

MEMORANDUM OF UNDERSTANDING

BETWEEN THE
CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
AND THE
NAPA COUNTY PUBLIC HEALTH

This Memorandum of Understanding is entered into the 18th day of July 2016, by and between the California Department of Public Health, hereafter called CDPH, and the Napa County Public Health Division, hereafter called the County.

WHEREAS, in accordance with Section 131090 of the Health and Safety Code, CDPH is authorized to establish the California Epidemiologic Investigation Service (Cal EIS) Fellowship Program (Fellowship);

WHEREAS, both CDPH and County recognize the independent and mutual benefits of a consortium of public health and applied epidemiology training which includes the California Schools of Public Health and approved local health departments in California;

WHEREAS, CDPH is a sponsor of the Cal EIS Fellowship, which requires an explicit written agreement between affiliating institutions;

WHEREAS, the reciprocal commitments of the Fellowship program and the affiliated entity must be explicit in a written agreement;

NOW, THEREFORE, we agree as follows:

1. A liaison shall be established between CDPH and the County via the designated County Cal EIS Preceptor and the Director of the CDPH Cal EIS Fellowship.
2. Jennifer Henn, PhD, (or a qualified designee, approved by CDPH) shall serve as the on-site preceptor for the Fellow.
3. The County will provide a stipend of approximately \$43,000.00; \$3,000 of this amount will be allocated for travel and training expenses, for the CDPH Fellow who is accepted by CDPH and the County into the Cal EIS Fellowship appointment. The training should lead to completion of competencies established by CDPH Cal EIS and the County.

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4. The goals and activities of the assigned Fellow, Katherine Schmarje, MPH, are as follows:
 - (a) Formulate and submit activity reports and competency charts according to the schedule outlined in the Cal EIS Manual.
 - (b) Attend all didactic sessions required by the Cal EIS program; complete and submit evaluation forms on required seminars and training.
 - (c) Evaluate the Preceptor and the Cal EIS Program at the midpoint and end of each year.
 - (d) Participate in epidemiologic investigations as requested by CDPH.
 - (e) Continuously improve public health epidemiology competencies over the course of the Fellowship.
 - (f) Demonstrate ethical conduct, professional demeanor, and a caring attitude towards the public and towards peers.

5. The period of assignment, financial arrangements, and details of CDPH policies are as follows:
 - (a) The period of Fellow assignment shall be from July 18, 2016 to July 17, 2017.
 - (b) Vacation and sick leave policies shall be provided/determined by the County.
 - (c) Fellow Responsibilities - "Summary of Requirements for Fellows", please see attached.
 - (d) Procedures for Grievance and Due Process - "Procedures for Due Process", please see attached.
 - (e) This agreement may be terminated by either party, at any time, with or without cause, upon 30 days written notice from one to the other.
 - (f) The County's financial obligation under paragraph 3 above will cease on the termination date (30 days after written notice is given), and will be prorated by the amount of time served by the fellow until the termination date. Therefore, if the agreement is terminated prior to the expiration of the Fellow's term, the County will only be responsible for the time served

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by the Fellow until the termination date, not the entire amount set forth in paragraph 3.

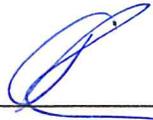
6. County responsibilities for teaching, supervision, and formal evaluation of the Fellow's performance:
 - (a) Provide a qualified on-site Preceptor for the Fellow. The Preceptor will provide assistance in planning the field experience, supervision, professional guidance and evaluation during training.
 - (b) Meet the educational objective of providing a supervised experience in the application of public health and biostatistics/epidemiology principles and practice.
 - (c) Allow Fellows to be called upon on short notice to perform investigations, under authority of CDPH, for public health emergencies.
 - (d) County will provide the Fellow with facilities and supervised experiential learning opportunities including: orientation, administrative guides, work space, computer access, program participation, demonstrations, conferences, consultations, and practical instructions. Security measures for the Fellow should be the same as for other staff working in the same public agency as the Fellow.
 - (d) County agrees, when requested, to evaluate each Fellow's performance and report to CDPH on forms provided by CDPH.

7. CDPH Responsibilities:
 - (a) CDPH will facilitate the placement of a Fellow with the County.
 - (b) CDPH will assist in the coordination of training for the Fellow.
 - (c) CDPH will confirm with Fellow that he/she is solely responsible for:
 - 1) Reporting to County on time and conforming to County's policies, rules, and regulations during the Fellowship year.
 - 2) Performing the assigned activities according to generally accepted professional practices and standards, and the requirements of applicable federal, state and local laws.
 - 3) Arranging his/her own transportation.

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IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding in the date first written above.

ON BEHALF OF NAPA COUNTY

By:  Date: 7/12/16

PRINTED NAME: Alfredo Pedroza,

TITLE: Chairman of the Napa County Board of Supervisors

<p>APPROVED AS TO FORM Office of County Counsel</p> <p>By: <u>Dylan Roy</u> (e-sign)</p> <p>Date: <u>June 28, 2016</u></p>	<p>ATTEST: GLADYS I. COIL Clerk of the Board of Supervisors</p> <p>By: <u></u></p>	<p>APPROVED BY THE NAPA COUNTY BOARD OF SUPERVISORS</p> <p>Date: <u>7/12/16</u></p> <p>Processed By: <u></u></p> <p>Deputy Clerk of the Board</p>
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ON BEHALF OF CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

By:  Date: 7/26/16

PRINTED NAME: CAROLINE A. PECK, MD, MPH, FACOG

TITLE: DIRECTOR, CAL EIS FELLOWSHIP PROGRAM