, ZIP: Fresno, CA 93726	City, ZIP: Mammoth Lakes, CA 93546
Phone: (559) 228-5855	Phone: (760) 924-1830
Fax: (559) 228-5862	Fax: (760) 924-1831
E-mail: souk.mouanoutoua@cdph.ca.gov	E-mail: hbayliss@mono.ca.gov

Either party may change its Project Representative upon written notice to the other party.

STANDARD PROVISIONS. The following exhibits are attached and made a part of this Grant by this reference:

- Exhibit A GRANT APPLICATION
The Grant Application provides the description of the project.
- Exhibit B BUDGET DETAIL AND PAYMENT PROVISIONS
The approved budget supersedes the proposed budget in the Grant Application.
- Exhibit C STANDARD GRANT CONDITIONS
- Exhibit D REQUEST FOR APPLICATIONS #15-10146
Including all the requirements and Attachments contained therein
- Exhibit E ADDITIONAL PROVISIONS
- Exhibit F FEDERAL TERMS AND CONDITIONS

GRANTEE REPRESENTATIONS: The Grantee(s) accept all terms, provisions, and conditions of this grant, including those stated in the Exhibits incorporated by reference above. The Grantee(s) shall fulfill all assurances and commitments made in the application, declarations, other accompanying documents, and written communications (e.g., e-mail, correspondence) filed in support of the request for grant funding. The Grantee(s) shall comply with and require its contractors and subcontractors to comply with all applicable laws, policies, and regulations.

IN WITNESS THEREOF, the parties have executed this Grant on the dates set forth below.

Executed By:

Date: _____

Tim Fesko, Chair of the Board
County of Mono
PO Box 3329
Mammoth Lakes, CA 93546

Date: _____

Yolanda Murillo, Chief
Contracts and Purchasing Services Section
California Department of Public Health
1616 Capitol Avenue, Suite 74.317
MS 1802, P.O. Box 997377
Sacramento, CA 95899-7377

STATE OF CALIFORNIA
CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making, awarding or entering into of this Federal contract, Federal grant, or cooperative agreement, and the extension, continuation, renewal, amendment, or modification of this Federal contract, grant, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency of the United States Government, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities" in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subGrantees, subgrants, and contracts under grants and cooperative agreements) of \$100,000 or more, and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C., any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

County of Mono
Name of Grantee

Tim Fesko
Printed Name of Person Signing for Grantee

15-10434
Contract / Grant Number

Signature of Person Signing for Grantee

Date

Chair Of the Board
Title

After execution by or on behalf of Grantee, please return to:

California Department of Public Health
Immunization Branch
850 Marina Bay Pkwy., Bldg. P, 2nd Floor
Richmond, CA 94804

CDPH reserves the right to notify the Grantee in writing of an alternate submission address.



**OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS**

REGULAR AGENDA REQUEST

Print

MEETING DATE August 4, 2015

Departments: Information Technology

TIME REQUIRED

SUBJECT Information Technology Strategic Plan

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

After an initial presentation of the Information Technology Strategic Plan to the Board on July 14th, 2015, the document was presented to and adopted by the Mammoth Lakes Town Council on July 15th, 2015. The document is now being brought back before you for adoption.

RECOMMENDED ACTION:

Adopt the final draft of the 2015-2018 Information Technology Strategic Plan.

FISCAL IMPACT:

None.

CONTACT NAME: Nate Greenberg

PHONE/EMAIL: (760) 924-1819 / ngreenberg@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

[Staff Report](#)

[IT Strategic Plan](#)

History

Time	Who	Approval
7/27/2015 6:31 PM	County Administrative Office	Yes
7/28/2015 11:39 AM	County Counsel	Yes
7/28/2015 5:56 PM	Finance	Yes



**INFORMATION TECHNOLOGY
COUNTY OF MONO**

PO Box 7657 | 437 OLD MAMMOTH ROAD, STE. 228 MAMMOTH LAKES, CA 93546
(760) 924-1819 • FAX (760) 924-1697 • ngreenberg@mono.ca.gov

Nate Greenberg
Information Technology Director

July 22, 2015

To Honorable Board of Supervisors
From Nate Greenberg, Information Technology Director
Subject **Adoption of Information Technology Strategic Plan**

Recommendation

Approve and adopt the Information Technology Strategic Plan.

Discussion

The Information Technology department has been engaged in an internally focused Strategic Planning effort since September, 2013. Last May an Executive Summary of the plan was presented to the Board of Supervisors, and the priorities established through the Key Initiatives in that plan used for budgeting in the 2014-2015 Fiscal Year.

Following the presentation of the draft IT Strategic Plan to the Board of Supervisors on July 14, 2015, the document was presented to and adopted by the Mammoth Lakes Town Council on July 15, 2015.

The IT Strategic Plan is now being brought back to the Board for final adoption.

Fiscal Impact

None at this time.



INFORMATION TECHNOLOGY STRATEGIC PLAN

MONO COUNTY & TOWN OF MAMMOTH LAKES, CA

2015 - 2018

Our Mission:

Provide exceptional customer service by implementing technology that improves efficiency, empowers the workforce by ensuring dependability, accountability, and government transparency.

Contents

1. BACKGROUND AND INTRODUCTION	3
Information Technology: Department Overview	3
2. STRATEGIC VISIONING	4
Our Process	4
Departmental Vision	4
Departmental Values	5
Departmental Goals & Objectives	5
3. STRATEGIC DIRECTION & KEY INITIATIVES	6
4. TECHNOLOGY USE AND ADOPTION	10
Infrastructure Replacement Program (IRP)	10
Software Maintenance & Upkeep	10
Mobility	10
Broadband	11
5. STAFFING	11
Departmental Structure and Career Pathways	11
Employee Retention and Recruitment	12
Training and Customer Care	12
6. PLANNING and PRIORITIZATION : WORK ORDER vs PROJECT BALANCE	13
7. KEYS TO SUCCESS	14
Staff Resources	14
Breakdown Silos: Improve Communication and Understanding	14
Budget, Buy-In, and Leadership	15
Governance, Policy, and Strategic Initiatives	15
Critical Success Factors and Key Performance Indicators	16

1. BACKGROUND AND INTRODUCTION

The challenges that lie ahead for Mono County and Town of Mammoth Lakes are significant. Like other California jurisdictions, budgets are tight and public expectations are high. Despite these realities, we work to set our agencies apart through long-term commitments to technology, coupled with our ability to implement high-value systems in quick order. Combined with talented staff, technology provides unique opportunities to solve complex problems in creative ways, more effectively manage information, and create efficient and cost effective ways of doing business.

The intent of this document is to indicate *why we do what we do*, and where we are headed in the next three to five years. The technology we implement is driven first by the business needs and objectives of the customers we support, and second by a desire to ensure the trajectory of the organization has the necessary foundation to operate. Our intent is to fully understand where we are going as agencies, and anticipate the technology necessary to ensure stability and vitality as we work to get there.

Information Technology: Department Overview

Information Technology truly began in Mono County in 2000 with the formation of a dedicated internal department. Prior to this time, the County employed two technicians who were supervised by the Auditor/Controller, in addition to retaining an outside contractor who maintained the Mainframe systems.

In 2000, the County lacked a unified network, centralized storage, common phone and email system, backups, security policies, or even enough desktop PCs to justify an entire department. The changes that occurred between 2000 and 2005 were significant, with nearly all of the above mentioned systems and technologies being implemented for the first time.

Though the Town of Mammoth Lakes had a slightly more mature IT setting between 2000 and 2005, technology became stale quickly as it was not budgeted for nor maintained. Issues existed in the areas of compliance (with respect to unlicensed software being installed on Town computers), out of date operating systems and software packages, and failing desktops and servers which had to be attended to regularly. This changed in 2013 when the Town of Mammoth signed a professional services agreement with Mono County to provide IT services for the agency.

In 2015, the IT Department (herein referred to as IT) is responsible for the management, oversight, coordination, and planning of core technology, data, and communications infrastructure for Mono County and the Town of Mammoth Lakes at over 25 facilities/sites. Our staff manages and maintains over 80 servers, on four networks with all complementary technology (including routers, firewalls, switches, and data storage devices) in order to deliver high quality computing services and support communication needs for our staff. In addition to the primary Town and County networks, IT maintains all aspects of the Mono County Sheriff's Department and Mammoth Lakes Police Department systems. Additionally, the IT Department oversees the development and maintenance of the County and Town's Federated Geographic Information System (GIS), including implementation and maintenance of hardware and software, application development, maintenance of nearly one hundred data sets, and end-user support.

The Department has two prime Divisions: Technology Services and Geographic Information Systems (GIS). Both teams focus on leveraging modern, industry standard technologies to offer Best Practice solutions to a variety of business processes. All Information Technology staff strive to implement innovative technological solutions that reduce organizational cost, improve service delivery to our constituents, and provide access to information.

2. STRATEGIC VISIONING

Mono County embarked on an organization-wide Strategic Planning efforts in 2013. In addition to this effort, several departments began their own focused Strategic Planning process, including IT. Though the IT Department had come a long way over the past ten-plus years, much of the growth was without a commonly defined or understood direction. Simply put, efforts lacked an understanding of *Who* or *What* we wanted to be, and were ad-hoc in nature.

The modern day adage in government is "doing more with less." While the concept is necessary, realizing success under this requires a solid technologic foundation. The only certain way to increase efficiency is to eliminate redundancy, provide better access to information, and ensure that the workforce has the resources and training necessary to perform under demanding conditions. In short, in the world of technology, we need to

Operate smarter, adopt seamlessly, and adapt quickly.

Our Process

The IT Department Strategic Planning process began with a technology assessment within each department, and a look at the organization as a whole. This was achieved by outreaching a simple Needs Assessment questionnaire to every department head, as well as all IT Department staff.

The questionnaire inquired about where technology is used effectively, and where it is missing the mark. Staff were asked about their biggest challenges, anticipated opportunities in the coming years, and more pointedly about what specific projects or technologies their department would implement if money were not an object.

The results of the questionnaire were reviewed and summarized by IT staff, and from them a comprehensive view of the organization was established. We used common themes to develop general statements regarding strengths and weakness, as well as key focus areas. Finally, we utilized the projects and goals expressed by staff and departments as a jumping off point to develop our **Key Initiatives** for the next several years (which are covered in Section 3).

Departmental Vision

To provide exceptional customer service through developing positive relationships with our customers

To deliver timely, precise, and complete support that is consistent with technology industry standards

To utilize appropriate tools and establish a reliable, modern infrastructure supporting business needs

To remain ambitious, be the best in the technology industry, and set an example for others to follow

To maintain and enhance our knowledge and skills through continued education, and provide expertise as guidance in technology decision making for the organization

To recognize the importance of geography and provide information and systems which help better connect staff and constituents to the County for improved decision making

Departmental Values

HIGH QUALITY SUPPORT

Be knowledgeable of infrastructure, capable of communicating effectively, understanding of user's needs, and focused on producing positive outcomes that benefit the organization.

INDUSTRY LEADERSHIP

Implement appropriate technology in a Best Practices manner that solves real problems and can be looked toward as an example by other agencies and organizations.

TIME EFFICIENT & COST SENSITIVE

Capitalize on technology and training to find more efficient ways to operate, cut costs, and produce increasingly higher value, while being mindful of budgetary constraints.

HONESTY & PRIDE

Be honest and lawful in licensing and software use, take pride in our work, and develop open and quality relationships with everyone with whom we work.

EMBRACE & DRIVE CHANGE

Be passionate about what we do, open to and excited about change, and determined to find new and better ways to do business.

POSITIVE WORK ENVIRONMENT

Be humble, patient, understanding, and compassionate while building tight knit relationships with fellow team members.

Departmental Goals & Objectives

2014-2016 Goals

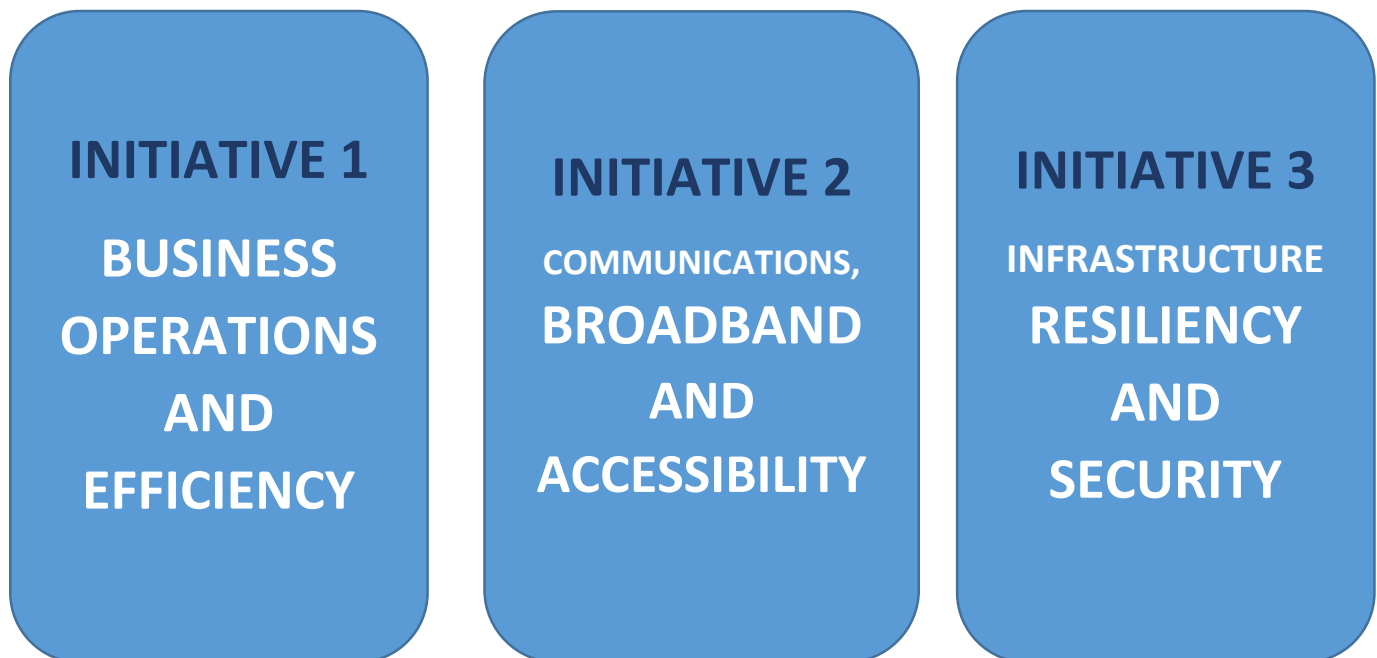
Goal #	Goal	Status
1	Review and update IT Governance Policies & Procedures	Complete
2	Improve customer service & end-user experience	Complete
3	Establish a Project Management program for effective tracking, prioritization, & planning	Complete
4	Complete the first ever Information Technology Strategic Plan	Complete
5	Implement government transparency using Granicus or similar application suite	Complete
6	Increase physical and digital security for our networks and systems	In Process
7	Improve backup and data recovery systems and develop a Disaster Recovery Plan	In Process
8	Implement Digital 395 at all County facilities, joining technology and staff to our network	Complete
9	Improve technology asset tracking and develop a technology replacement program	Complete
10	Upgrade finance system and implement an electronic timesheet system	In Process
11	Improve video conferencing, remote meetings functionality, and other alternate modes of communication	In Process
12	Increase efficiency, availability, response time, and project focus by enabling staff to work from alternative locations	In Process
13	Consolidate data and better organize the file system across network drives	In Process
14	Provide high quality training for Town and County staff aimed at appropriate use of technology	Not Started
15	Implement technology effectively into the Emergency Operation Centers	In Process

Longer Term Goals

Goal #	Goal	Status
16	Improve user experience and increase access to information through portals, web, etc.	In Process
17	Convert phone systems to VoIP to increase functionality and reduce costs	In Process
18	Implement Mobile Data Terminals in emergency service vehicles and modernize Law/EMS IT	In Process
19	Upgrade Law/EMS radio systems to increase stability and resiliency	In Process
20	Increase physical security of sites with proximity locks, cameras, and monitoring systems	In Process
21	Continue with and expand upon collaborative efforts with the Town of Mammoth Lakes (and other agencies, where applicable)	In Process
22	Continue to invest in GIS including: <ol style="list-style-type: none"> 1. Development and maintenance of key datasets 2. Advancement of transportation and asset related data 3. Parcel management 4. Leveraging web resources and functionality for information access 	In Process
23	Increase system consolidation, moving away from many systems to fewer platforms that provide an improved user experience that is easier to maintain	In Process
24	Look for further service efficiencies in systems and business processes across County department and within the Town of Mammoth Lakes	In Process
25	Modernize the workforce to leverage mobile solutions and realize benefits of alternate methods of doing business	In Process

3. STRATEGIC DIRECTION & KEY INITIATIVES

The context for our future can be looked at as our Strategic Direction, and our Key Initiatives serve as the method by which we achieve success. These Key Initiatives are intended to be holistic categorizations which define the core values of the organization when it comes to technology and business operations. While goals and associated projects will get completed as time goes on, the initiatives carry forward and ultimately encapsulate new goals and priorities over time.



INITIATIVE 1:

BUSINESS OPERATIONS and EFFICIENCY

DEFINITION

A high functioning organization is built upon sound business operation principles which facilitate accomplishing everyday tasks in an efficient and accurate manner. Given the demand of today's society, and the resulting impact on our workforce, it is imperative that we leverage technology effectively and fully.

This initiative ensures that our staff and the communities we serve have access to the best available technology, implemented in a thoughtful and effective manner.

GOAL

Streamline business operations through improved policies and procedures that target the utilization of modern systems, with an engaged and well trained workforce focused on efficiency and transparency.

