

COUNTY OF DEL NORTE
Department of Health and Human Services
880 Northcrest Drive
Crescent City, CA 95531

REQUEST FOR PROPOSALS

PROFESSIONAL SERVICES FOR DEL NORTE COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR A PUBLIC HEALTH OFFICER



Notice is Given - County of Del Norte Department of Health and Human Services (DHHS) will receive proposals to provide Public Health Officer Services for the County of Del Norte.

Date of RFP Issue – March 26, 2026

Proposals Submission Deadline April 9, 2026

Mail your Proposal to: Attn: Janel Obenchain, Deputy Director
County of Del Norte Department of Health and Human Services
Public Health Branch
400 L Street
Crescent City CA 95531
(707) 464-0861

OR

Submit your Proposal via Email to: janel.obenchain@co.del-norte.ca.us

I. INTRODUCTION & OVERVIEW

The County of Del Norte, through its Department of Health and Human Services, invites responses to a Request for Proposals (RFP) for the Public Health Officer position for July 1, 2026 – June 30, 2027. The successful candidate will play a vital role in protecting and promoting the health and well-being of residents of Del Norte County. This Request for Proposals (RFP) outlines the requirements and expectations for the Public Health Officer.

A. DEFINITIONS

For the purposes of this RFP process, the following definitions apply:

- Contractor means the person(s) or entity(ies) who enter into a Contract to provide health officer services
- Contract means the written agreement between the County and any Respondent selected.
- Proposal means the written submission to the County in response to this RFP
- Public Health Branch means the Del Norte County Department of Health & Human Services, Public Health Branch
- Request for Proposal (RFP) means this invitation to submit a Proposal for the Public Health Officer position.
- Respondent means any person or entity submitting a Proposal for the Public Health Officer position.

In the event any defined term is used in this RFP that is not defined in this document, the defined term shall have the meaning attributed to it in the Contract.

B. BACKGROUND AND PURPOSE

The California Health & Safety Code (Code) requires the Board of Supervisors to take measures necessary to preserve and protect the public health of the County. To do so, they must appoint a Health Officer, as required by Title 17 of the Code. To fulfill this role, the County is seeking a physician of good standing with a license to practice medicine and surgery in the State of California.

The Health Officer is responsible for overseeing and providing medical expertise to the County's public health programs, policies, and initiatives. The Health Officer also works with state and local public health leadership, stakeholders, and community partners to control and prevent the spread of communicable disease, to prevent chronic disease and injury, and promote the health of the community.

The Health Officer is also responsible for providing guidance and recommendations on public health issues and is vested with authority to issue public health orders and declare a local health emergency when necessary.

C. POPULATIONS TO BE SERVED

The Health Officer is charged with the responsibility to take necessary measures to protect the public health of Del Norte County. The Health Officer will serve a population of approximately 28,000 residents of the county, including individuals of different races, ethnicities, ages, and socioeconomic backgrounds. The Health Officer should be sensitive to the unique needs and challenges of the different populations in the community and be committed to promoting health equity.

D. QUALIFICATIONS

To fulfill this role, the County is seeking a physician of good standing with a license to practice medicine and surgery in the State of California who can commit to being available on a 24/7 basis and be responsive in a timely fashion. Respondents must identify their desired planned turn around for responding to non-emergency requests. Respondents may elect to identify in their proposal to provide continuity of services when they will not be available, however, the county may ensure coverage is provided by another County's Health Officer or other legal means when necessary.

E. SCOPE OF WORK

The primary services expected to be provided by a Health Officer include administrative and non-administrative functions and/or tasks, including, but not limited to:

- Title 17 Reportable Disease reporting and response and related tasks such as staff meetings and state calls.
- Public Health emergency/disaster MHOAC response and related tasks such as staff meetings and state calls.
- Title 15 Jail Medical reporting compliance and annual inspection.
- Review and approval of Public Health standing orders and protocols.
- Be available by phone for consultation related to communicable diseases and meet with Public Health staff as needed, either in person or virtually.
- Be available to consult with the Environmental Health Services staff either in person, by telephone or electronically.
- Address the public, community groups, and the Board of Supervisors regarding urgent public health issues and concerns if, in the opinion of the Health Officer, it is deemed necessary.
- In general, the position and powers of the Health Officer derive from statute; see **ATTACHMENT D**.

F. WORK SCHEDULE

Contractor must have 24/7 availability and commit to a timely response for non-emergency requests. The work schedule would include approximately 10-15 hours weekly to provide the services listed in Paragraph E, Scope of Work. The hours worked would also include 24-hour coverage during Public Health emergencies and in-person response, when

necessary, though respondents may elect to identify in their proposal to provide continuity of services in their absence.