Objective	Opportunities	Potential Result	Associated IT Goals	Target
1.1	Consolidate and centralize systems by leveraging modern applications that reduce duplicative processes, reliance on paper, and improve staff efficiency.	Implementation of relevant policies and procedures which leverage current and future technology to improve the way we do business.	1, 2, 3, 4, 6, 9, 10, 12, 13	2015
1.2	Improve technologic knowledge and capacity among staff through training programs and interview processes.	Improved understanding of systems, functionality, and ability to leverage technology effectively and appropriately.	14, 25	2016
1.3	Pursue collaborative approaches and solutions with other agencies and organizations.	Consolidation of infrastructure, facilities, and staff where redundancies exist.	21, 22, 23, 24	2018
1.4	Develop and empower mobility within the workforce and general public.	Greater access to information. Utilization of modern technology to improve efficiency.	16, 18, 22, 25	2016
1.5	Improve law & EMS agencies access and use of technology.	Improved response times. Improved stability, reliability, and usability of key technologies.	15, 19	2017
1.6	Continue to invest in GIS	Increased access to information. Better informed staff and populace.	22	Ongoing

INITIATIVE 2:

COMMUNICATIONS, BROADBAND, and ACCESSIBILITY

DEFINITION

Communication is the lifeblood of our world. Whether ensuring that our workforce can effectively connect with one another, or that communities have adequate telephone and broadband, this infrastructure is critical. Access to information is not possible with modern communication networks, and this initiative prioritizes them.

GOAL

Reduce costs associated with infrastructure, vehicle trips, and staff time while improving communication between staff and the general public.

Objective	Opportunities	Potential Result	Associated IT Goals	Target
2.1	Leverage Digital 395 to improve network connectivity and broadband accessibility for personnel at all County and Town facilities.	<ul style="list-style-type: none">• Improved connectivity between County sites• Increased broadband speeds• Savings of approximately \$25k annually	8	2015
2.2	Install VoIP phones; move to modern dial-tone service and phone system.	Inclusion of satellite offices on County phone system; Unified Communications functionality.	17	2016
2.3	Expand and better utilize video conference technology at the desktop and in meeting rooms.	Improve employee face time in remote locations; Reduce vehicle trips and fuel consumption.	11, 25	2016
2.4	Implement technology to improve public access to local government and improve outreach and connection opportunities.	Better informed communities and public. Improved connection to government and resources.	5	2016
2.5	Maintain and improve upon existing County radio system.	Improved communications for public safety personnel.	19	2017
2.6	Seek out business and economic development opportunities based on Digital 395 infrastructure.	Diversified economic base for Mono County and Town of Mammoth Lakes.	8, 21	2017

INITIATIVE 3:

INFRASTRUCTURE RESILIENCY and SECURITY

DEFINITION

Our organizations utilize technology every day to perform regular job duties. Our workforce needs assurances that these resources are dependable and secure. Systems need to function without interruption, be present during emergency situations, and capable of handling data in a secure manner.

GOAL

Implement technology according to industry standards and in an Enterprise fashion, enabling our workforce to perform their jobs while simultaneously providing safeguards around data integrity and security.

Objective	Opportunities	Potential Result	Associated IT Goals	Target
3.1	Maintain a modern network with Industry Standard hardware allowing for the current demands and use cases.	A system on which staff can easily access information and work from a variety of locations in a reliable manner.	Multiple	2015
3.2	Improve data storage, retention, and recovery systems.	Assurances regarding data integrity, compliance with security and data protection standards, and capacity for disaster recovery.	7, 13	2016
3.3	Establish dedicated technology funding streams which can be built up and carried over in order to ensure modern technology and bridge strained budgetary times.	Ensuring staff have access to current technology that is dependable and enables them to effectively do their job. Controls costs and ensures standardization in technology.	9	2016
3.4	Improve physical and digital security.	More resilient and reliable workplace.	20	2016

4. TECHNOLOGY USE AND ADOPTION

Success in local government is defined by effectively serving our constituents. Leveraging technology is critical in order to meet the ever increasing demand on information access, high performing government, improved service delivery, and cost reduction. Mono County and the Town of Mammoth Lakes look at technology implementation on an organization-wide (or *Enterprise*) level in order to realize maximum benefit and value.

Technology decisions and implementations at Mono County and the Town of Mammoth Lakes are tied to business processes. Effective implementations should solve real issues, streamline workflows, and reduce costs in either time or money. Though funding is not endless, cutting corners on technology implementations costs time, limits effectiveness, and squanders opportunities. Committing to technology requires an investment, and the value of spending money on the right product is sometimes better measured in productivity than real dollars.

Below are just a few examples of Enterprise focused technology programs aimed at improving efficiency in how we do business.

Infrastructure Replacement Program (IRP)

A successful workforce is contingent upon modern and functional equipment matched with the work that staff perform. In response to a degrading PC resource in both agencies, an Infrastructure Replacement Program was established in 2014. Success of the program is tied to establishing a dedicated technology fund which allows IT to replace equipment as it reaches end of life. Money is contributed annually to the fund based on life-expectancy of infrastructure, rather than at the whim of individual departmental budgets.

Software Maintenance & Upkeep

Like PCs, having access to current versions of software is critical for an efficient workforce. To achieve this, software versions are kept current within a maximum of two release versions back (e.g. if Microsoft Office 2013 is the current version, no version earlier than 2007 should be used). With so many and frequent changes occurring in software, paying maintenance and leveraging software assurance is the best way to keep current.

Mobility

The rapid adoption of smartphones and tablets, coupled with cellular networks capable of providing high-speed Internet access, has created the expectation of information at our fingertips. As government agencies, responding to this demand is a necessity, not a luxury. Embracing mobility requires leveraging, developing, and deploying tools and resources to our staff so they can stay connected and work on the go. It also demands that public facing resources and information are designed around a 'mobile first' mindset.

Device utilization in the workplace is equally important. There are two clear approaches to support mobile devices within the workplace: (a) Agency purchased and owned; and (b) Bring Your Own Device (BYOD). A successful mobile environment is contingent upon clear policies and a consistent understanding with respect to device usage. This helps to ensure that both users and the agencies experiences are successful, secure, smart, and seamless.

Other aspects of a successful mobile Enterprise include:

- Cloud-enabled and supported data storage alternatives
- Remote access to agency data and network resources
- Mobile friendly applications, websites, and resources including Open Data portals and dashboards
- Desktop and device supported video conferencing ability
- A *single owner* of mobility within the organization
- A willingness to adapt, change, and evolve based on customer demands and technology advances

Broadband

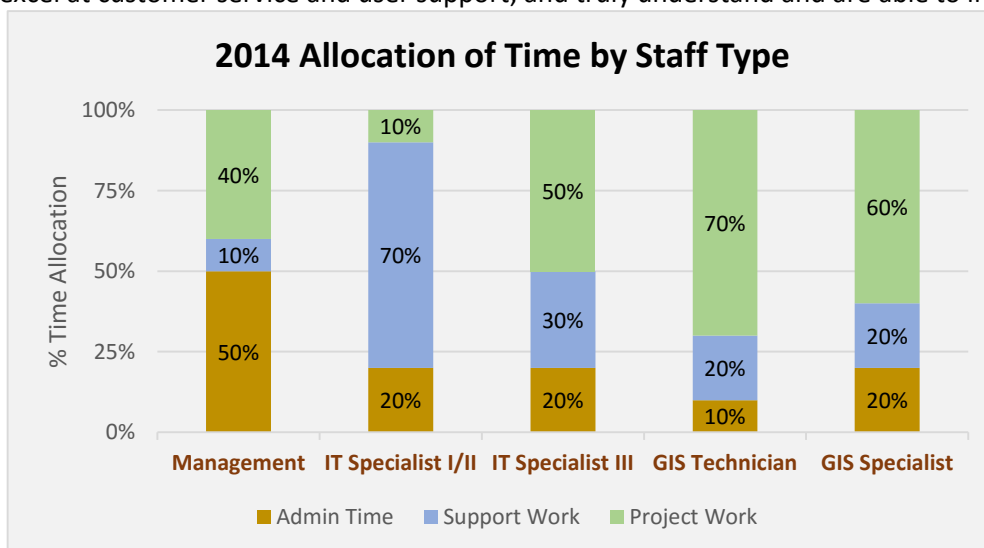
The Eastern Sierra is blessed with a state of the art, high-capacity, and openly operated fiber optic network called Digital 395. This resource not only removes barriers to accessing more bandwidth than this region could ever demand, but also creates endless opportunities which are limited only by our creativity.

For Mono County and the Town of Mammoth Lakes, Digital 395 offers the ability to connect every one of our facilities (and therefore employees) to our network and associated resources. This improves communication opportunities, access to information, reduces operational cost, and solves redundancy and resiliency issues.

The economic development potential associated with this network should also not be overlooked by the agencies. The opportunity to diversify our economic base from recreation will increase the stability of the region as a whole.

5. STAFFING

The demand for technology from agency staff and constituents translates directly to increased demand on IT staff's time. The resulting quandary is a balancing act teetering between reactive and proactive states of operation. Maintaining a balance that favors forward progress requires proper staffing with individuals who are self-motivated, excel at customer service and user support, and truly understand and are able to implement technology effectively.



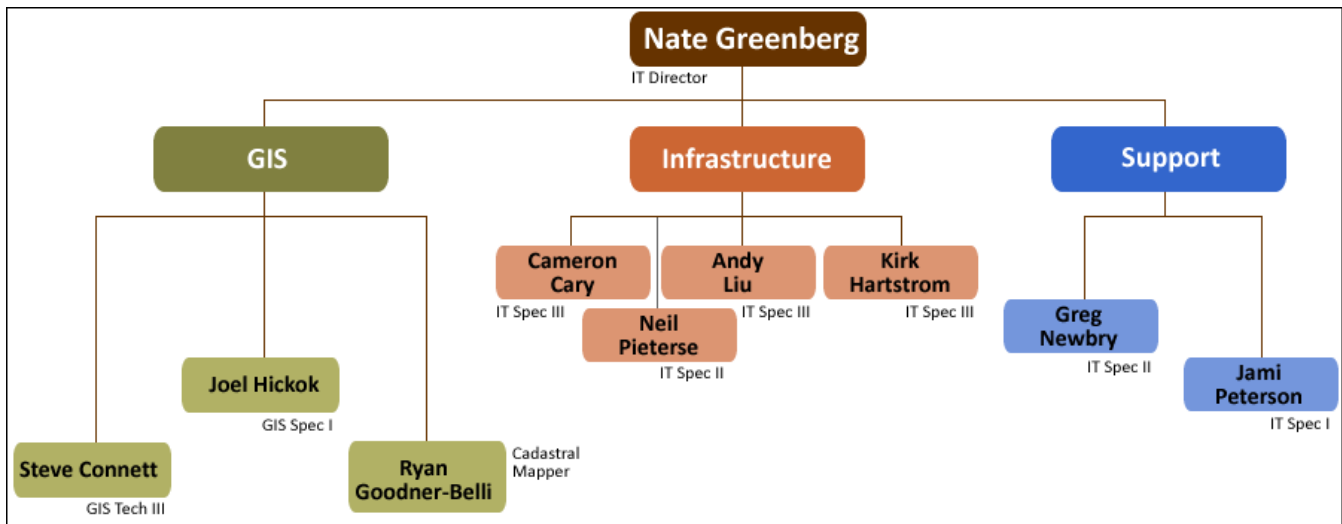
Keeping everyday systems running while still committing time and resources to accomplishing projects and implementing new technology takes care, foresight, and ultimately patience. It is truly difficult to get it all done with such a small team, but we are committed to providing the best service possible with the capacity we currently have.

Departmental Structure and Career Pathways

The 2015 IT Department structure is flat with no reporting verticals. IT staff are classified into the two broad categories of Technicians and Specialists. Within these classifications are three tiers – I, II, and III based on seniority and experience. Though the Specialist III position is technically supervisory in nature, none of the staff occupying those positions currently have any management responsibilities.

As with any small department, everyone is required to be a 'jack of all trades' and know how to support a wide range of infrastructure, applications, and staff. While expecting this from staff does provide coverage and backup, it does not necessarily translate to having depth in multiple knowledge areas, nor clear advancement opportunities.

Alleviating the issue of a flat structure is one of the key focus areas for the next three years with the ultimate goal of a slightly more stratified structure, via a reorganization effort. Ultimately, refining the Specialist series job descriptions to more accurately reflect the areas that these individuals work in (such as System Administration, Network Administration, Communications, etc.) will not only offer new opportunities for existing staff, but also allow for a small management structure and career ladders to be put in place.



IT Department organization chart, as of June 2015.

Employee Retention and Recruitment

Mono County and the Town of Mammoth Lakes offer incredible *quality of life* opportunities for our workforce. While time demands are high, the overall pressure and stress level within the organizations is low when compared to technology jobs in more urban environments. Matched with competitive pay scales, modern infrastructure, and a commitment to technology, both agencies offer great employment opportunities within IT.

Finding the right staff who not only fit into the team but can also appreciate the lifestyle of living in a mountain community is not always easy. And retaining quality employees can be equally challenging.

Recruitment and retention are linked with the common thread of opportunity for learning, growth, and advancement. Ensuring that we can attract the best candidates and keep them on our team requires diverse and graduated jobs which staff can grow into over time.

Training and Customer Care

Information Technology is an *Internal Services Department* that is primarily focused on providing high quality tools and services to our staff. In order to fully capitalize on the investments of technology, it is imperative that our workforce is adequately trained on the use of technology.

As the demand for technology increases, so does the demand on our staff to understand its potential and know how to use it best. As a department, it is our responsibility to:

- Demonstrate and promote Best Practices by deploying technology efficiently and effectively
- Educate our workforce and continually expose them to better ways of utilizing technology
- Promote recruitment of new employees who realize and can effectively utilize technology

6. PLANNING and PRIORITIZATION : WORK ORDER vs PROJECT BALANCE

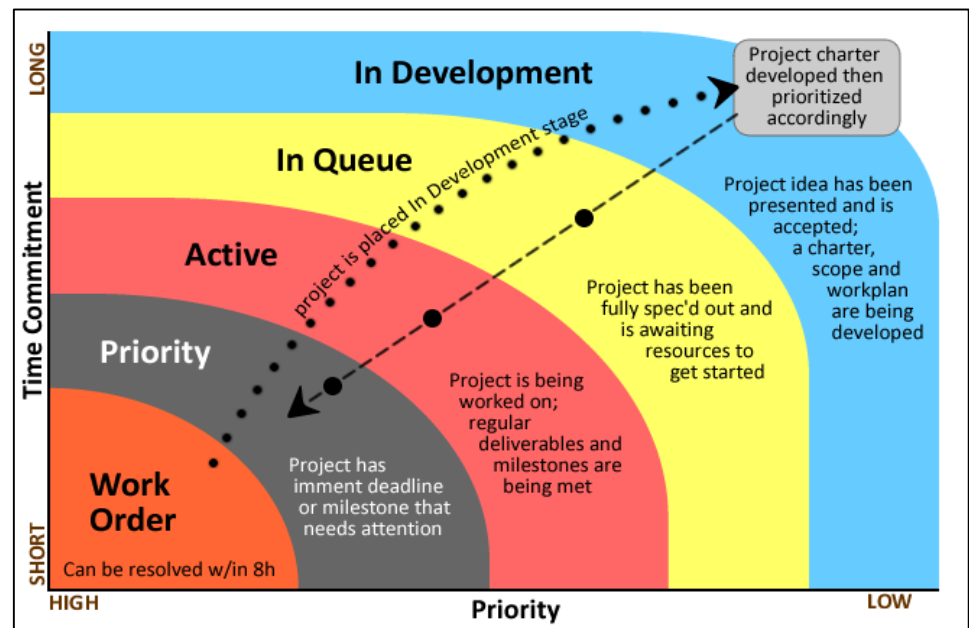
With over 100 currently identified projects thousands of hours anticipated to complete them, having a strategic plan will help focus and identify priorities. Time management for IT staff is critically important, and project management is a skillset that everyone must develop and utilize.

While effective project management begins at the individual level, adequate project portfolio oversight is best accomplished by a single person or small team. Implementing and utilizing project management software is key to help us track priorities, deliverables, timelines, and responsibilities, but is not a substitute for constant oversight and management.

The biggest struggle that our team is faced with is evaluating, continually reviewing, and refining the way that we take on and manage requests for support (work orders) and larger effort within our existing structure. As it has been stated, getting it all done is a challenge and balancing act, and finding the best way to divide staff's time between reactive work orders, and proactive projects requires a clear understanding and buy-in to strategies, priorities, and value.

Currently, the differentiation between a Work Order and Project is mostly based on how it was brought forward to IT. Going forward, however, it will be necessary to better establish protocols and policies which help evaluate the 'Tipping Point' between Projects and Work Orders and help us more effectively escalate or de-escalate each one while working on it as part of the overall work queue.

Over the next several years, IT intends to further develop a Project Management Office (PMO) which will leverage skillsets of key staff members, and further develop how we prioritize and implement projects to be more in line with our strategic plan. Success in this area requires an in-depth understanding of the business value of the work we do, and ability better connect customers with technology by more fully realizing their needs.



A draft diagram showing workflow logic surrounding the conversion of a Work Order to a Project with associated escalation needs.

7. KEYS TO SUCCESS

Quantifying success in the world of Information Technology is not always easy. Typically, if technology is working well, little conversation takes place. Unfortunately, the times we hear most about technology is when it fails and requires attention.

We see success in the form of an educated, technology aware workforce who realize the value IT has on their daily work lives, are able to leverage it in order to perform their work duties more efficiently, and communicate the value effectively.

Staff Resources

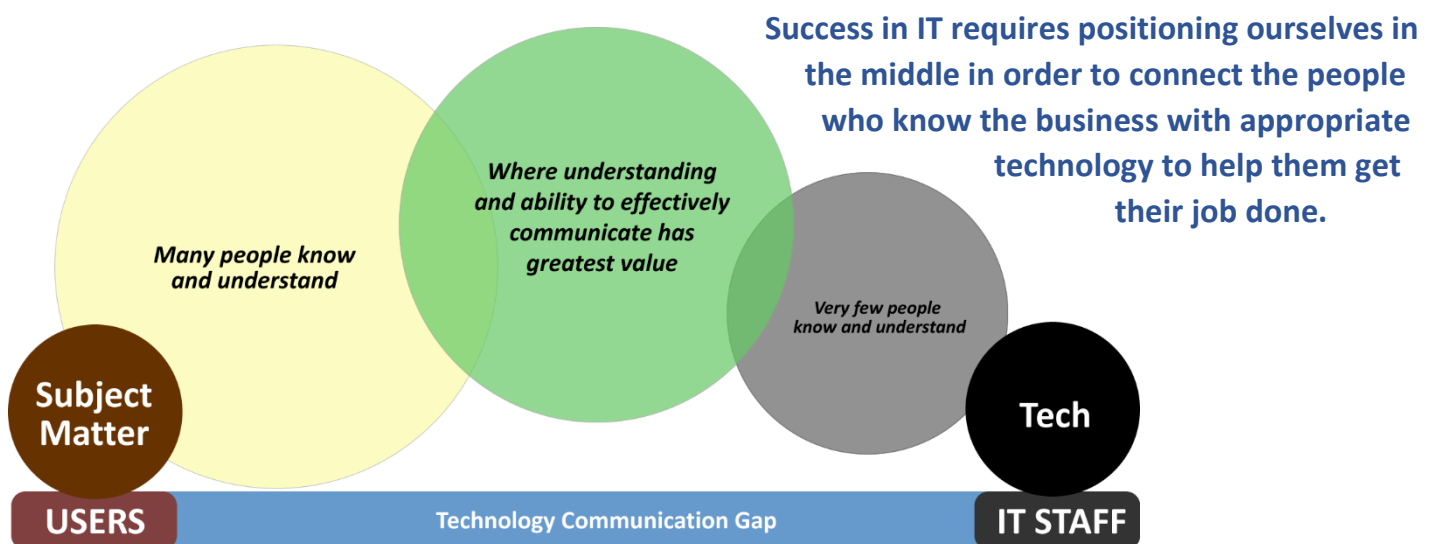
There is definitely no magic way to determine the appropriate level of staffing necessary for a successful technologic enterprise. Depending on the organization and extent that technology is leveraged, however, it is typical to see 3%-7% of the total employee population situated in IT within the government sphere¹.

2015 IT staffing levels within are adequate for the time being. However, we are stretched thin, making the deployment of new technology (while also ensuring adequate maintenance of existing infrastructure) challenging and slow.

Breakdown Silos: Improve Communication and Understanding

As technology becomes increasingly more common within the workplace, so does the importance of consistency, consolidation, collaboration, cooperation, and communication. Silos exist in both the theoretical and technical sense throughout the organizations – ranging from individuals and departments who do not collaborate to databases and systems which do not interface.

Breaking down silos in IT requires a comprehensive understanding of technology and a solid grasp on the subject matter to which it is being applied. Implementing technology without a solid understanding of the business value further separates it from the users who stand to benefit. Conversely, subject matter experts rarely seek out technologic solutions to everyday business needs and often squander opportunities for increase efficiency.



¹ Jamie Guevara, et. al., "Gartner IT Key Metrics Data 2012: IT Enterprise Summary Report," *Gartner Research Notes* (RN# G00226792).

Budget, Buy-In, and Leadership

The reality of implementing and maintaining a modern technologic environment is that it takes money. Not only is adequate budget important at the time of initial investment, but a long-term commitment to maintenance is of equal importance. Having access to the budget necessary to keep systems running is critical to ensuring our staff have the resources they need. Ensuring stability in funding, however, is tied equally to performance management and demonstrating value to the executive management team and elected officials.



Industry standards show that most successful local government agencies dedicate about 4% of their annual budget toward technology.

- Gartner IT Key Metrics, 2012²

Additionally, having an executive management team and set of elected officials who understand and are committed to technology is of significant importance.

To more fully engage technology conversations within the agency, it is our intent to form an IT Steering Committee consisting of key stakeholders from both agencies who can help think strategically around IT, and ensure the direction of the IT department is in line with the vision of the organization.

Governance, Policy, and Strategic Initiatives

The importance of IT governance (including current and effective policies) is critically important for a small department to operate effectively and ensure a positive experience for our users. Having appropriate policies which define how and why we conduct business is equally important to ensure that IT staff and the users we support know the boundaries and expectations surrounding the use of technology.

Policies should be reviewed and updated on a schedule that is similar to the strategic planning timeline as technology changes rapidly and requires responsive reaction for adequate governance.

Connecting the IT Strategic Plan back to each organization’s strategic plan or direction is also important to ensure that the department is committing energy in the areas that will have the greatest organizational impact. Below are the cross connections to both the Mono County and Town of Mammoth Lakes strategic initiatives:

Town of Mammoth Lakes Connections

Strategy	Methods	IT Initiative(s)
Enhance Municipal Capacity	New functional Financial system	I1. Business Operations and Efficiency
	Updated Granicus/Council Chamber technology	I2. Communications, Broadband, and Accessibility
Diversify Economic Development	Be a Gigabit community	I2. Communications, Broadband, and Accessibility
	Aggressive implementation of Digital 395	
	Realization of Tech/Place integration strategy	

² Jamie Guevara, et. al., “Gartner IT Key Metrics Data 2012: IT Enterprise Summary Report,” *Gartner Research Notes* (RN# G00226792).

Mono County Connections

Strategic Direction	Methods	Measurements	Priorities	IT Initiative(s)
I. Promote a Strong Diverse Economy	Invest in 21 st Century infrastructure	Gigabit communities	IA. Implement business retention and expansion survey/plan	I2. Communications, Broadband, and Accessibility
	Provide stronger customer service for business	Increased number of home-based businesses, year-round businesses, and start-ups	ID. Participate in region-wide discussions to complete Last Mile connectivity to all communities and establish a Gigabyte region/brand	
	Develop and broaden economic sectors			
III. Understand and Address Community Needs	Increase web traffic to County pages	Establishing stronger Social Media presence	IIIA. Develop a civic engagement plan	I1. Business Operations and Efficiency I2. Communications, Broadband, and Accessibility
	More attendance at County meetings	Increasing Civic engagement	a. Increase gov't communication, enhance communication & trust	
V. Embrace and Reward Innovation	Better County service systems	Becoming a national recognized model of local government with high quality services, innovation, and pro-activity	VC. Develop (leadership) training institute ...	I1. Business Operations and Efficiency I3. Infrastructure Resiliency and Security
	Less silo'd departments			
VI. Effective Use of Resources	Enhance use of technology for service provision	Cost reduction & elimination of redundancy	VIB. Explore opportunities for eliminating redundancy and streamlining processes	I1. Business Operations and Efficiency

Critical Success Factors and Key Performance Indicators

Critical Success Factor	Key Performance Indicator
A. Buy-in from key decision makers	<ul style="list-style-type: none"> • Technology competency • Looking toward technologic solutions to everyday business needs • Participation on IT Steering Committee
B. Sufficient funding and labor resources	<ul style="list-style-type: none"> • Commitment of 4-7% of overall operating budget to IT • Staffing levels of 5-7% based on organization employee count
C. IT business partnership & trust	<ul style="list-style-type: none"> • IT engagement in discussions business & operation decisions • Recognition that IT is a Change Agent and part of Process Improvement
D. Clearly communicated business benefits	<ul style="list-style-type: none"> • Business process redesign centered around automation and efficiency • Articulated and defensible ROI for technology investment
E. Service and solution delivery	<ul style="list-style-type: none"> • Better access to data and information • Data driven methods and metrics • Performance based budgeting and realized value through cost savings/efficiencies



**OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS**

REGULAR AGENDA REQUEST

Print

MEETING DATE August 4, 2015

Departments: Information Technology

TIME REQUIRED

SUBJECT California Broadband Cooperative
Director Compensation

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Pursuant to the bylaws of the California Broadband Cooperative (of which Mono County is a Class A member), members of the Cooperative's board of directors are entitled to compensation of \$2,000 annually plus \$1,000 per meeting. Mono County has the right to appoint one such director and previously appointed Nate Greenberg. The Cooperative's bylaws also allow for a Class A member (such as Mono County) to request that the compensation for its director's services be eliminated, reduced, or paid directly to the member (i.e., Mono County). This item is seeking authorization from the Board of Supervisors to have the full amount of this compensation paid directly to Mono County and be realized as revenue in the IT Department's budget.

RECOMMENDED ACTION:

Authorize that the full amount of compensation for Nate Greenberg's services as Mono County's appointed director on the California Broadband Cooperative's (CBC) board of directors be paid directly to Mono County.

FISCAL IMPACT:

\$6,000 annual revenue for the IT Department's budget.

CONTACT NAME: Nate Greenberg

PHONE/EMAIL: (760) 924-1819 / ngreenberg@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

[📄 CBC staff report](#)

[📄 California Broadband Cooperative Bylaws](#)

History

Time	Who	Approval
7/27/2015 6:30 PM	County Administrative Office	Yes
7/28/2015 1:34 PM	County Counsel	Yes
7/28/2015 6:08 PM	Finance	Yes



**INFORMATION TECHNOLOGY
COUNTY OF MONO**

PO Box 7657 | 437 OLD MAMMOTH ROAD, STE. 228 MAMMOTH LAKES, CA 93546
(760) 924-1819 • FAX (760) 924-1697 • ngreenberg@mono.ca.gov

Nate Greenberg
Information Technology Director

August 4, 2015

To Honorable Board of Supervisors
From Nate Greenberg, Information Technology Director
Subject Compensation for Nate Greenberg's services as Mono County's appointed director on the California Broadband Cooperative's board of directors

Recommendation

Authorize that the full amount of compensation for Nate Greenberg's services as Mono County's appointed director on the California Broadband Cooperative's (CBC) board of directors be paid directly to Mono County.

Discussion

Pursuant to Section 1.04 (Classes of Membership) of the bylaws for the California Broadband Cooperative, Mono County is considered to be a "Class A" member of the cooperative.

On September 9, 2014, the Mono County Board of Supervisors appointed Nate Greenberg as Mono County's representative to the Cooperative's Board of Directors (M14-174).

Pursuant to Section 4.06 (Compensation) of the bylaws for the California Broadband Cooperative;

"The Directors shall be paid compensation of a yearly stipend of Two Thousand Dollars (\$2,000), plus a fee of One Thousand Dollars (\$1,000) per meeting."

"A Class A member shall have the option of altering the compensation payable to its appointed director if that member determines that its director cannot receive the compensation provided for in this Section. A Class A member, for its director shall be either a) eliminated, b) reduced to a lesser specified amount, or c) paid directly to the Class A member."

Accordingly, I am seeking formal approval from the Board of Supervisors to authorize that the compensation for my services as the County's appointed director on the CBC board be paid directly to Mono County and realized as revenue within the IT Department's annual budget.

Fiscal Impact

\$6,000 annual revenue for the Information Technology Department's budget.

AMENDED AND RESTATED BYLAWS
OF
CALIFORNIA BROADBAND COOPERATIVE, INC.
A California Consumer Cooperative Corporation

ARTICLE I. MEMBERSHIP

Section 1.01. Requirements for Membership.

Any applicant seeking membership in the Cooperative may become a member by:

(a) Executing an application for membership and service, and if required by the Board of Directors, a service agreement, under which it agrees to purchase fiber optic products or services at a minimum T1 capacity basis (the "Services") from or through the Cooperative as specified by the Articles of Incorporation, these Bylaws, and the Board of Directors; and

(b) Agreeing to comply with and be bound by the Articles of Incorporation, these Bylaws and any amendments thereto and any rules and regulations adopted by the Board of Directors; and

(c) Paying any membership fee and such other assessments and charges as approved by the Board of Directors from time to time; and

(d) Being accepted into membership by action of the Board of Directors, which, in its sole discretion, may reject an application for membership if it finds that the applicant, or its application for membership, has not met the requirements or qualifications specified in these Bylaws, or in the rules or regulations adopted by the Board of Directors.

The Class A members shall purchase Services if it is feasible for them to do so, as determined in their reasonable discretion. Class A members which choose not to purchase Services shall be exempt from such requirement set forth in the provisions of subsection (a) hereof.

The Class D member shall not be required to purchase Services.

Unless otherwise resolved by the Board of Directors, the Cooperative shall not issue memberships until such time as the Cooperative commences the provision of Services. At such time, Classes A, B and C shall have the right to elect or appoint its directors pursuant to Article 4 below.

The private property of the members shall be exempt from execution or other liability of the debts of the Cooperative, whether secured or unsecured, and no member shall be liable or responsible for any debts or liabilities of the Cooperative, whether secured or unsecured.

Section 1.02. Limitation of Membership.

No member may hold more than one membership in the Cooperative, and no membership in the Cooperative shall be transferable; except that, in case of a merger or consolidation, membership may be vested in the successor corporation, provided the successor corporation shall be eligible for membership, shall agree to purchase Services from the Cooperative, and shall agree to comply with and be bound by the Articles of Incorporation of the Cooperative, these Bylaws and any amendments, and such rules and regulations as may be adopted by the Board of Directors.

Section 1.03. Term.

All classes of membership shall have a term ending on the date the member is no longer purchasing Services from the Cooperative, provided that (i) the term of membership of Class A members which choose not to purchase Services shall end upon their withdrawal or expulsion as a Class A member of the Cooperative; and (ii) Class D shall automatically terminate at the conclusion of the first annual members meeting after the termination of all contractual obligations between Praxis Associates and the Cooperative (wherein the additional at large directors shall be elected to replace the Class D Directors).

Section 1.04. Classes of Membership.

Members of the Cooperative shall be divided into four (4) classes, designated as Class A, Class B, Class C, Class D, respectively. There shall be no limit as to the number of Members the Corporation may admit, provided that the number of Class A members shall not exceed eight (8).

Class A shall consist of certain county members of the Cooperative, who may, but shall not be required to, purchase Services from the Cooperative. Class A membership is established to provide for diverse participation in the Cooperative. These counties currently include Inyo County, Mono County and Kern County. The Cooperative shall notify each county in which it constructs communications facilities that such county has the right to become a Class A member, until such time as Class A reaches the limit of eight (8) members.

Class B shall consist of telecommunication carriers, internet service providers, certified local exchange carriers and other such wholesale purchasers of Services.

Class C shall consist of governmental, municipal, research, medical facility and development purchasers of Services, including without limitation, all levels of educational institutions and schools, both public and private, and educational research institutes, foundations and similar entities.

Class D shall consist of Praxis Associates, Inc., who conceived, developed and secured grant funding for the Digital 395 Project for the benefit of the Cooperative.

Each member shall pay for all Services used by it at such time and at such rates or prices as shall be approved by the Board of Directors. It is expressly understood that amounts paid for Services in excess of the cost of service are furnished by the member as capital and each member shall be credited with capital so furnished, as provided by these Bylaws. "Cost of service" in this regard shall include all direct expenses of providing such service, plus the appropriate allocation of indirect expenses, including the Cooperative's overhead and administrative expenses. Class A members shall not be subject to membership fees or other assessments and charges as set forth in Section 1.01 (c) above, but are not exempted from paying any fees or other charges imposed by virtue of obtaining Services (patronage services) from the Cooperative. For avoidance of doubt, and without affecting the rights and obligations of other membership classes inherent by these Bylaws and applicable law, Class A members are not entitled to disbursements of Cooperative capital, except that accumulated due to patronage of the Class A members.

Section 1.05. Bylaws and Articles to Prospective Members.

Each prospective member, upon application for membership, shall receive a copy of the Articles of Incorporation, Bylaws, and disclosure document of the Cooperative. The disclosure document may be a prospectus, offering, circular, brochure, or similar document, a specimen copy of the share certificate, or a receipt that the Cooperative proposes to issue. The disclosure document shall contain the information required by Section 12401 of the California Corporations Code.

Section 1.06. Membership Certificates.

Membership in the Cooperative may, if the Board of Directors so resolves, be evidenced by a membership certificate, which shall be in such form and shall contain such provisions as shall be determined by the Board of Directors, consistent with the California Corporations Code, the Cooperative's Articles of Incorporation and its Bylaws. Such certificate, if authorized to be issued by the Board of Directors, shall be signed by the President and by the Secretary of the Cooperative, and the corporate seal shall be affixed thereto. No membership certificate shall be issued for less than the membership fee provided for in Section 1.01 of these Bylaws nor until such membership fee, any required service security deposits, facilities extension deposits, service connection fees, or contributions in aid of construction have been fully paid. In case a certificate is lost, destroyed or mutilated, a new certificate may be issued therefore upon such uniform terms and indemnity to the Cooperative as the Board of Directors may prescribe.

Section 1.07. Member to Grant Easements to Cooperative.

Each member of classes B and C, other than the Class A members, shall, upon being requested to do so by the Cooperative, execute and deliver to the Cooperative grants of easement or right-of-way over, on and under such lands owned or leased by or mortgaged to the member, and in accordance with such reasonable terms and conditions, as the Cooperative shall require for the furnishing of broadband services to him or other members or for the construction, operation, maintenance or relocation of the Cooperative's broadband facilities. Each Class A members shall have no obligation to provide easements or rights-of-way except as may be reasonably required to provide Services to that Class A member. To the extent that the Cooperative requires easements or rights of way from a Class A member for purposes other than providing Services to that Class A member such agreements shall be subject to separate negotiation and not required by these Bylaws.

ARTICLE II. TERMINATION OF MEMBERSHIP

Section 2.01. Voluntary Withdrawal.

A member shall have the right to resign from the Cooperative and terminate his or her membership by filing with the Secretary of the Cooperative a written notice of resignation. The resignation shall become effective immediately without any action on the part of the Cooperative.

Section 2.02. Death or Dissolution.

A membership shall immediately terminate upon the death of a member or the dissolution of a member that is an organization.

Section 2.03. Expulsion.