II. **CONTRACT INFORMATION**

The County will enter into a Contract with the selected Respondent(s). Refer to Appendix for a draft form of the Contract. The County may, in its sole discretion, agree to modify a term that is otherwise not subject to negotiation.

The Contract will be for an initial term of twelve (12) months and may contain a provision for an extension of the initial term for two (2) additional twelve (12) month terms. Exercise of the option to extend the term of the Contract will be based on continued funding, the results of an evaluation of the services provided, and the County's subjective satisfaction with the Contractor's performance.

III. **RFP PROCESS, PROPOSAL FORMAT & GENERAL INFORMATION**

A. INQUIRIES

Questions to the County shall be submitted *via e-mail or telephone* to the RFP Contact. Answers will be sent via email or telephone to the individual who asked the question. The County will not respond to any questions submitted after the Question Deadline stated on this RFP.

B. PROPOSAL FORMAT & CONTENT

Each Proposal must include the following:

1. A completed **ATTACHMENT A**, Statement of Experience.
2. Itemized one-year budget using the required **BUDGET FORMAT** included in this RFP as **ATTACHMENT C** with a *budget narrative* for all fiscal year budgets and a list of any expenses expected to be reimbursed in performance of the services identified in this RFP:
 - a. A full-year budget for fiscal year 2026/2027.
3. Confirmation of Qualifications: Copy of current medical license.
4. Copies of insurance policies, binders, or certificates evidencing the following insurance coverage:
 - a. Comprehensive general liability (including auto and non-owned auto, bodily injury and property damage): combined single limit; and
 - b. Workers' Compensation.
5. Describe in narrative form how you or your organization will implement and maintain Public Health Officer duties which must include the following:
 - a. Preferred methods of communication and response time for non-emergency requests.
 - b. How you would expect to coordinate with public health and county staff to prepare

for, determine, and take prompt and appropriate actions in disasters/emergency situations.

C. EVALUATION CRITERIA AND PROCEDURE

1. The Contract, if awarded, will be awarded to the Responder or Responders submitting the Proposal(s) deemed, by the County, in its sole discretion, to be in the best interest of the County. The County is not required to enter into a Contract with the particular Responder who submits the least costly Proposal. If only one Responder submits a Proposal, the County may, at its sole discretion, enter into negotiations with that Responder or terminate the RFP process.
2. Failure to fully comply with all of the requirements of this RFP and to provide all requested information may result in the Proposal being rejected and given no consideration. The determination of compliance with the terms and conditions of this RFP will be in the County's sole judgment and its judgment will be final and conclusive.
3. Should more than one Responder submit a Proposal, the following evaluation process will be used to select the Contractor. The factors such as, but not limited to, the following will be considered in the evaluation process:

Points

| | |
|---|-----------|
| <i>Technical Approach/Understanding of Project</i> | <i>15</i> |
| <i>Originality/Effectiveness of Responder's Approach</i> | <i>25</i> |
| <i>Responder's Background and Experience in Performing Similar Projects</i> | <i>20</i> |
| <i>Performance Measures/Program Evaluation</i> | <i>15</i> |
| <i>Community Partnerships/Collaboration/Community Involvement</i> | <i>15</i> |
| <i>Budget and Budget Narrative</i> | <i>10</i> |

Total Points 100

4. After receiving the Proposals, the County may schedule interviews at its sole discretion with some or all of the Responders and may establish a ranked list of the Proposals.
5. If an agreement to enter into a Contract cannot be reached with the Responder receiving the highest ranking, then the negotiations with that Responder will be terminated. Once negotiations with a particular Responder are terminated, the County will not reopen negotiations with that Responder.
6. Notwithstanding anything to the contrary in this RFP, the County reserves the right to award the Contract to the Responder(s) whose Proposal is determined by the County, in its sole discretion, to be in the best interest of the County.
7. If a Responder is selected and a Contract is negotiated with that Responder, the County shall issue a written Notice of Intent to Award a Contract to each Responder that submitted a Proposal.

D. SUBMISSION OF PROPOSALS

Responses may be submitted either on paper or electronically. Responses received via fax will not be considered.

All responses must be signed, dated, and received by the County of Del Norte Department of Health and Human Services either physically or electronically by the RFP Closing date and time. Late submittals will not be considered.