(a) A member may for failure to comply with these Bylaws, rules, or regulations of the Cooperative, for failure to purchase qualifying services (as identified in Section 1.01 of these Bylaws) from the Cooperative for at least sixty (60) consecutive days, or for any other justifiable reason, be expelled from the Cooperative by resolution adopted by a two-thirds (2/3) vote of all members of the Board of Directors. Expulsion shall become effective immediately unless the Board shall, in the resolution, fix another time. On expulsion, the name of the member expelled shall be stricken from the membership register and all of his or her rights shall cease except as provided in Section 2.04 of these Bylaws. Class A members may not be expelled under any circumstance.

(b) Prior to expulsion of a member, the Board of Directors shall give such member at least fifteen (15) days notice prior thereto and the reasons thereof. Such member shall have the opportunity to be heard, orally or in writing, not less than five (5) days before the effective date of expulsion by the Board.

(c) The notice required pursuant to Subsection (b) of this section of these Bylaws may be given by any method reasonably calculated to provide actual notice. Any notice given by mail must be given by first-class or registered mail sent to the last known address of the member shown on the Cooperative's records.

Section 2.04. Effect of Termination.

If a membership is terminated for any reason set forth in this Article of the Bylaws, the member or its estate, as the case may be, shall be entitled to refund of its membership fee (and any service security deposit, if any, previously paid to the Cooperative), less any amounts due the Cooperative; but neither the member nor its estate, as the case may be, shall be released from any debts or other obligations then remaining due the Cooperative.

ARTICLE III. MEMBERSHIP MEETINGS AND MEMBERS

Section 3.01. Location.

Meetings of members shall be held at a location to be determined by the Board of Directors, within the Cooperative's Service area.

Section 3.02. Regular Annual Meetings.

(a) A regular meeting of members shall be held annually on the first Wednesday in October at 1:00 p.m. for the purpose of transacting any proper business, including the election of Directors, which may come before the meeting. If the day fixed for the regular meeting falls on a legal holiday, the meeting shall be held at the same time and place on the next day.

(b) At each regular annual meeting the meeting will start with a public comment session in which any person may address the membership and directors. This portion of the annual meeting shall not last more than two (2) hours. The directors shall create and approve a procedure by which the public can request to address the membership. Notice that this portion of the meeting shall be included in the notices that are sent to the members, to the governing bodies of the Class A members and shall be posted at the Cooperative's principal place of business as required by Section 3.05.

Section 3.03. Special Meetings.

Special meetings of members for any lawful purpose may be called by the Board of Directors, the President, or by five percent (5%) or more of the members. The Board of Directors shall call a special meeting of members for the purpose of election of directors, within thirty (30) days following the first date on which the Cooperative has admitted members to all classes.

Section 3.04. Time for Notice of Meetings.

Whenever members are required or permitted to take action at a meeting, a written notice of the meeting shall be given not less than ten (10) nor more than ninety (90) days before the date of the meeting to each member who is entitled to vote on the record date for notice of the meeting. In the case of a specially called meeting of members, within twenty (20) days after receipt of a written request, the Secretary shall cause notice to be given to the members entitled to vote that a meeting will be held at a time fixed by the Board of Directors not less than thirty-five (35) nor more than ninety (90) days after receipt of the request.

Section 3.05. Method of Giving Notice.

Notice shall be given either personally, by mail or by email (as prescribed by Section 12461 of the California Corporations Code) or other written communication to the address of a member appearing on the books of the Cooperative or provided by the member. If no address appears or is given, notice shall be given at the principal office of the Cooperative. Notice shall also be posted conspicuously at the Cooperative's principal office. If and when requested by a Class A member, written notice shall also be faxed or emailed to that member's governing board.

Section 3.06. Record Date for Notice.

The record date for determining the members entitled to notice of any meeting of members is thirty (30) days before the date of the meeting.

Section 3.07. Contents of Notice.

The notice shall state the place, date, and time of the meeting. The notice of a regular meeting shall state any matters that the Board of Directors, at the time of giving notice, intends to present for action by the members. The notice of a special meeting shall state the general nature of the business to be transacted. The notice of any meeting at which Directors are to be elected shall include the names of all nominees at the time of giving notice.

Section 3.08. Waivers and Consents.

The transactions of a meeting, whether or not validly called and noticed, are valid if a quorum is present and each of the absent members who are entitled to vote, either before or after the meeting, signs a written waiver of notice or a consent to the holding of the meeting. All waivers and consents shall be filed with the corporate records or made a part of the minutes of the meeting. A member's attendance at a meeting shall constitute a waiver of notice of and presence at the meeting, unless the member objects at the beginning of the meeting. However, attendance at a meeting is not a waiver of any right to object to the consideration of matters required to be included in the notice but not included, if an objection is made at the meeting.

Section 3.09. Quorum at Meeting.

Members representing at least thirty-three percent (33%) of the voting power shall constitute a quorum at a meeting of members. Any Bylaw amendment to increase the quorum may be adopted only by approval of the members. When a quorum is present, the affirmative vote of the majority of the voting power represented at the meeting and entitled to vote shall be the act of the members, unless provided otherwise by these Bylaws or the law.

Section 3.10. Loss of Quorum at Meeting.

The members present at a duly called or held meeting at which a quorum is present may continue to transact business until adjournment, notwithstanding the withdrawal of enough members to leave less than a quorum, if the action taken, other than adjournment, is approved by at least a majority of the members required to constitute a quorum.

Section 3.11. Adjournment for Lack of Quorum.

In the absence of a quorum, any meeting of members may be adjourned by the vote of a majority of the votes represented in person, but no other business may be transacted except as provided in Section 4.10 of these Bylaws.

Section 3.12. Adjourned Meetings.

The corporation may transact any business at an adjourned meeting that could have been transacted at the original meeting. When a meeting is adjourned to another time or place, no notice is required if the time and place are announced at the original meeting. If the adjournment is for more than forty-five (45) days or if a new record date is fixed, a notice of the adjourned meeting shall be given to each member of record entitled to vote at the meeting.

Section 3.13. Voting of Memberships.

(a) Each member of the Cooperative is entitled to one (1) vote on each matter submitted to a vote of the members.

(b) If a membership stands of record in the names of two (2) or more persons whether fiduciaries, members of a partnership, joint tenants, tenants in common, husband and wife as community property, tenants by the entirety, persons entitled to vote under an agreement, or otherwise, or if two (2) or more persons have the same fiduciary relationship respecting the same membership, unless the Secretary is given written notice to the contrary and furnished with a copy of the instrument or order appointing them or creating the relationship, the vote of one (1) joint holder will bind all, when only one (1) votes, and the vote of the majority will bind all, when more than one (1) joint holder votes.

(c) The record date for determining the members entitled to vote at a meeting or cast written ballots is twenty (20) days before the date of the meeting or the day on which the first ballot is mailed or solicited.

(d) Cumulative voting shall not be permitted for any purpose.

(e) Voting by proxy shall not be permitted for any purpose.

(f) Each non-individual member shall be represented at member meetings of the Cooperative by one (1) voting delegate designated by the member's board of directors, or its appropriate governing body. Upon becoming a member, the

Secretary, or equivalent corporate officer, of each non-individual member shall certify to the Secretary of the Cooperative the name and address of the delegate designated by it to represent it at member meetings of the Cooperative and the date of expiration of the term of such delegate. The Secretary or equivalent corporate officer of such member shall advise the Secretary of the Cooperative promptly in writing of any change in its delegate. Each member may, at any time by resolution of its Board of Directors, or its appropriate governing body, terminate the appointment of its delegate after which it shall notify the Cooperative of the action in writing.

(g) The matters to be voted on by the members shall be noticed and undertaken in accordance with the provisions of Corporate Code Sec. 12461 through 12466, and the other Sections of the Corporate Code referenced therein.

Section 3.14. Use of Written Ballots at Meetings.

A combination of written ballot and personal voting may be used at any regular or special meeting of members, and may be used for the election of Directors. Prior to the meeting, the Board of Directors may authorize distribution of a written ballot to every member entitled to vote. The ballots shall be distributed in a manner consistent with the provisions of Sections 3.05, 3.17(b), and 3.19 of these Bylaws. When ballots are distributed, the number of members voting at the meeting by written ballot shall be deemed present at the meeting for purposes of determining a quorum but only with respect to the proposed actions referred to in the ballots.

Section 3.15. Contents of Written Ballot Used at Meetings.

Any written ballot used at a meeting shall set forth the proposed action to be taken, provide an opportunity to specify approval or disapproval of the proposed action, and state that unless revoked by the member voting in person, the ballot will be counted if received by the Cooperative on or before the time of the meeting.

Section 3.16. Action by Ballot without Meeting.

Any action that may be taken at any regular or special meeting, including election of Directors, may be taken without a meeting through distribution of a written ballot to every member entitled to vote on the matter. The Secretary shall cause a vote to be taken by written ballot on any action or recommendation proposed in writing by at least twenty percent (20%) of the members.

Section 3.17. Written Ballot Used without Meeting.

(a) Any ballot used without a meeting shall set forth the proposed action, provide an opportunity to specify approval or disapproval of any proposal, and provide a reasonable time within which to return the ballot to the Cooperative.

(b) The form of written ballot distributed to ten (10) or more members (where the Cooperative has at least 100 members) shall afford an opportunity to specify a choice between approval and disapproval of each matter or group of related matters intended, at the time of distribution, to be acted on by the ballot. The form must also provide that whenever the person solicited specifies a choice with respect to any matter, the vote will be cast in accordance with that choice.

(c) A written ballot cannot be revoked. Approval by written ballot shall be valid only when the number of votes cast by ballot within the time period specified equals or exceeds the quorum required to be present at a meeting authorizing the action, and the number of approvals equals or exceeds the number of votes that would be required to approve at a meeting at which the total number of votes cast was the same as the number of votes cast by ballot.

Section 3.18. Solicitation of Written Ballots.

Ballots shall be solicited in a manner consistent with Sections 4.05, 4.17(b), and 4.19 of these Bylaws. The solicitations shall indicate the number of responses needed to meet the quorum requirement and specify the time by which the ballot must be received to be counted. Ballots other than for the election of Directors shall state the percentage of approvals necessary to pass the measure.

Section 3.19. Withholding Vote.

In an election of Directors, any form of written ballot, which names the candidates for Director and which the member has marked "withhold" (or otherwise indicated that the authority to vote in the election of Directors is withheld) shall not be used for voting in that election.

Section 3.20. Appointment of Inspectors of Election.

In advance of any meeting of members, the Board of Directors may appoint inspectors of election to act at the meeting and any adjournment. If inspectors are not appointed or if any appointed persons fail to appear or refuse to act, the chairperson of the meeting may and, on the request of any member, shall, appoint inspectors at the meeting.

Section 3.21. Duties of Inspectors of Election.

The inspectors shall determine the number of memberships outstanding and the voting power of each, the number represented at the meeting, and the existence of a quorum. They shall receive votes, ballots, and consents, hear and determine all challenges and questions regarding the right to vote, count and tabulate all votes and consents, determine when the polls will close, and determine the result. They may do those acts which are proper to conduct the election or vote with fairness to all members. The inspectors shall perform these duties impartially, in good faith, to the best of their ability, and as expeditiously as is practical.

ARTICLE 4. DIRECTORS

Section 4.01. Number.

The Cooperative shall have a minimum of five (5) and a maximum of eleven (11) Directors, collectively known as the Board of Directors. The exact number of directors shall initially be set at five (5) until such time as the Cooperative begins providing Services.

The exact number of directors may be modified by a majority vote of the Board of Directors, except as otherwise required by applicable law.

At such time as members have been admitted in all classes, the exact number of directors shall be eleven (11).

The Board of Directors shall be expanded to include the appointees of the Class A members, as contemplated by Section 4.04 below, at such time as each Class A member has provided written notice to the Cooperative of its designated appointee, understanding that each such Class A member may exercise this right in its own regard, independent of the other Class A members.

Section 4.02. Qualifications.

Directors shall have reasonable knowledge and experience in managerial, technical or operational aspects of the communications industry, or in financial, governmental, or legal matters. Within this guiding principle, the Board of Directors may prescribe more specific qualifications in the nomination and election procedures referenced in Section 4.03 of these Bylaws.

Section 4.03. Nomination.

(a) The Board of Directors shall prescribe reasonable nomination and election procedures for the election of Directors given the nature, size, and operations of the Cooperative. The procedures shall include: (1) a reasonable means of nominating persons for election as Directors, (2) a reasonable opportunity for a nominee to communicate the nominee's qualifications and the reasons for the nominee's candidacy to the members, (3) a reasonable opportunity for all nominees to solicit votes, (4) a reasonable opportunity for all the members to choose among the nominees.

(b) When the Cooperative distributes any material soliciting a vote for any nominee for Director in any publication owned or controlled by the Cooperative, it shall make available to each other nominee, in the same material, an equal amount or space with equal prominence to be used by the nominee for a purpose reasonably related to the election. The Cooperative shall mail within ten (10) business days to all members any material related to the election which a nominee for Director has furnished, upon written request and payment of mailing costs by the nominee, or allow the nominee to obtain the names, addresses, and voting rights of members within five (5) business days after the request.

Section 4.04. Election.

Except as otherwise specified below, the Directors shall be elected at the annual meetings or by written ballot in accordance with Sections 3.16-3.19 of these Bylaws, at the special meeting required by Section 3.03 of these Bylaws, or, prior to the admittance of members, as set forth in Sections 4.01 and 4.21 of these Bylaws. The candidates receiving the highest number of votes up to the number of Directors to be elected shall be elected.

From and after the special meeting of the Members required by Section 3.03 of these Bylaws, the exact number of Directors shall be eleven (11), elected as follows:

(a) Class A Members Inyo County, Mono County and Kern county shall appoint three (3) of the initial total of eleven (11) Directors (the "Class A Directors"). Each such County shall have the right to appoint one Class A Director. If any other counties elect to become Class A members, those counties shall jointly have the right to appoint the fourth Class A Director, with each such county have one equal vote for the fourth Class A Director, in the manner provided herein. The governing board of each Mono, Inyo and Kern Counties shall appoint one Director to serve at the pleasure of that County's governing board. A Class

A member shall not appoint an individual whose status with the Class A Member would cause the Cooperative to be subject to the Brown Act (Cal. Govt. Code §§ 54950 - 54962).

(b) Class B Members shall elect two(2) of the total of eleven (11) Directors (the "Class B Directors").

(c) Class C Members shall elect two (2) of the total of eleven (11) Directors (the "Class C Directors").

(d) Class D Members shall elect two (2) of the total of eleven (11) Directors (the "Class D Directors").

(e) All Members together shall elect one (1) At-large Director; provided, however, that at such time as the Class D Membership ceases to exist, the number of At-large Directors shall be increased to three (3).

At the special meeting of the Members required by Section 3.03 of these Bylaws, the eleven (11) Directors shall be elected, four (4) of whom shall be elected for a three (3) year term, four (4) of whom shall be elected for a two (2) year term and (3) of whom shall be elected for a one (1) year term, as follows:

- all Class A Directors and one (1) Class D Director shall be elected to a three (3) year term;
- one (1) Class B Director, one (1) Class C Director and one (1) At-large Director shall be elected to two (2) year terms;
- one (1) Class B Director, one (1) Class C Director and one (1) Class D Director shall be elected to one (1) year terms.

Thereafter, the term of each Director shall as set forth in Section 4.05 of these Bylaws. Notwithstanding the foregoing, Class A members Mono, Inyo and Kern County shall have the right to change its Director at any time prior to the end of that appointed Director's three (3) year term. The fourth Class A Director may be changed by a majority vote of the Class A members that elected that Director.

Section 4.05. Terms of Office.

Subject to the initial staggered election terms of Section 4.04 above, the terms of office for Directors shall be three (3) years. Each Director shall hold office until the expiration of the term for which elected and until the election and qualification of a successor.

The term of office for those Directors serving on the Board prior to the admittance of Members shall be through the date of the special meeting of the Members required by Section 3.03 of these Bylaws.

Section 4.06. Compensation.

The Directors shall be paid compensation of a yearly stipend of Two Thousand Dollars (#2,000.00), plus a fee of One Thousand Dollars (\$1,000.00) per meeting. Directors shall not be paid additional compensation for actions taken without a meeting. Directors shall also be reimbursed by the Cooperative for their actual and reasonable expenses incurred in the performance of their duties as Directors of the Cooperative. Officers of the Cooperative may also be reimbursed for such expenses. A Class A member shall have the option of altering the compensation

payable to its appointed director if that member determines that its director cannot receive the compensation provided for in this Section. A Class A member, may choose, upon giving written notice to the Cooperative, that the compensation for its director shall be either a) eliminated, b) reduced to a lesser specified amount, or c) paid directly to the Class A member.

Section 4.07. Call of Meetings.

Meetings of the Board of Directors may be called by the President, any Vice-President, the Secretary, or any two Directors.

Section 4.08. Place of Meetings.

Meetings of the Board of Directors may be held at any place designated in the notice of the meeting, or, if not stated in a notice, by resolution of the Board. At such time as the Cooperative begins to provide Services, meetings of the Board of Directors shall be held within the Cooperative's service area.

Section 4.09. Presence at Meetings.

Directors may participate at meetings of the Board through the use of conference telephone or other communications equipment, as long as all participating Directors can hear one another. Participation by communications equipment constitutes presence at the meeting.

Section 4.10. Regular Meetings.

Regular meetings of the Board of Directors shall be held, without call or notice, at the principal office of the Cooperative immediately following the annual meeting of members, as set forth in Section 3.02 of these Bylaws.

Section 4.11. Special Meetings and Notice.

Special meetings shall be held on four (4) days' notice by first-class mail or forty-eight (48) hours notice delivered personally or by telephone, facsimile or email. Notice of regular or special meetings need not be given to any Director who signs a waiver of notice, a written consent to holding the meeting, or an approval of the minutes (either before or after the meeting), or who attends the meeting without protesting prior thereto or at its commencement, the lack of notice to that Director. All waivers, consents, and approvals shall be filed with the corporate records or made a part of the minutes of the meetings.

Section 4.12. Quorum at Meetings.

A majority of the authorized number of Directors constitutes a quorum for the transaction of business.

Section 4.13. Acts of Board at Meetings.

Unless provided otherwise in the Articles of Incorporation, these Bylaws, or by law, every act or decision done or made by a majority of the Directors present at a duly held meeting at which a quorum is present is the act of the Board. A meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of Directors, if any action taken is approved by at least a majority of the required quorum for the meeting or a greater number required by the Articles, these Bylaws, or by law.

Notwithstanding the foregoing and without regard to the quorum provision at Section 4.12, whenever the number of Directors is fixed at three (3) per Section 4.01 of these Bylaws, every act of the Board shall require the affirmative vote at least two (2) Directors.

Section 4.14. Adjournment of Meetings.

A majority of the Directors present, whether or not a quorum is present, may adjourn to another time and place. If the meeting is adjourned for more than twenty-four (24) hours, notice of the adjournment shall be given prior to the time of the adjourned meeting to the Directors who were not present at the time of adjournment.

Section 4.15. Action without Meeting.

Any action required or permitted to be taken by the Board of Directors may be taken without a meeting, if all Directors individually or collectively consent in writing to the action. The consents shall be filed with the minutes of the proceedings of the Board. Action by written consent has the same force and effect as a unanimous vote of the Directors.

Section 4.16. Executive Committees.

(a) The Board of Directors may create one or more committees to serve at its pleasure by resolution adopted by a majority of the number of Directors then in office when a quorum is present. Such committees may include, among others, an executive committee, an audit committee, a compensation committee, and a governance committee. Each committee shall consist of three (3) or more Directors appointed by a majority vote of the Directors then in office.

(b) Any executive committee, to the extent provided in the resolution of the Board, shall have all the authority of the Board, except with respect to the following actions:

- (1) The approval of any action for which the approval of the members or a majority of all members is required by law;
- (2) The filling of vacancies on the Board or in any committee that has the authority of the Board;
- (3) The fixing of compensation of the Directors for serving on the Board or on any committee;
- (4) The amendment or repeal of Bylaws or the adoption of new Bylaws;
- (5) The amendment or repeal of any resolution of the Board which by its express terms are not amendable or repealable;
- (6) The appointment of committees of the Board or the members of such committees;
- (7) The expenditure of corporate funds to support a nominee for Director after there are more people nominated for Director than can be elected;
- (8) The elimination of a permanent seat of a Class A Member on the Board of Directors or amending any other provision that expressly references Class A Members; or

(9) The elimination of the requirement that the Board of Directors approve the budget of the Executive Committee.

(c) After the completion of the special meeting of the members required under Section 3.03 of these Bylaws, the Board of Directors shall elect an Executive Committee of three members to be responsible for the operations of the Cooperative, in conjunction with its officers. Such executive committee shall consist of one Director from Class A, one from Class B, and one from Class D. At such time as Class D ceases to exist, the last member of the Executive Committee shall be an at large director.

Section 4.17. Resignation of Directors.

Any Director may resign effective upon written notice to the President, the Secretary, or the Board of Directors, unless the notice specifies a later time for the effectiveness of the resignation. If a resignation is effective at a future time, a successor may be elected to take office when the resignation becomes effective.

Section 4.18. Removal of Directors.

(a) Class Members B, C, and D may remove their own respective Director(s) for cause by the vote of 2/3 of the Members of that Class or Classes, provided notice of the charges against the Director shall have been filed with the Secretary of the Corporation in writing, together with a petition signed by at least thirty-three percent (33%) of the Members of the Class or Classes, requesting removal of the Director. Such Director shall be informed in writing of the charges at least ten (10) days prior to the meeting at which the charges are to be considered and shall have an opportunity to be present and represented by counsel at the meeting and to present evidence relevant to the charges; and the person or persons bringing the charges shall have the same opportunity by the class of Members which elected such Director. The question of the removal of such Director shall be considered and voted upon at the meeting by the class or classes of Members which elected such Director.

The Board of Directors shall have the right to require a Class A Member to remove its appointed director and to require that Class A member appoint a different person to serve on the Board. Such Director shall only be removed for cause pursuant to the provisions of California Corp. Code Sec. 12361 or Section 4.20 of these Bylaws by the vote of 2/3 of the other Directors, provided notice of the charges against the Director shall have been filed with the Secretary of the Corporation in writing, together with a petition signed by at least thirty-three percent (33%) of the other Directors. Such Director shall be informed in writing of the charges at least ten (10) days prior to the meeting at which the charges are to be considered and shall have an opportunity to be present and represented by counsel at the meeting and to present evidence relevant to the charges; and the person or persons bringing the charges shall have the same opportunity. The question of the removal of such Director shall be considered and voted upon at the next meeting of the Board of Directors. In no event shall the removal of a Class A Director extinguish the right of a Class A member to appoint its director.

(c) Once a Director has been removed for cause pursuant to this Section, he or she shall not be allowed to serve on the Board at any time thereafter.

Section 4.19. Cause of Vacancies on Board.

Vacancies on the Board of Directors shall exist on the death, resignation, termination of membership, or removal of a Director; whenever the authorized number of Directors is increased; whenever the Board declares an office vacant pursuant to Section 4.20 of these Bylaws; and on the failure of the members to elect the full number of Directors authorized.

Section 4.20. Declaration of Vacancies.

The Board of Directors may declare vacant the office of any Director whose eligibility for election has ceased, who has been declared of unsound mind by a final order of court, who is convicted of a felony, who has been absent from thirty-three percent (33%) or more regular or special meetings of the Board in any 12-month period or who is removed pursuant to the provisions of California Corp. Code Sec. 12361.

Section 4.21. Filling Vacancies on Board.

Except for vacancies created by removal of a Director pursuant to Section 4.18 of these Bylaws, vacancies may be filled by a majority of the Directors then in office, whether or not less than a quorum, or by a sole remaining Director. Vacancies created by the removal of a Director may be filled only by approval (as defined by Section 12224 of the California Corporations Code) of the members of the Class that elected the removed Director. The members may elect a Director at any time to fill any vacancy not filled by the Directors, except that a vacancy involving Class A director may only be filled by the governing board of the member county who appointed that director.

ARTICLE V. OFFICERS

Section 5.01. Titles.

The officers of the Cooperative shall be a Chair or President, Secretary, Chief Financial Officer, and any other officers with such titles and duties as determined by the Board of Directors and as may be necessary to enable it to sign instruments. The Chair or President is the Chief Executive Officer of the Cooperative and shall be elected from among those board members elected by the membership of the Cooperative (and, prior to the admission of members to the Cooperative, by a majority vote of the Board). The same person may hold any number of offices.

Section 5.02. Appointment and Resignation.

The officers shall be chosen by the Board of Directors and serve at the pleasure of the Board, subject to the rights, if any, of an officer under any contract of employment. Any officer may resign at any time on written notice to the Cooperative without prejudice to the rights, if any, of the Cooperative under any contract to which the officer is a party.

ARTICLE VI. INDEMNIFICATIONS

The Cooperative shall indemnify, defend, and hold harmless present and former directors, officers, including the CEO, agents and employees ("protected persons") against liability to the extent that their acts or omissions constituting the grounds for alleged liability were performed in their official capacity and, if actionable at all, were based upon good faith business judgments or in the belief the acts or omissions were in the best interest of

the Cooperative or were not against the best interest of the Cooperative. However, except as provided by law, the Cooperative may not indemnify, defend, and hold harmless the protected person if the person did not reasonably believe the conduct to be in, or not opposed to the best interests of the Cooperative. The Cooperative shall not indemnify, defend or hold harmless any protected person with respect to criminal actions or proceedings. The Cooperative may purchase directors and officers insurance and any additional insurance necessary and appropriate to cover the forgoing indemnification.

ARTICLE VII. CORPORATE RECORDS AND REPORTS

Section 7.01. Required Records.

The Cooperative shall keep adequate and correct books and records of account and minutes of the proceedings of its members, Board of Directors, and committees of the Board. It shall also keep a record of the members, including the names, addresses, and number of shares held by each. The minutes shall be kept in written form. Other books and records shall be kept either in written form or in any other form capable of being converted into written form.

Section 7.02. Annual Report.

(a) For every fiscal years in which the Cooperative has members, the Cooperative shall notify each member yearly of the member's right to receive an annual financial report. The Board of Directors shall promptly cause the most recent annual report to be sent to a member on written request. The annual report shall be prepared no later than one hundred twenty (120) days after the close of the Cooperative's fiscal year.

(b) The annual report shall contain in appropriate detail all of the following: (1) a balance sheet as of the end of the fiscal year, an income statement, and a statement of changes in financial position for the fiscal year; (2) a statement of the place where the names and addresses of the current members are located; and (3) the statement required by Section 7.03 of these Bylaws; and (4) such additional financial information requested by the Class A members, or any of them, for their respective financial reporting purposes.

(c) The annual report shall be accompanied by an audited financial report performed by independent certified public accountants.

Section 7.03. Annual Statement of Transactions and Indemnifications.

In addition to the annual report described in Section 7.02 of these Bylaws, the Cooperative shall furnish annually (pursuant to Section 12592 of the California Corporations Code) to its members and Directors a statement of the transactions and indemnifications to interested persons. Such statement shall be mailed or delivered to members within one hundred twenty (120) days after the close of the fiscal year.

ARTICLE VIII. INSPECTION RIGHTS

Section 8.01. Articles and Bylaws.

The corporation shall keep at its principal office in California the original or a copy of its Articles of Incorporation and Bylaws as amended to date, which shall be open to inspection by the members at all reasonable times during office hours. If the Cooperative has no office in California, it shall furnish on the

written request of any member a copy of the Articles or Bylaws as amended to date.

Section 8.02. Books and Records.

The accounting books and records and minutes of proceedings of the members, the Board of Directors, and committees of the Board shall be open to inspection on the written demand of any member at any reasonable time, for a purpose reasonably related to that person's interests as a member. Every Director has the absolute right at any reasonable time to inspect and copy all books, records, and documents of every kind, and to inspect the physical properties of the Cooperative.

Section 8.03. Inspection of Membership List.

(a) Subject to the Cooperative's right to set aside a member's demand for inspection pursuant to Section 12601 of the California Corporations Code and the power of the court to limit inspection rights pursuant to Section 12602 of the California Corporations Code, and unless the Cooperative provides a reasonable alternative pursuant to Section 8.03(c) of these Bylaws, a member may do either or both of the following:

(1) Inspect and copy the record of all the members' names, addresses, and voting rights, at reasonable times, on making a written demand five (5) business days in advance which states the purpose for which the inspection rights are requested;

(2) Obtain from the Secretary, upon written demand and tender of a reasonable charge, a list of names, addresses, and voting rights of those members entitled to vote for the election of Directors, as of the most recent record date for which it has been compiled, or as of a date specified by the member subsequent to the date of demand. The demand shall state the purpose for which the list is requested. The membership list shall be made available on or before the later of ten (10) business days after the demand is received or after the date specified as the date as of which the list is to be compiled.

(b) The rights set forth in Subsection (a) of this Bylaw section may be exercised by any member or members possessing five percent (5%) or more of the voting power for a purpose reasonably related to the members' interest as members. The Cooperative may deny access to the membership list where it reasonably believes that the information therein will be used for another purpose or where the Cooperative provides a reasonable alternative pursuant to Section 8.03(c) of these Bylaws.

(c) The Cooperative may within ten (10) days after receiving a demand, deliver a written offer of an alternative method of achieving the purpose identified in the demand without providing access to or a copy of the membership list. An alternative method that reasonably and in a timely manner accomplishes the proper purpose set forth in a demand made pursuant to Section 8.03(a) of these Bylaws shall be a reasonable alternative; unless the Cooperative fails to do the things that it offered to do within a reasonable time after acceptance of the offer. Any rejection of the offer shall be in writing and indicate the reasons the proposed alternative does not meet the proper purpose of the demand.

(d) The Class A members shall have the right, if requested by a majority of the Class A Directors, to independently audit the books and records of the Cooperative at any time, but no more than once per year. The Cooperative shall

fully cooperate in such audits and promptly provide the documents and information requested by the Class A members. The documents may be provided by the Class A members only to the persons or entities that are performing the audit or as required by law under the California Public Records Act (Cal. Gov't Code § 6250, et seq. The costs of any such audit shall be borne by the Class A members requesting it and shall not be subject to reimbursement by the Cooperative unless the audit reports that the previously stated revenue or net income of the Cooperative varies by more than twenty percent from that found by the auditors employed by the Class A members. The audit shall employ certified public accountants, not in the employ or under other contract with any Class A member.

ARTICLE IX. NON-PROFIT OPERATION

Section 9.01. Fiscal Year.

The fiscal year of the Cooperative shall end at the close of the business day on the last day of the month of June of each year.

Section 9.02. Interest or Dividends on Capital Prohibited.

The Cooperative shall at all times be operated on a Cooperative non-profit basis for the mutual benefit of its members. No interest or dividends shall be paid or payable by the Cooperative on any capital furnished by its members.

Section 9.03. Patronage Capital.

In the furnishing of broadband services, the Cooperative's operations shall be so conducted that all members will, through their patronage, furnish capital for the Cooperative. In order to induce patronage and to assure that the Cooperative will operate on a non-profit basis, the Cooperative is obligated to account on a patronage basis to all its members, for all amounts received and receivable from the furnishing of broadband services in excess of operating cost and expenses properly chargeable against the furnishing of broadband services. Member-sourced amounts in excess of the operating costs and expenses at the moment of receipt by the Cooperative are received with the understanding that they are furnished by the members as capital. The Cooperative is obligated to pay by credits to a capital account for each member all such amounts in excess of operating costs and expenses.

All other amounts received by the Cooperative from non-member sourced activities in excess of costs and expenses shall be (a) used to offset any losses incurred during the current or any prior fiscal year and (b) to the extent not needed for that purpose, allocated by the Board either (1) to its members on a patronage basis and any amount so allocated shall be included as part of the capital credited to the accounts of members, as herein provided, or (2) to a permanent capital account to be held as unallocated equity capital. The Board, in its discretion, may allocate all amounts received and receivable from non-member sourced activities. The amount of any unallocated equity capital shall not be subject to distribution as patronage capital credits but shall be returned to the members and former members in proportion to their patronage upon dissolution of the Cooperative.

The books and records of the Cooperative shall be set up and kept in such a manner that at the end of each fiscal year the amount of capital, if any, so furnished by each member is clearly reflected and credited in an appropriate record to the capital account of each member and the Cooperative shall within a

reasonable time after the close of the fiscal year, notify each member of the amount of capital so credited to his account. All such amounts credited to the capital account of any member shall have the same status as though they had been paid to the member in cash in pursuance of a legal obligation to do so and the member had then furnished the Cooperative corresponding amounts for capital.

In the event of dissolution or liquidation of the Cooperative, after all outstanding indebtedness of the Cooperative shall have been paid, outstanding capital credits shall be retired without priority on a pro rata basis before any payments are made on account of property rights of members; PROVIDED, insofar as gains may at that time be realized from the sale of any appreciated asset, such gains shall be distributed to all persons who were members during the period the asset was owned by the Cooperative in proportion to the amount of business done by such members during that period insofar as is practicable, as determined by the Board of Directors, before any payments are made on account of property rights of members.

If, at any time prior to dissolution or liquidation, the Board of Directors shall determine that the financial condition of the Cooperative will not be impaired thereby, the capital credited to patrons' accounts may be retired in full or in part in a manner as may be determined by the Board of Directors, including retirement on a discounted basis, except that any such capital retired to a member shall first be applied to any outstanding balance due the Cooperative, together with interest at the legal rate of interest allowed on judgments in the state of California in effect when such amount became overdue, compounded annually. In no event, however, may any such capital be retired unless after the proposed retirement, the capital of the Cooperative shall equal at least thirty per cent (30%) of the total assets of the Cooperative.

Except for the Class A Members, each person who becomes a member of this Cooperative consents to include in his or her gross income for federal income tax purposes the amount of any capital credit paid to him or her by this Cooperative in money (by retirement, as set forth above) or by written notice of allocation (as defined in the Internal Revenue Code), except to the extent that such capital credit is not income to the member pursuant to the Internal Revenue Code. The term "capital credit," as used herein, shall have the same meaning as the term "patronage dividend," as used in the Internal Revenue Code.

Capital credited to the account of each member shall be assignable only on the books of the Cooperative, pursuant to written instruction from the assignor and only to successors in interest or successors in occupancy in all or a part of such member's premises served by the Cooperative unless the Board, acting under policies of general application, shall determine otherwise.

Section 9.04. Escheat.

This Bylaw is intended to comply with California Corporation Code Section 12446. If a member cannot be located for a period of two (2) years as evidenced by the return of his/her mail and by no record of business transacted at the Cooperative, thereafter the Cooperative shall do the following:

- (a) The Cooperative shall place that member on inactive status; and
- (b) The Cooperative shall give to the affected member at least one hundred twenty (120) days prior notice of the Cooperative's proposed transfer date of the proprietary interest to the Cooperative. Notice shall be provided by first or second class mail to the last address of the member shown in

the corporation records and by publication in the newspaper of general circulation in which the Cooperative has its principal office, and, in addition, in the county in which the member received service. Notice given in the foregoing manner shall be deemed actual notice.

No proprietary interest shall become the property of the Cooperative if written notice objecting thereto is received by the corporation from the affected member prior to the date of the proposed transfer. If there is no objection to the transfer of the proprietary interest from the member to the corporation, then said proprietary interest shall become the property of the corporation on the transfer date, which shall be at least one hundred twenty (120) days from the date of notice.

A proprietary interest shall mean and include any membership, membership certificate, membership share, share certificate or any share certificate of any class representing a proprietary interest in and issued by the corporation together with all accrued and unpaid dividends and patronage distributions (capital credit retirements) relating thereto.