All submittals, inquiries, and correspondence related to this Request for Proposals shall be directed to:

Janel Obenchain, Deputy Director
County of Del Norte Department of Health and Human Services
Public Health Branch
400 L Street
Crescent City, CA 95531
707-464-0861
janel.obenchain@co.del-norte.ca.us

E. USE AND DISCLOSURE OF PROPOSALS

1. The County reserves the right to retain all proposals that are submitted and to use any ideas in a Proposal regardless of whether a proposal results in a Contract. All Proposals become the exclusive and sole property of the County. The County will not reimburse Proposal preparation or submission expenses or costs, all of which are the Proposer's sole responsibility.
2. Initiation of this RFP does not commit the County to finalize a Contract with any Responder or to be bound by any Proposal. The County shall not be liable for any costs related to the preparation and submission of a Proposal, costs related to the negotiation process, and/or costs otherwise incurred by any Responder related to this RFP process. All such costs shall be borne by the Responder(s).
3. Notwithstanding any other provisions, the County reserves the right, in its sole discretion to:
 - a. Accept or reject any or all Proposals, or any part(s) thereof;
 - b. Reject any Proposal for failure to submit the Proposal in conformity with the requirements, or the terms and conditions, of this RFP;
 - c. Negotiate with a Responder or Responders; or
 - d. Solicit new proposals on the same Project or on a modified project which may include portions of the original proposed Project as in the best interest of the County;
or
 - e. Terminate, in part or its entirety, the RFP process.
4. Any Responder submitting a Proposal understands and agrees that submission of

his/her/its Proposal shall constitute acknowledgment and acceptance of, and intent to comply with, all the requirements, and terms and conditions of this RFP.

5. The County shall not be liable for, and by submitting a Proposal the Responder agrees not to make any claims for, or have any right to, damages because of any misunderstanding or misrepresentation of the requirements, or terms and conditions, of this RFP, or because of any misinformation or lack of information.

PROPOSAL SUMMARY AND CERTIFICATIONS

VENDOR AUTHORIZED REPRESENTATIVE:

Company Name

Representative Name

Title

Phone

Fax

Email Address

CONTACT INFORMATION (IF DIFFERENT FROM ABOVE):

Contact Person

Title

Phone

Fax

Email Address

STATEMENT OF EXPERIENCE

SECTION A

Business Name Phone

Address City and State Zip

BUSINESS STATUS:

- Non-Profit Corporation General Partnership Limited Partnership
- Corporation Sole Proprietorship Other:

SECTION B

Number of years in business under present business name?

Have you ever used another Business Name?

Number of years in business under prior business name?

Number of years' experience providing equivalent or related services?

SECTION C

CONTRACTS COMPLETED DURING THE LAST 5 YEARS:

| Year | Services | Contract Amount | Location | Contracting Agency |
|------|----------|-----------------|----------|--------------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |

SECTION D

Have you, or your agency, failed or refused to complete a contract? Yes No

If yes, explain:

SECTION E

Provide a description of experience in the services to be provided, and the experience of principle individuals who will be performing services:

SECTION F

List any major equipment to be used for the direct provision of services:

SECTION G

If the nature of the services requires business or professional licenses, are such licenses held by you and/or your agency? Yes No

SECTION H

Do you and/or your agency agree to provide additional information as required by the County to make an informed determination of qualifications? Yes No

SECTION I

Do you and/or your agency agree to permit the County, State, and Federal governments to audit financial and other records pertinent to the services provided? Yes No

By signing this Statement of Experience, you are certifying that all information provided on this form and contained within your proposal are true. You acknowledge that if the proposal contains any false statements, the County may declare any contract or agreement made as a result of the proposal to be void.

Signature

Date

Printed Name and Title

SINGLE-YEAR SERVICE BUDGET

At a minimum, budget shall meet the following requirements:

- The budget format below must be used.
- Costs shall be specifically identified as line items within the budget
- Administrative costs may not exceed 10% of the total budget.
- The budget shall only represent the costs to provide the services to be contracted.
- The budget shall be accompanied by a brief narrative explaining each line item.

| BUDGET CATEGORY | TOTAL |
|---------------------------|--------------|
| | FY 2026-2027 |
| | |
| PERSONNEL / POSITION | |
| | |
| | |
| | |
| | |
| | |
| | |
| TOTAL SALARY AND BENEFITS | |
| | |
| OPERATING EXPENSES | |
| | |
| | |
| | |
| | |
| OTHER EXPENSES | |
| | |
| | |
| | |
| TOTAL EXPENSES | |
| | |
| ADMINISTRATIVE COSTS | |
| | |
| | |
| TOTALS | |

Public Health Officer General Scope

Public Health Officers apply knowledge of general preventive medicine and public health issues to promote health care to groups or individuals, and aid in the prevention or reduction of risk of disease, injury, disability, or death. Confidentiality of Medical Information is governed by the California Code of regulations (CCR) and the Health Insurance Portability Act of 1996 (HIPAA).