ARTICLE X. DISPOSITION OF PROPERTY

(a) The Board of Directors shall have full power and authority, without authorization by the members, to authorize the execution and delivery of a mortgage or mortgages, or a deed or deeds of trust, or the pledging or encumbering of any or all of the property, rights, privileges, licenses, franchises and permits of the Cooperative, whether acquired or to be acquired and wherever situated, as well as the revenues therefrom, all on such terms and conditions as the Board of Directors shall determine, to secure any indebtedness of the Cooperative.

(b) The Cooperative may not otherwise sell, lease, or dispose of more than fifteen (15%) percent of the Cooperative's total assets, less depreciation, as reflected on the books of the Cooperative at the time of the transaction, unless such sale, lease or other disposition is authorized by the affirmative vote of not less than a majority of the members voting on the transaction if the number of members voting to approve it constitute a majority of all the members of the Cooperative. The notice of such proposed sale, lease, or other disposition shall be contained in the notice of the meeting.

(c) Notwithstanding the foregoing, the Cooperative shall not have the right, authority or permission to sell lease, or dispose of any asset belonging to the Class A Members, or any of them, without the express written agreement of the Board of Supervisors of the affected Class A Member(s). Nothing in these Bylaws is intended to or shall be deemed to grant such authority to the Cooperative or its Board of Directors.

A special meeting may be called by the Board of Directors in compliance with applicable law where the approval of the members is necessary under this Article.

ARTICLE XI. BYLAW CHANGES

Section 11.01 Bylaw Changes by the Board.

Prior to the admittance of members to the Cooperative, the Bylaws shall be adopted, amended, or repealed by the Board of Directors. After the admittance of

members to the Cooperative, the Bylaws shall be adopted, amended, or repealed by the Board of Directors unless the action would:

(a) materially and adversely affect the rights or obligations of members as to voting, dissolution, redemption transfer, distributions, patronage distributions, patronage, property rights, or rights to repayment of contributed capital;

(b) increase or decrease the number of members or shares authorized in total or for any class;

(c) effect an exchange, reclassification, or cancellation of all or part of the memberships or shares;

(d) authorize a new class of memberships or shares;

(e) change the minimum or maximum number of Directors;

(f) extend the term of a Director beyond that for which the Director was elected or increase the terms of the Directors;

(g) allow all or any portion of the Directors to hold office by virtue of designation or selection rather than by election by the members;

(h) allow the Board to fill vacancies occurring in the Board by reason of the removal of Directors;

(i) eliminate the permanent seat of a Class A Member on the Board of Directors or amend or repeal any provision that expressly references Class A Members; or

(j) eliminate the requirement that the Board of Directors approve the budget of the Executive Committee.

Section 11.02. Bylaw Changes by the Members.

Where the Board of Directors is denied the right to adopt, amend, or repeal these Bylaws pursuant to Section 11.01 of these Bylaws, these Bylaws shall be adopted, amended, or repealed by approval of the members.

CERTIFICATE OF SECRETARY OF CALIFORNIA BROADBAND COOPERATIVE, INC.

I hereby certify that I am the duly elected and acting Secretary of this Cooperative and that the foregoing Bylaws constitute the Amended and Restated Bylaws of this Cooperative, as duly adopted by the Board of Directors on November 11, 2011.

Dated: November 11, 2011.


Michael Ort, Secretary



**OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS**

REGULAR AGENDA REQUEST

Print

MEETING DATE August 4, 2015

Departments: Elections

TIME REQUIRED

**PERSONS
APPEARING
BEFORE THE
BOARD**

SUBJECT Request to Hold Special Election

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Notice has been given by the Town of Mammoth Lakes, that a Special Municipal Election is to be held in the Town of Mammoth Lakes on Tuesday, October 6, 2015, at which there will be submitted to the voters the following measure:

MEASURE Z: Shall the ordinance to require voter approval to alter transient rental zoning in certain residential neighborhoods be adopted? Yes or No? The Town of Mammoth Lakes has requested the Mono County Registrar of Voters conduct this election. This item is being brought forward pursuant to Elections Code section 10002 to provide authorization from the Mono County Board of Supervisors allowing the Mono County Registrar of Voters to conduct said election. All costs associated with this election will be reimbursed by the Town of Mammoth Lakes.

RECOMMENDED ACTION:

Authorize the Mono County Registrar of Voters to conduct a Special Election for the Town of Mammoth Lakes, concerning Measure "Z", on October 6, 2015. Direct staff to bill the Town of Mammoth Lakes for conducting said election.

FISCAL IMPACT:

None. All costs associated with this special election will be reimbursed by the Town of Mammoth Lakes. Both expenditures and the reimbursement are included in the 2015-16 Elections budget.

CONTACT NAME: Helen Nunn

PHONE/EMAIL: x5534 / hnunn@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

 [Letter from TOML](#)

 [TOML Resolution](#)

History

Time	Who	Approval
7/27/2015 6:32 PM	County Administrative Office	Yes
7/29/2015 3:09 PM	County Counsel	Yes
7/28/2015 6:03 PM	Finance	Yes



Town of Mammoth Lakes

P.O. Box 1609
Mammoth Lakes, CA, 93546
Ph: (760) 934-8989
Fax: (760) 934-7493

July 21, 2015

Mr. Bob Musil
Elections Department
County of Mono
Post Office Box 715
Bridgeport, California 93517

Re: Conducting a Special Municipal Election on October 6, 2015

Dear Bob:

Enclosed please a resolution adopted by the Town Council of Mammoth Lakes at their meeting of July 15, 2015. Resolution No. 15-35 calls and gives notice of a Special Municipal Election for the submission of a proposed ordinance and requests that the Board of Supervisors conduct the election.

Could you please include the request to conduct the special election on the Board's agenda for approval at your earliest convenience? Feel free to call me at 934-8989 (ext. 267) should you have questions or require further information.

Thanks very much for your attention to this matter. I hope all things are going well with you and yours!

Best regards,


Jamie Gray
Town Clerk

Enclosure

RESOLUTION NO. 15-35

**RESOLUTION OF THE TOWN COUNCIL
OF THE TOWN OF MAMMOTH LAKES, STATE OF CALIFORNIA,
CALLING FOR THE HOLDING OF A SPECIAL MUNICIPAL ELECTION ON TUESDAY,
OCTOBER 6, 2015 FOR THE SUBMISSION OF A PROPOSED ORDINANCE AND
REQUESTING THAT THE BOARD OF SUPERVISORS OF THE COUNTY OF MONO
CONDUCT THE SPECIAL MUNICIPAL ELECTION**

WHEREAS, pursuant to authority provided by statute a petition has been filed with the legislative body of the Town of Mammoth Lakes, California signed by a sufficient number of registered voters of the Town to submit for consideration of the Town Council or of the voters a proposed ordinance related to transient rental zoning; and

WHEREAS, the Town Council has not voted in favor of the adoption of the ordinance; and

WHEREAS, the Town Council is authorized and directed by statute to submit the proposed ordinance to the voters; and

WHEREAS, on July 1, 2015 the Town Council called for a special election in order to submit the transient rental initiative to the voters; and

WHEREAS, the Town Council now wishes to adopt a resolution calling for the special election pursuant to Elections Code Section 12001; and

WHEREAS, it is desirable that the special election be conducted by the County of Mono and that the County of Mono canvass the returns of the special election;

NOW, THEREFORE, the Town Council of the Town of Mammoth Lakes, California, does resolve, declare, determine, and order as follows:

SECTION 1. That pursuant to the requirements of the laws of the State of California relating to general law cities, there is called and ordered to be held in the Town of Mammoth Lakes, California on Tuesday, October 6, 2015 a Special Municipal Election for the purpose of submitting the following proposed ordinance:

Measure Z: Shall the ordinance to require voter approval to alter transient rental zoning in certain residential neighborhoods be adopted?	Yes
	No

SECTION 2. That the text of the ordinance submitted to the voters is attached as Exhibit A.

SECTION 3. That the Board of Supervisors of the County of Mono is hereby requested to consent and agree to conducting the Special Municipal Election to be held on Tuesday, October 6, 2015.

SECTION 4. That the Mono County Election Department is authorized to canvass the returns of the special election, and that the election shall be held and conducted in accordance with the provisions of law regulating the special election.

SECTION 5: That the Board of Supervisors is requested to issue instructions to the County Election Department to take all steps necessary for the holding of the special election.

SECTION 6. That the Town of Mammoth Lakes recognizes that additional costs will be incurred by the County by reason of this special election and agrees to reimburse the County for any costs.

SECTION 7. That the Town Clerk is hereby directed to file a certified copy of this resolution with the Board of Supervisors and the County Election Department in the County of Mono.

SECTION 8. That the Town Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED, APPROVED, AND ADOPTED this 15th day of July 2015


MICHAEL RAIMONDO, Mayor

ATTEST:


JAMIE GRAY, Town Clerk



**OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS**

REGULAR AGENDA REQUEST

Print

MEETING DATE August 4, 2015

Departments: Clerk of the Board

TIME REQUIRED	20 minutes (15 minute presentation; 5 minute discussion)	PERSONS APPEARING BEFORE THE BOARD	Kate Bunney
SUBJECT	Presentation on Walking Water		

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Kate Bunney is coordinating the Walking Water event beginning the first week of September. The group is walking to raise awareness about water issues and will trek from Saddlebag Lake to Owens Lake over a 3 week period.

RECOMMENDED ACTION:

None. Informational only.

FISCAL IMPACT:

None.

CONTACT NAME: Kate Bunney

PHONE/EMAIL: 310-307-6690 / kate@walking-water.org

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
***PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING***

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

[Click to download](#)

No Attachments Available

History

Time

Who

Approval

7/14/2015 4:19 PM County Administrative Office Yes

7/28/2015 11:41 AM County Counsel Yes

7/28/2015 6:03 PM Finance Yes



**OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS**

REGULAR AGENDA REQUEST

Print

MEETING DATE August 4, 2015

Departments: Community Development Department, IT

TIME REQUIRED	15 minutes (5 minute presentation; 10 minute discussion)	PERSONS APPEARING BEFORE THE BOARD	Nate Greenberg, Scott Burns
SUBJECT	Verizon Request to Permanently Deviate From Scenic Highway Underground Requirements		

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Proposed comment letter responding to Verizon's request to permanently deviate from Highway 395 Scenic Highway underground utility requirement.

RECOMMENDED ACTION:

Authorize the Chairman's signature on the attached comment letter opposing Verizon's request to the CPUC, and provide any desired direction to staff.

FISCAL IMPACT:

No impact to general fund.

CONTACT NAME: Scott Burns, Nate Greenberg

PHONE/EMAIL: 924.1807; 924.1819 / sburns@mono.ca.gov; ngreenberg@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

[staff report](#)

[Draft Letter](#)

[Attachment](#)

[Attachment 2](#)

History

Time	Who	Approval
7/29/2015 4:55 PM	County Administrative Office	Yes
7/29/2015 10:50 AM	County Counsel	Yes
7/30/2015 8:30 AM	Finance	Yes

Mono County Community Development Department

P.O. Box 347
Mammoth Lakes, CA 93546
(760) 924-1800, fax 924-1801
www.monocounty.ca.gov

P.O. Box 8
Bridgeport, CA 93517
(760) 932-5420, fax 932-5431
www.monocounty.ca.gov

August 4, 2015

TO: Honorable Chair and Members of the Board of Supervisors

FROM: Nate Greenberg, IT Director
Scott Burns, CD Director

RE: VERIZON REQUEST TO PERMANENTLY DEVIATE FROM SCENIC
HIGHWAY UNDERGROUND REQUIREMENTS

RECOMMENDATION

Authorize the Chairman's signature on the attached comment letter opposing Verizon's request to the CPUC, and provide any desired direction to staff.

FISCAL IMPACT

Not applicable.

DISCUSSION

Mono County recently learned (see Verizon Advice Letter) that Verizon has requested the California Public Utilities Commission to grant a permanent deviation from the State Scenic Highway 395 requirements for underground line placement north of Bridgeport. Mono County has previously requested the CPUC to require the line ultimately be placed underground (see attached letters). With recent examples of Verizon's overhead line deficiencies exhibited during the Round Fire, and with Digital 395 now operational, the attached draft letter continues to request the CPUC require the line ultimately be removed and replaced with underground service.

ATTACHMENT

Draft Letter
Verizon Advice Letter
September 16, 2011 Letter
May 13, 2013 Letter
July 10, 2013 Letter



Larry Johnston ~ District One Fred Stump ~ District Two Tim Alpers ~ District Three
Tim Fesko ~ District Four Stacy Corless ~ District Five

BOARD OF SUPERVISORS COUNTY OF MONO

P.O. BOX 715, BRIDGEPORT, CALIFORNIA 93517
(760) 932-5538 • FAX (760) 932-5531
Bob Musil, Clerk of the Board

July 28, 2015

Mr. Ryan Dulin, Director
Communications Division
California Public Utilities Commission
505 Van Ness Avenue
San Francisco, CA 94102
Submitted via email to rd3@cpuc.ca.gov

RE: COMMENTS ON VERIZON ADVICE LETTER 12712A (CPUC RESOLUTION T-17397)

Dear Mr. Dulin:

Mono County appreciates the opportunity to submit comments in response to Verizon Advice Letter 12712A regarding its request for permanent deviation from Public Utilities Code Section 320 along US Highway 395.

The County's position on this matter (expressed initially on September 16, 2011, again on May 13, 2013, and most recently on July 10, 2013) remains unchanged. We feel strongly that Verizon should be required to comply with the requirements of Code Section 320 and not be granted a permanent deviation.

In July 2013, Mono County supported a "...reasonable compromise to allow the lines to remain in place until such time as a more economical and efficient underground placement is feasible via coordination with Digital 395." Now that Digital 395 is complete and operational, Mono County is compelled to ensure that our original desire for undergrounding is met.

As the Public Utilities Commission is well aware, Digital 395 established an invaluable communications network to Mono County and the Eastern Sierra. For the first time ever, the region was afforded high-quality, high-capacity bandwidth with redundancy to the north and south. The Digital 395 network provides service opportunities for government, education, and medical facilities throughout the region, including critical infrastructure such as the Marine Corps Mountain Warfare Training Center at Pickel Meadow.

Verizon's network infrastructure that currently provides service to Pickel Meadow is dependent upon approximately 65,000 feet of aerial fiber optic cable. Pickel Meadow is at the terminal end of Verizon's fiber run (originating in Southern California), resulting in a lack of adequate bandwidth and a lack of redundancy.

The vulnerability of Verizon's infrastructure (and the potential impact on a critical site such as Pickel Meadow) can be seen through the recent devastating Round Fire that occurred in southern Mono County on February 6, 2015. In addition to more than 30 homes being destroyed, Verizon lost over 9,000' of aerial fiber optic cable that rendered 911, the Verizon Wireless mobile network, Verizon DSL services, and many land lines inoperable for nearly 72 hours. In fact, the issue was resolved only when Verizon spliced into the Digital 395 network in Bishop and Mammoth Lakes to complete the local loop and bring service back up. After several weeks of construction, however, Verizon rebuilt its aerial fiber route (upon newly

replaced Southern California Edison poles) and severed the connection with Digital 395, returning the local network to its original vulnerable state.

Given that the 65,000-foot aerial fiber run to the Mountain Warfare Training Center is over seven times longer than the stretch in Round Valley, the exposure to fire and other natural disasters is greater, and the potential impact more severe. Highway 395 is a State designated Scenic Highway, which Mono County values greatly as it serves as the transportation backbone of our county. In addition to the scenic qualities, however, the value of public safety is of critical concern to us.

In its letter, Verizon asserts that the cost of undergrounding the 65,000' stretch of fiber is "uneconomic." We find this to be a peculiar determination given that the only cost to do so is an ongoing lease of Dark Fiber from Digital 395. Despite the CPUC's order to underground "by any available alternative" as part of Resolution T-17397, and opportunities for Joint Trenching along this portion of the Digital 395 route, Verizon chose to do nothing, indicating its overall belief that this aerial run would ultimately be a non-issue.

It appears that Verizon would rather provide inferior and non-redundant service to a critical infrastructure facility than seek out an immediately available and obvious solution through existing infrastructure. Given the importance of this site to the federal government, and the recognized value of Digital 395 to state and federal funding sources, it is irrational to allow Verizon to maintain this position and assert the need to utilize only Verizon-owned infrastructure.

With the impending acquisition of Verizon by Frontier, Mono County will be asserting the importance of route redundancy throughout the Eastern Sierra corridor. We feel strongly that this issue is a matter of public safety. Verizon's lack of willingness to implement currently available solutions in support of property, critical infrastructure, and human life purely due to cost concerns should be scrutinized by CPUC, and they should be required to again leverage "available alternatives" to remedy this situation. Granting Verizon a permanent deviation would set a dangerous precedent that not only threatens the integrity of this State designated Scenic Highway, but also poses a severe public safety risk.

Our staff and elected officials are available to answer any questions or concerns you may have regarding this matter, and look forward to your response.

Sincerely,

Timothy E. Fesko
District 4 Supervisor / Board Chair

Attachments:

- September 16, 2011 Letter
- May 13, 2013 Letter
- July 10, 2013 Letter

**CALIFORNIA PUBLIC UTILITIES
COMMISSION**
Advice Letter Filing Summary Sheet
(PAL)

(Date Filed / Received Stamp by CPUC Industry Division)

Date AL served on parties: 7/28/2015

Company Name: Verizon California Inc. CPUC Utility Number U - _1002-C_

Address: 2535 Hillcrest Dr. (CAM21GC) GRC-LEC URF-Carrier Other

City, State, ZIP: Newbury Park CA, 91320 Commission Resolution Requested
 Carrier of Last Resort (See D.96-10-066)

Filing AL #: _12712B_ Requested Effective Date: _Resolution AL Tier I II III X

	Name:	Email Address:	Phone No.:	Fax No.:
Filer	Hope Christman	hope.christman@verizon.com	805 - 480-0714	805-4984659
Certif.	Hope Christman	hope.christman@verizon.com	805-480-0714	No. Tariff Sheets: <u>_n/a_</u>

(Name, email address & Phone and FAX numbers *are Required for "Filer"*)

Tariff Schedules: _____ Keyword: Resolution Compliance (see keyword list on reverse)

For Contract Keyword, Type: Government Other Date Executed _____ Contract Total Rev (\$) _____

Subject of filing: Compliance with T-17397 Deviation from PU Code Section 320 for Scenic Highway 395 - Bridgeport
(Service(s) included)

Authorization for filing: 06-08-030 & 07-09-018, T-17002
(Resolution #, Decision #, etc.)

Affected services: _____
(Other services affected, pending or replacement AL filings)

Rate Element(s) affected **and** % change: _____
(Non-recurring and / or recurring)

Customer Notice Required (if so, please attach)

Notes/Comments: _____
(Other information & reference to advice letter, etc.)

<p>File Protest and/or Correspondence to: Director, Communications Division 505 Van Ness Ave., San Francisco, CA 94102 <u>and if you have email capability, ALSO email to:</u> TD_PAL@cpuc.ca.gov <u>Protest also must be served on utility:</u> (see utility advice letter for more information)</p>	<p>GRC-LEC = Cost of Service LEC Carrier URF-Carrier = Uniform Regulatory Framework Carrier (see D.06-08-030/D.07-09-019) OTHER = Wireless (CMRS) Carrier</p>
---	---

(FOR CPUC USE ONLY)

<input type="checkbox"/> Resolution Required <input type="checkbox"/> Executive Action Resolution Req'd. <input type="checkbox"/> TD Suspension on: <u>___ / ___ / ___</u> <input type="checkbox"/> Comm. Suspension on: <u>__ / __ / __</u> Resolution No.: T - _____ <i>Rev. 09/24/07</i>	Supv. / Analyst _____ / _____ Due Date to Supv.: _____ Analyst Completion Date: _____ Supervisor Approval Date: _____ AL / Tariff Effective Date: _____ Notes: _____
--	---

Kurt R. Rasmussen
Vice President – Government Relations



201 Spear Street, 7th Floor
San Francisco, CA 94105
Direct: (415) 228-1216
Fax: (415) 228-1276
E-mail: kurt.rasmussen@verizon.com

BY ADVICE LETTER FILING

Advice Letter No. 12712B

July 28, 2015

U 1002 C

Ryan Dulin, Director
Communications Division
California Public Utilities Commission
505 Van Ness Avenue, 3rd Floor
San Francisco, CA 94102

Dear Mr. Dulin:

As directed by Commission Staff, Verizon submits this Supplemental Tier 3 Advice Letter to expand the service list for Advice Letter 12712.

Advice Letter 12712 was submitted pursuant Resolution T-17397 ("T-17397"), issued August 21, 2013, on July 1, 2015 documenting the need to replace the temporary two-year Section 320 deviation granted by T-17397 into a permanent deviation. Advice Letter 12712 was submitted as follows:

T-17397 addressed Verizon's aerial facilities along Highway 395 in Mono County from north of Bridgeport to the junction of Highway 108 (Mile Marker (MM) 76.8 to 104.8.). In 2004 Verizon augmented the overhead distribution facilities with approximately 65,000 feet of 48-fiber aerial cable to provision services to the Marine Corps Mountain Warfare Training Center at Pickel Meadow. As a result of an internal audit finding that portions of the facilities were within the scenic highway corridor, Verizon filed for a permanent deviation from Public Utility Code Section 320 in 2009, and by Resolution T-17397 the Commission granted Verizon a temporary two-year deviation in 2013. That Resolution mainly reasoned that a two-year deviation was appropriate because (i) it was conceivable that another opportunity for Verizon to place these facilities underground may occur, including the possibility that in the future, Southern California Edison (SCE) may replace existing poles in the area (T17397 at 16) and (ii) Verizon could potentially negotiate a low cost lease of dark fiber from the Digital 395 project (id.).

Ordering Paragraph 2 of T-17397 required Verizon, by July 1, 2015, to either 1) have started underground placement of these aerial facilities by any available alternative, or 2) have submitted a subsequent Tier 3 advice letter no later than that date to justify the need to extend the Section 320 deviation.

Verizon has not started underground placement of aerial facilities. It is therefore seeking a permanent deviation pursuant to the following justification.

First, there has not been a joint trenching opportunity with SCE to underground the existing aerial facilities, as SCE has not undergrounded its overhead facilities in this area. Verizon's aerial cable is but

one of several communication and electric cables attached to the joint-use poles. Verizon's cables are needed as it provides services to customers, including the United States Marine Corps, which has continued to purchase services that rely on these facilities.

Second, all potential alternatives to aerial facilities continue to be or are increasingly uneconomic. Resolution T-17397, Findings 13 and 14, recognized the high cost of undergrounding or joint trenching and provided the deviation in reliance of these and similar findings. Undergrounding the aerial facilities along the scenic highway corridor continues to be uneconomic. Moreover, Verizon estimates that based on recent agreements, the cost of leasing dark fiber over a 5-year period would approach \$1 million. That recurring cost would add to the estimated minimum cost for building the connecting facilities to utilize the dark fiber, and the removal costs for the aerial fiber cable. These costs are similar in magnitude to the costs specified in Finding of Fact 13 and 14. Further details of these cost estimates are provided in confidential Attachment A. Leasing fiber could extend well beyond the 5-year estimate, thus the confidential estimate in Attachment A is conservative.

Because there has been no joint trenching opportunity with SCE and all potential alternatives are uneconomic, Verizon submits that it is providing the required justification for a permanent deviation.

Given the lack of an economic alternative and the continuing need for the aerial facilities, Verizon respectfully requests a permanent deviation of Public Utilities Code Section 320 regarding the placement of overhead distribution facilities from Mile Marker 76.8 to Mile Marker 104.8.

In compliance with General Order 96-B, we are serving a copy of this Advice Letter to interested parties and adjacent utilities and/or other utilities. Anyone may object to this advice letter, which was filed on July 28, 2015, by sending a written protest to: Telecommunications Advice Letter Coordinator, Communications Division, 505 Van Ness Ave., 3rd Floor, San Francisco, CA 94102-3298. The protest must state specifically the grounds on which it is based. The protest must be received by the Telecommunications Advice Letter Coordinator no later than 20 days after the date that the advice letter was filed. On or before the day that the protest is sent to the Telecommunications Advice Letter Coordinator, the protestant must send a copy of the protest to: Verizon Regulatory Director, 2535 Hillcrest Dr., Newbury Park, CA 91320. To obtain information about the Commission's procedures for advice letters and protests, go to the Commission's Internet site (www.cpuc.ca.gov) and look for document links to General Order 96-B.

If you have any questions, please contact me at (415) 228-1216.

Very truly yours,

A handwritten signature in black ink, appearing to read 'KR', with a horizontal line extending to the right from the end of the signature.

Kurt R. Rasmussen

Attachment

**Via E-Mail
PUC Service List**

First Name	Last Name	Email Address	Company	UNumber	Date Submitted
Ross	Johnson	att-regulatory-ca@att.com	AT&T California	1001	2/24/2012
Hope	Christman	hope.christman@verizon.com	Verizon California Inc.	1002	2/27/2012
Steve	Fetzer	sfetzer@4cct.com	CCT Telecomm		3/1/2012
Sherri	Flatt	regulatoryaffairs@sagetelecom.net	Sage Telecom, Inc.	U-6585-C	3/1/2012
John	Gutierrez	John_Gutierrez@cable.comcast.com	Comcast Phone of California, LLC	U-5698-C	3/1/2012
Kelly	Pool	kpool@4cct.com	CCT	5607	3/1/2012
Judith	Riley	jriley@telecompliance.net	Telecom Professionals, Inc.		3/2/2012
Andrew	Rasura	arasura@tcastcom.com	Blue Casa Telephone	U-7222-C	3/2/2012
PHILIP	JOSEPHSON	PJOSEPHSON@STERLINGBUSINESSLAW.COM	TNCI		3/5/2012
KAREN	MCBEE	TRUCKEE25@AOL.COM	PPG COMMUNICATIONS		3/6/2012
Marg	Tobias	info@tobiaslo.com			3/12/2012
Michelle	Salisbury	michelle.salisbury@crowncastle.com	CA - CLEC LLC & NewPath Networks, LLC	6936 & 6928	3/13/2012
Yvonne	Wooster	ysmythe@caltel.com	Calaveras Telephone	U-1004-C	3/16/2012
Joe	Richardson	joe@speedypin.com	SpeedyPin, LLC	7191	3/22/2012
Floyd	Jasinski	f.jasinski@surewest.com	SureWest	2334, 3964, 4931	3/26/2012
Alik	Lee	ayo@cpuc.ca.gov			3/26/2012
Diana	Aguirre	daguirre@telscape.net	Telscape Communications, Inc.		3/27/2012
Karen	Ritter	CAservicelist@tminc.com			4/2/2012
Mike	Hall	mwhall2@verizon.net	Crimson California Pipeline		4/12/2012
Laurie	Brown	laurie.brown@kernrivergas.com	Kern River Gas Transmission Company	N/A	4/19/2012
davina	hunter	davinahunter29@gmail.com			4/23/2012
Winafred	Brantl	wbrantl@kelleydrye.com	Kelley Drye & Warren LLP		4/24/2012
Katherine	Hoagland	katherine.hoagland@paetec.com			4/25/2012
Tom	Williams	Tom@economytelephone.com	Economy Telephone, Inc	5291	5/3/2012
Terri	Ellison	terri.ellison@sce.com	Edison Carrier Solutions		5/3/2012
Terri	Ellison	terri.ellison@sce.com	Edison Carrier Solutions		5/15/2012
Jim	DeLoss	jim.deloss@consolidated.com	Consolidated	1015	5/29/2012

			Communications		
Araseli	Garcia	araselig@lacuracao.com	CuraTel LLC	U-6610-C	5/30/2012
Enrique	Gallardo	enriqueg@greenlining.org	The Greenlining Institute		6/6/2012
Suzanne	Toller	suzannetoller@dwt.com	Davus Wright Tremaine		6/12/2012
Judy	Pau	dwtcpucdockets@dwt.com	Davus Wright Tremaine		6/12/2012
Dean	LaChapelle	deanvic@yahoo.com	Point To Point Inc	6066	6/12/2012
Jane	Whang	janewhang@dwt.com	Davis Wright Tremaine		6/13/2012
Melissa	Slawson	melissaslawson@dwt.com	Davis Wright Tremaine		6/13/2012
Sarah	DeYoung	deyoung@caltel.org	CALTEL		6/22/2012
Charlie	Born	Charlie.Born@ftr.com	Frontier Communications	1024	6/26/2012
William	Prentice	william.c.prentice@gmail.com			7/1/2012
Angela	Janssen	ajanssen@telecomcounsel.com			7/3/2012
Michael	Mulkey	mike.mulkey@ringcentral.com			7/6/2012
Risa	Hernandez	rhh@cpuc.ca.gov	CPUC		7/6/2012
Niki	Bawa	nb2@cpuc.ca.gov	CPUC		7/23/2012
Maira	Castillon	mairac@datavo.com	Pacific Centrex Services Inc.	3662	7/25/2012
Jim	Hill	jhill@telepacific.com	TelePacific Communications		7/31/2012
Mary Jo	Nobriga	nobriga@telepacific.com	TelePacific Communications		7/31/2012
Mike	Kramek	mkramek@edisonmission.com			8/15/2012
Nancy	Lubamersky	nlubamersky@telepacific.com	TelePacific Communications		9/13/2012
Jennifer	Brunner	jlb@brunnerlaw.com	Brunner Quinn		9/17/2012
Steven	Fenker	steve@tshomephone.com	Nexus Communications	U-4387-C	9/17/2012
Steven	Fenker	steve@tshomephone.com	Nexus Communications	U-4387-C	9/17/2012
Niki	Bawa	nb2@cpuc.ca.gov			10/17/2012
Lyndall	Nipps	lyndall.nipps@twtelecom.com	tw telecom of california lp	U-5358-C	10/18/2012
Tony	Rafati	trafati@semprautilities.com			10/29/2012
sarah	friedman	sarah.friedman@sierraclub.org	Sierra Club		10/29/2012
Christine	Mailloux	cmailloux@turn.org	The Utility Reform Network		10/30/2012
John	Clark	jclark@goodinmacbride.com			11/14/2012
John	Clark	jclark@goodinmacbride.com			11/14/2012
John	Clark	jclark@goodinmacbride.com			11/14/2012
Stefanie	Edwards	sedwards@bluecasa.com	Blue Casa Telephone		12/3/2012

Christine	Mailloux	cmailloux@turn.org	TURN		12/6/2012
Wallach	Wallach	gwallach@kleinlawpllc.com	Klein Law Group		2/21/2013
Bill	Peters	bill.peters@argusmedia.com	Argus Media	N/A	2/26/2013
Andrew	Perez	andrew.perez@verizon.com	Verizon California Inc.		2/28/2013
Michael	Heyenga	cwa9509@gmail.com			2/28/2013
Kim	Isaacs	kdisaacs@integratelecom.com	Integra		3/27/2013
Kristie	Ince	kristie.ince@twtelecom.com	tw telecom of californa lp	U-5358-C	3/27/2013
Kristopher	Twomey	kris@lokt.net			5/23/2013
Elizebeth	Hansen	eh2726@att.com	AT&T	1001	5/29/2013
Peter	McElligott	pmcelligott@wiltshiregrannis.com	Citrix Communications LLC	U-7241-C	6/11/2013
Joshua	Falter	jfalter@telogical.com			6/20/2013
Heather	Kirby	hkirby@telecomcounsel.com	Lance J.M. Steinhart, P.C.		6/24/2013
William	Yeager	william.yeager@stellarenergy.com	Stellar Energy GP, Inc.		8/5/2013
Paula	Schneider	paula@crockerlawfirm.com	Crocker & Crocker		8/9/2013
Scott	Kellogg	scottekelllogg@me.com	Kellogg Law Group, LLC		8/12/2013
Michel	Nelson	mnelson@o1.com	O1 Communications, Inc.	U-6065	8/20/2013
N.A.	Tannenbaum	cpuclists@gmail.com			9/8/2013
mary	joshi	mary.k.joshi@sprint.com	Sprint		9/17/2013
Traci	Galbreath	tgalbreath@wiltshiregrannis.com			10/16/2013
Greg	Diamond	Greg.Diamond@twtelecom.com	tw telecom	U-5358-C	10/22/2013
Angel	Barragan	Angel@FirelineBroadband.com			11/21/2013
Mark	McDonald	markm@siteserver.com	Siteserver, Inc.		12/2/2013
liz	podolinsky	pod@cpuc.ca.gov	CPUC		12/9/2013
Jim	Schoene	jim_schoene@transcanada.com			12/13/2013
Shawn	Pitner	admin@empyrewireless.com	Empyre Wireless LLC		12/26/2013
Jon	Sarafian	cpucsubscriptionupdates@yahoo.com			1/17/2014
Lisa	Prigozen	lpp@cpuc.ca.gov	CPUC		1/29/2014
G	Rogers	grogerswcms@live.com			2/2/2014
william	meyer	william.meyer@cpuc.ca.gov			2/3/2014
Paul	Goodman	paulg@greenlining.org	The Greenlining Institute		2/4/2014
Timothy	Naple	tnaple@luxbridge.com	LuxBridge		2/6/2014
Jon	Sarafian	jonathansarafian@me.com			2/6/2014
SUE	KATELEY	SUE.KATELEY			2/7/2014
SUE	KATELEY	sue.kateley@asm.ca.gov			2/7/2014
Pam	Bathke	ratechange@telekenex.com	Telekenex	U – 6647 - C	2/12/2014

Lisa	Tse	ltse@cwclaw.com	Cooper, White and Cooper LLP		2/21/2014
Sara	Hammond	sara@mfoosterlaw.com	FosterLaw		2/28/2014
Fe	Lazaro	fnl@cpuc.ca.gov	CPUC		3/5/2014
Anna	Jew	anna.jew@cpuc.ca.gov			3/12/2014
Kelly	Faul	kelly.faul@xo.com	XO Communications Services, LLC	U-5553-C	3/28/2014
Bryant	Peters	bryant.peters@cgminc.com			4/24/2014
Benoit	Vieyra	me@benoitvieyra.com			7/5/2014
Anita	Taff-Rice	anita@icommlaw.com	iCommLaw		7/22/2014
Brennan	Downes	bdownes@invenergyllc.com	Invenergy		8/8/2014
Virginia	Morales	thelegend831@live.com	Choke Wireless Communications		9/15/2014
Patrice	Rogers	progers@rtcteam.net	RTC Associates, LLC		10/10/2014
Kennyatta	Perkins	kperkins@rtcteam.net	RTC Associates, LLC		10/10/2014
Aisha	Perkins	aperkins@rtcteam.net	RTC Associates, LLC		10/10/2014
robin	wolkoff	robin.wolkoff@sprint.com	Sprint		10/16/2014
Eric	Schimpf	eschimpf@iwirelesshome.com	i-wirless		10/29/2014
Rachel	Schmeidler	rachel.schmeidler@sprint.com	Sprint	5112	11/13/2014
stephen	klein	steve@expertchoicemarketing.com	Expert Choice Marketing		11/14/2014
Rachel	Schmeidler	rachel.schmeidler@sprint.com			11/17/2014
Margarett	Johnson	mjohnson@joneswalker.com			12/1/2014
Robert	Schwartz	robert.schwartz@cpuc.ca.gov	CPUC		1/9/2015
Regulatory	Dept	regulatory@ecomobile.com			1/9/2015
Tina	Allen	tallen@telecomservicebureau.com			1/19/2015
Alan	Galloway	alangalloway@dwt.com	Davis Wright Tremaine		1/22/2015
Melissa	Taylor	VARIETY.TEL.WIRELESS@HOTMAIL.COM	VARIETY TEL. & WIRELESS	14497	1/23/2015
Melissa	Taylor	VARIETY.TEL.WIRELESS@HOTMAIL.COM	VARIETY TEL. & WIRELESS	14497	1/23/2015
Melissa	Taylor	VARIETY.TEL.WIRELESS@HOTMAIL.COM	VARIETY TEL. & WIRELESS	14497	1/23/2015
Melissa	Taylor	VARIETY.TEL.WIRELESS@HOTMAIL.COM	VARIETY TEL. & WIRELESS	14497	1/23/2015
Alex	Valenti	alex.valenti@siemens.com	Siemens Industry, Inc		2/2/2015
Margaret	Miller	mmiller@trimarkassoc.com	Trimark Associates Inc.		2/18/2015
David	West	david.west@clearpathwm.com			2/25/2015
MelissaDenee	Taylor	varietytelwireless@att.net	VARIETY TEL. & WIRELESS	U-14497	3/16/2015
MelissaDenee	Taylor	varietytelwireless@att.net	VARIETY TEL. & WIRELESS	U-14497	3/16/2015
Becky	Heggelund	bheggelund@nbgllaw.com	Nowalsky &		3/18/2015