The position and powers of the Health Officer derive from statute. The Health Officer is required to observe and enforce:

- Local orders and ordinances pertaining to public health, per California Health and Safety codes 101025-101070. Activities include, but are not limited to, the following:

- (a) Orders and ordinances of the board of supervisors, pertaining to the public health and sanitary matters.

- (b) Orders, including quarantine and other regulations, prescribed by the department.

- (c) Statutes relating to public health.

- (d) The local health officer may take any preventive measure that may be necessary to protect and preserve the public health from any public health hazard during any “state of war emergency,” “state of emergency,” or “local emergency,” as defined by Section 8558 of the Government Code, within his or her jurisdiction.

- (e) “Preventive measure” means abatement, correction, removal or any other protective step that may be taken against any public health hazard that is caused by a disaster and affects the public health. Funds for these measures may be allowed pursuant to Sections 29127 to 29131, inclusive, and 53021 to 53023, inclusive, of the Government Code and from any other money appropriated by a county board of supervisors or a city governing body to carry out the purposes of this section.

- (f) The local health officer, upon consent of the county board of supervisors or a city governing body, may certify any public health hazard resulting from any disaster condition if certification is required for any federal or state disaster relief program.

- Orders prescribed by the California Department of Public Health (CDPH)
 - Statutes relating to Public Health

The Public Health Officer provides public health guidance and assistance to the local public health programs; and, in cooperation with the other county officials, local agencies and the State, assists in the planning of local environmental and public health service and education programs. The Public Health Officer may perform the following services:

- Assists departmental administration in public health programs that may include disease control, environmental health services, health education, maternal and child health, nursing nutrition, occupational health and primary health care.
- Analyze disaster or emergency situations, respond promptly outside of regular business hours/days, and work with the County to determine appropriate action.

- Coordinate or integrate the resources of health care institutions, social service agencies, public safety workers, or other organizations to improve the community health.
- Deliver presentations to lay or professional audiences.
- Design or use surveillance tools, such as screening, lab reports, and vital records, to identify health risks.
- Analyze and evaluate data, draw conclusions, and make recommendations.
- Develop or implement interventions to address behavioral causes of diseases.
- Evaluate the effectiveness of prescribed risk reduction measures or other interventions.
- Identify groups at risk for specific preventable diseases or injuries.
- Perform epidemiological investigations of acute and chronic diseases.
- Prepare preventive health reports including problem descriptions, analyses, alternative solutions, and recommendations
- Interface with the professional medical community to assure knowledge of ongoing and emerging public health threats, current and new developments in standards of care, mandatory reporting requirements and appropriate interventions to reduce the transmission of communicable diseases.
- Review and approve reports, health alerts and related correspondence for distribution to other public agencies and the public.
- Assist with community outreach and education on critical health issues.
- Work with governmental, public, and private agencies in programs concerning public health.
- Assist in the development of procedures, protocols, and policies for provision of public health-related clinical services.
- Consult on public health activities such as: Communicable disease control including sexually transmitted diseases and tuberculosis; immunization services; community health planning; public health education; maternal, child, and adolescent health services,
- Act as a consultant to professional staff members and members of the medical profession on problems concerning public health.
- May provide consultation on medical matters pertaining to prospective and/or current employees.
- May speak before professional and community groups relative to public health education and/or health hazards.
- Provide professional supervision to public health nurses and staff.
- May provide consultation services on the development of a county inmate medical services program.

Period of _____ through _____



Del Norte County Contract No.: _____

Agreement for Public Health Officer

Contractor: _____

Address: _____

AGREEMENT FOR

PUBLIC HEALTH OFFICER

This Agreement for Public Health Officer ("Agreement") is made as of the Effective Date set forth below by and between the County of Del Norte, a political subdivision of the State of California ("the County"), and , _____ hereinafter referred to as "Contractor."

In consideration of the Services to be rendered, the sums to be paid, and each and every covenant and condition contained herein, the parties hereto agree as follows:

OPERATIVE PROVISIONS

1. SERVICES.

Contractor will provide those services described in Attachment "A", ("Services").

2. TERM.

Effective Date: _____

Termination Date: _____

The term of this Agreement (the "Term") shall be the period between the Effective Date and the Termination Date.