			Gothard, APLLC		
David	Sered	dsered@telepacific.com	TelePacifc Communications	U-5721-C	3/31/2015
Margarett	Johnson	mjohnson@blnlaw.com	Bowles Liberman & Newman		4/30/2015
		fstump@mono.ca.gov			
		scorless@mono.ca.gov			
		mrudolph@mono.ca.gov			
		kajjar@qnet.com			
		fstump@mono.ca.gov			
		Terry_Erlwein@dot.ca.gov			
		Stephen.Winzenread@dot.ca.gov			
		Gayle_Rosander@dot.ca.gov			
		Dennee.Alcala@dot.ca.gov			
		brian.mcelwain@dot.ca.gov			
		Cedrik_Zemitis@dot.ca.gov			
		Forest_Becket@dot.ca.gov			
		Terry_Erlwein@dot.ca.gov			
		Stephen.Winzenread@dot.ca.gov			

Verizon Advice Letter Service List

Christine Mailloux & Bill Nusbaum - TURN 711 Van Ness Avenue, #350, San Francisco, CA 94102	cmailloux@turn.org, bnusbaum@turn.org
Nancy Lubamersky -TelePacifc Communications 515 S. Flower Street, 47 th Floor, Los Angeles, CA 90071	nlubamersky@telepacific.com
AT&T - Regulatory Svcs. 525 Market Street, #1944, San Francisco, CA 94105	regtss@att.com
E. Garth Black - Cooper, White & Cooper, LLP 201 California Street, 17 th Floor , San Francisco, CA 94111	gblack@cwclaw.com
Katherine Mudge -Senior Counsel – Covad Communications 7000 N. MoPac Expressway, 2 nd Floor, Austin, TX 78731	katherine.mudge@covad.com
John Gutierrez - Comcast Cable P.O. Box 5147, San Ramon, CA 94583	john_gutierrez@cable.comcast.com
Anita Taff-Rice - Counsel for Covad Communications 1547 Palos Verdes Mall # 298, Walnut Creek, CA 94597	anitataffrice@earthlink.net
Martin A. Mattes - Nossmann, Guthner, Knox & Elliott, LLT 50 California St., 34 th Floor, San Francisco, CA 94111-4825	mmattes@nossaman.com
Linda Saldana - Citizens Communications 9324 West Stockton Blvd., Elk Grove, CA 95758	lsaldana@czn.com
Surewest - External Relations Dept. P.O. Box 969, 8150 Industrial Avenue, Roseville, CA 95678-0969	Regulatory@surewest.com
Mr. Robert Lehman – DRA California Public Utilities Commission 505 Van Ness Avenue, Room 4100, San Francisco, CA 94102	leh@cpuc.ca.gov
Judy Pau - Davis Wright Tremaine LLP 505 Montgomery Street, Suite 800, San Francisco, CA 94111	judypau@dwt.com
Earl Nicholas Selby - Law Offices of Earl Nicholas Selby 418 Florence Street, Palo Alto, CA 94301-1705	ens@loens.com
Richard Longview, CMC - Telecom611.com Business Manager and Senior Consultant	rlongview@telecom611.com
Margaret L. Tobias - Tobias Law Office 460 Pennsylvania Ave., San Francisco, CA 94107	marg@tobiaslo.com
Esther Northrup - Cox California Telcom, LLC	esther.northrup@cox.com

350 10 th Avenue, Suite 600, San Diego, CA 92101	
Geraldine Carlin - California Public Utilities Commission 505 Van Ness Avenue, San Francisco, CA 94102	gvc@cpuc.ca.gov
Sarah DeYoung - Executive Director/CALTEL - CALTEL 925-465-4396	deyoung@caltel.org
Floyd Jasinski - Surewest Communications P.O. Box 969, 8150 Industrial Ave. Bldg. A, Roseville, CA 95661-0969	FJasinski@surewest.com

Mono County Community Development Department

P.O. Box 347
Mammoth Lakes, CA 93546
(760) 924-1800, fax 924-1801
www.monocounty.ca.gov

P.O. Box 8
Bridgeport, CA 93517
(760) 932-5420, fax 932-5431
www.monocounty.ca.gov

July 10, 2013

Mr. Ryan Dulin, Director
Communications Division
California Public Utilities Commission
505 Van Ness Ave.
San Francisco, CA 94102
submitted via email to rd3@cpuc.ca.gov

RE: COMMENTS ON DRAFT RESOLUTION T-17397

Dear Mr. Dulin:

Thank you for sending the updated version of Draft Resolution T-17397 concerning the latest Verizon request to deviate from Public Utilities Code Section 320 along US Highway 395 in Mono County. As our attached September 16, 2011, letter indicates, Mono County has previously expressed a position on the matter. We submitted the letter again May 13, 2013, and noted in our cover letter that our position is still applicable.

As we summarized in May, our position supports a reasonable compromise to allow the lines to remain in place until such time as a more economical and efficient underground placement is feasible via coordination with Digital 395.

Your consideration of Mono County's opinion on this matter is appreciated. Please call me at (760) 924-1807 if you have questions concerning this response.

Sincerely,



Scott Burns
Director

ATTACHMENT

September 16, 2011 Letter
May 13, 2013 Letter

cc Mono County Board of Supervisors
Jim Leddy, County Administrative Officer
Nate Greenberg, Digital 395 Project Manager
Stephen Kalish
Service list for T-17397

**Mono County
Community Development Department**

P.O. Box 347
Mammoth Lakes, CA 93546
(760) 924-1800, fax 924-1801
www.monocounty.ca.gov

P.O. Box 8
Bridgeport, CA 93517
(760) 932-5420, fax 932-5431
www.monocounty.ca.gov

May 13, 2013

Mr. Ryan Dulin, Director
Communications Division
California Public Utilities Commission
505 Van Ness Ave. ♣
San Francisco, CA 94102
submitted via email to rd3@cpuc.ca.gov

RE: COMMENTS ON DRAFT RESOLUTION T-17397

Dear Mr. Dulin:

Thank you for sending proposed Resolution T-17397 concerning the latest Verizon request to deviate from Public Utilities Code Section 320 along US Highway 395 in Mono County. As our attached September 16, 2011, letter indicates, Mono County has previously expressed a position on the matter. In reviewing the current request, it appears that our position is still applicable.

To summarize, our position supports a reasonable compromise to allow the lines to remain in place until such time as a more economical and efficient underground placement is feasible via coordination with Digital 395. Last Tuesday, May 7, Michael Ort of Praxis advised the Mono County Board of Supervisors that the Digital 395 project is on schedule to be completed July 31, 2013.

The opportunity to comment on this matter is appreciated. Please call me at (760) 924-1807 if you have questions concerning this response.

Sincerely,



Scott Burns
Director

ATTACHMENT

September 16, 2011 Letter

cc Mono County Board of Supervisors
Nate Greenberg, Digital 395 Project Manager
Stephen Kalish
Service list for T-17397

**Mono County
Community Development Department**

P.O. Box 347
Mammoth Lakes, CA 93546
(760) 924-1800, fax 924-1801
www.monocounty.ca.gov

P.O. Box 8
Bridgeport, CA 93517
(760) 932-5420, fax 932-5431
www.monocounty.ca.gov

September 16, 2011

Mr. John M Leutza, Director
Communication Division
California Public Utilities Commission
505 Van Ness Avenue
San Francisco, CA 94105
Submitted via email to JML2puc.ca.gov

RE: RESOLUTION T-17269, Verizon California Inc.

Based on Mono County Board of Supervisors discussions earlier this month, Mono County supports the proposed deviation requested by Verizon California Inc., as represented in proposed Resolution T-17269, with conditions. Specifically, Verizon's requested deviation from underground line requirements for approximately 65,000 feet of existing aerial fiber optic cable along State Scenic Highway 395 is supported, but only until construction of the Digital 395 project. At such time, it is expected that Verizon would be required to place lines underground, potentially coordinating with the Digital 395 project.

As noted in our previous correspondence of October 7, 2009, the Mono County General Plan requires and promotes the underground placement of utility lines, and includes a number of goals, objectives and policies addressing the areas where the line is placed. Given this area's scenic qualities and harsh winter climate, underground placement is preferred.

As the draft CPUC resolution accurately describes, the communication infrastructure Verizon installed is necessary for the public safety and economic viability of the communities it serves. With this recognition, lines should be placed underground if at all possible, but not at the expense of cutting off existing service. Allowing the lines to remain in place until such time as a more economical and efficient underground placement is feasible via coordination with Digital 395 is a reasonable compromise supported by Mono County.

The opportunity to express an opinion on this matter is appreciated. Please call me at (760) 924-1807 if you have questions concerning these comments.

Sincerely,



Scott Burns
Director

cc Mono County Board of Supervisors
Stephen Kalish
Eric Van Wambeke EVW@cpuc.ca.gov



**OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS**

REGULAR AGENDA REQUEST

Print

MEETING DATE August 4, 2015

TIME REQUIRED

**PERSONS
APPEARING
BEFORE THE
BOARD**

SUBJECT Closed Session--Human Resources

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

CONFERENCE WITH LABOR NEGOTIATORS. Government Code Section 54957.6. Agency designated representative(s): Marshall Rudolph, John Vallejo, Leslie Chapman, and Lynda Salcido. Employee Organization(s): Mono County Sheriff's Officers Association (aka Deputy Sheriff's Association), Local 39--majority representative of Mono County Public Employees (MCPE) and Deputy Probation Officers Unit (DPOU), Mono County Paramedic Rescue Association (PARA), Mono County Public Safety Officers Association (PSO), and Mono County Sheriff Department's Management Association (SO Mgmt). Unrepresented employees: All.

RECOMMENDED ACTION:

FISCAL IMPACT:

CONTACT NAME:

PHONE/EMAIL: /

SUBMIT THE ORIGINAL DOCUMENT WITH ATTACHMENTS TO THE OFFICE OF THE COUNTY ADMINISTRATOR **PRIOR TO 5:00 P.M. ON THE FRIDAY 32 DAYS PRECEDING THE BOARD MEETING**

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

[Click to download](#)

No Attachments Available

History

Time	Who	Approval
6/15/2015 8:33 AM	County Administrative Office	Yes
7/28/2015 12:17 PM	County Counsel	Yes
7/28/2015 5:53 PM	Finance	Yes



**OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS**

REGULAR AGENDA REQUEST

Print

MEETING DATE August 4, 2015

TIME REQUIRED

SUBJECT Closed session - Exposure to
Litigation

**PERSONS
APPEARING
BEFORE THE
BOARD**

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION. Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code section 54956.9. Number of potential cases: 1. Facts and circumstances: Mass wasting of slope adjacent to Mill Canyon Road.

RECOMMENDED ACTION:

FISCAL IMPACT:

CONTACT NAME:

PHONE/EMAIL: /

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

[Click to download](#)

No Attachments Available

History

Time	Who	Approval
7/30/2015 9:59 AM	County Administrative Office	Yes

7/29/2015 10:48 AM

County Counsel

Yes

7/30/2015 8:17 AM

Finance

Yes



OFFICE OF THE CLERK
OF THE BOARD OF SUPERVISORS

REGULAR AGENDA REQUEST

Print

MEETING DATE August 4, 2015

Departments: Public Works - Road

TIME REQUIRED	30 minutes (5 minute presentation; 20 minute discussion)	PERSONS APPEARING BEFORE THE BOARD	Jeff Walters
SUBJECT	Mill Canyon Road		

AGENDA DESCRIPTION:

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Board Chairman Fesko requested this item. Mill Canyon Road is a county maintained road located south west of Walker. It is a dirt road crossing through Bureau of Land Management land. The slope above and below a section of the road is sliding downhill, thereby affecting the road. The county temporarily closed affected portions of the road on July 21.

RECOMMENDED ACTION:

Hear Public Works staff report regarding current status of Mill Canyon Road and the hillside both above and below the road. Determine whether to: (1) continue the closure of Mill Canyon Road at the affected site for a specified period of time; (2) continue the closure for an indefinite period of time; (3) provide for limited or restricted use of the road via a locked gate or other mechanism; (4) delegate authority to the Director of Public Works (as County Road Commissioner) to close and reopen affected portions of the road as necessary to protect the road and/or the public; or (5) open the road. Provide any other desired direction to staff.

FISCAL IMPACT:

None at this time.

CONTACT NAME: Jeff Walters

PHONE/EMAIL: 760 932 5459 / jwalters@mono.ca.gov

SUBMIT THE ORIGINAL DOCUMENT WITH
ATTACHMENTS TO THE OFFICE OF
THE COUNTY ADMINISTRATOR
PRIOR TO 5:00 P.M. ON THE FRIDAY
32 DAYS PRECEDING THE BOARD MEETING

SEND COPIES TO:

MINUTE ORDER REQUESTED:

YES NO

ATTACHMENTS:

Click to download

 [Staff Report](#)

 [Exhibit A](#)

History

Time	Who	Approval
7/29/2015 4:50 PM	County Administrative Office	Yes
7/29/2015 5:08 PM	County Counsel	Yes
7/28/2015 6:10 PM	Finance	Yes



MONO COUNTY DEPARTMENT OF PUBLIC WORKS

POST OFFICE BOX 457 • 74 NORTH SCHOOL STREET • BRIDGEPORT, CALIFORNIA 93517
760.932.5440 • Fax 760.932.5441 • monopw@mono.ca.gov • www.monocounty.ca.gov

Date: August 4, 2015
To: Honorable Chair and Members of the Board of Supervisors
From: Jeff Walters, Public Works Director / Director of Road Operations and Fleet Services
Subject: Mill Canyon Road

Recommended Action:

Hear Public Works staff report regarding current status of Mill Canyon Road and the hillside both above and below the road. Determine whether to: (1) continue the closure of Mill Canyon Road at the affected site for a specified period of time; (2) continue the closure for an indefinite period of time; (3) provide for limited or restricted use of the road via a locked gate or other mechanism; (4) delegate authority to the Director of Public Works (as County Road Commissioner) to close and reopen affected portions of the road as necessary to protect the road and/or the public; or (5) open the road. Provide any other desired direction to staff.

Fiscal Impact:

None at this time.

Discussion:

Board Chairman Fesko requested this item. Mill Canyon Road is a county-maintained road located southwest of Walker. It is a dirt road crossing through Bureau of Land Management land. The slope above and below a section of the road is sliding downhill. As a result of this condition, Mono County placed a temporary closure just before the unsafe area to prevent access.

Exhibit A (attached to this report) provides better slope detail.

On July 24, 2015 a meeting was held on-site with representatives from BLM, USFS, Mono County, the MMWTC, Antelope Valley Fire, and others. They discussed the current issue with the road and potential options.

Potential options discussed include:

1. Maintain "hard" road closure (concrete K-rails) and monitor road as necessary.
2. Install soft road closure with lockable gate and monitor as necessary. Open and close road based upon conditions of slope.

3. Keep road open and monitor as necessary.
4. Re-route road above failing slope. This would require NEPA permitting, engineering etc.
5. Recreate abandoned section of Lost Cannon Road. This would also require NEPA permitting, engineering etc.
6. Research funding opportunities for “repair” of failing slope.
7. Request that California Fish and Wildlife refrain from use of irrigation ditch above the road until they install pipe or line the ditch.
8. Install water/soil monitoring stations to determine ground water depth and monitor as necessary.
9. Install slope monitoring stations to observe slope movement and monitor as necessary.

If you have any questions regarding this item, please contact Jeff Walters at 932-5459.

Respectfully submitted,



Jeff Walters
Public Works Director / Director of Road Operations and Fleet Services

Site Photos Mill Canyon.
July 20, 2015



Site Photos Mill Canyon.
July 20, 2015



Site Photos Mill Canyon.
July 20, 2015



Site Photos Mill Canyon.
July 20, 2015



Site Photos Mill Canyon.
July 20, 2015



Site Photos Mill Canyon.
July 20, 2015



Site Photos Mill Canyon.
July 20, 2015



Site Photos Mill Canyon.
July 20, 2015



Site Photos Mill Canyon.
July 20, 2015



Site Photos Mill Canyon.
July 20, 2015



Site Photos Mill Canyon.
July 20, 2015



Site Photos Mill Canyon.
July 20, 2015



Site Photos Mill Canyon.
July 20, 2015



Site Photos Mill Canyon.
July 20, 2015



Site Photos Mill Canyon.
July 20, 2015



Site Photos Mill Canyon.
July 20, 2015



Site Photos Mill Canyon.
July 20, 2015



Site Photos Mill Canyon.
July 20, 2015



Site Photos Mill Canyon.
July 20, 2015



Site Photos Mill Canyon.
July 20, 2015



Site Photos Mill Canyon.
July 20, 2015



Site Photos Mill Canyon.
July 20, 2015



Site Photos Mill Canyon.
July 20, 2015



Site Photos Mill Canyon.
July 20, 2015



Site Photos Mill Canyon.
July 20, 2015