3. PAYMENT

The County will pay Contractor for Services rendered pursuant to this Agreement at the time and in the amount set forth in Attachment "B". The payment specified in Attachment "B" will be the only payment made to Contractor for services rendered pursuant to this Agreement. Contractor will submit all billings for said services to the

County in the manner specified in Attachment "B".

4. RENEWAL

Unless otherwise terminated pursuant to Section 9, this agreement will automatically renew for an additional term of one (1) year on N/A unless either party provides the other party at least thirty (30) days written notice prior to the termination date of its intent not to renew this Agreement.

5. FACILITIES, EQUIPMENT AND OTHER MATERIALS AND OBLIGATIONS OF PARTIES

Contractor will, at its sole cost and expense, furnish all facilities, equipment, and other materials which may be required for furnishing Services pursuant to this Agreement.

6. GENERAL PROVISIONS

The general provisions set forth in Attachment "C" are part of this Agreement. Any inconsistency between said general provisions and any other terms or conditions of this Agreement shall be controlled by the other term or condition insofar as it is inconsistent with the general provisions.

7. DESIGNATED REPRESENTATIVES

All notices and demands of any kind which either party may require or desire to serve on the other in connection with this Agreement must be served in writing either by personal service or by registered or certified mail, return receipt requested, and shall be deposited in the United States Mail, with postage thereon fully prepaid, and addressed to the party so to be served as stated below, who shall be considered the designated representatives of each party for all purposes. Changes in designated representatives shall occur only by advance written notice, of at least fourteen (14) days, to the other party.

The representative of the COUNTY:

The Office of the Director

County of Del Norte

Department of Health and Human Services

880 Northcrest Drive

Crescent City, CA 95531

The representative of the CONTRACTOR:

8. ATTACHMENTS

All attachments referred to herein are attached hereto and by this reference incorporated herein. Attachments include:

Attachment A - Services

Attachment B - Payment

Attachment C - General Provisions

Attachment D - Conflict of Interest

9. TERMINATION

a. **Written Notice.** This Contract may be terminated by either party, in its sole

discretion, upon thirty-day advance written notice thereof to the other, and may be cancelled immediately by written mutual consent.

b. Failure to Perform. County, upon written notice to Contractor, may immediately terminate this Agreement should Contractor fail to perform properly any of its obligations hereunder. In the event of such termination, County may proceed with the work in any reasonable manner it chooses. The cost to County of completing Contractor's performance shall be deducted from any sum due Contractor under this Contract, without prejudice to County's rights to recover damages.

c. Cessation of Funding. Notwithstanding Paragraph 9.a. above, in the event that federal, state, or other non-County funding for this Contract ceases, this Contract is terminated without notice.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on this _____ day

of _____ 2026

COUNTY OF DEL NORTE

JOEY BORGES

Chair, Board of Supervisors

ATTEST:

KYLIE GOUGHNOUR

Clerk of the Board

Attachment A – Services

A.1. Scope of Services and Duties

The primary services expected to be provided by a Health Officer include administrative and non-administrative functions and/or tasks, including, but not limited to:

- Title 17 Reportable Disease reporting and response and related tasks such as staff meetings and state calls.
- Public Health emergency/disaster MHOAC response and related tasks such as staff meetings and state calls.
- Title 15 Jail Medical reporting compliance and annual inspection.
- Review and approval of Public Health standing orders and protocols.
- Be available by phone for consultation related to communicable diseases and meet with Public Health staff as needed, either in person or virtually.
- Be available to consult with the Environmental Health Services staff either in person, by telephone or electronically.
- Address the public, community groups, and the Board of Supervisors regarding urgent public health issues and concerns if, in the opinion of the Health Officer, it is deemed necessary.

In general, Public Health Officers apply knowledge of general preventive medicine and public health issues to promote health care to groups or individuals, and aid in the prevention or reduction of risk of disease, injury, disability, or death. Confidentiality of Medical Information is governed by the California Code of regulations (CCR) and the Health Insurance Portability Act of 1996 (HIPAA).

The position and powers of the Health Officer derive from statute. The Health Officer is required to observe and enforce:

- Local orders and ordinances pertaining to public health, per California Health and Safety codes 101025-101070. Activities include, but are not limited to, the following:
 - (a) Orders and ordinances of the board of supervisors, pertaining to the public health and sanitary matters.
 - (b) Orders, including quarantine and other regulations, prescribed by the department.
 - (c) Statutes relating to public health.
 - (d) The local health officer may take any preventive measure that may be necessary to protect and preserve the public health from any public health hazard

during any “state of war emergency,” “state of emergency,” or “local emergency,” as defined by Section 8558 of the Government Code, within his or her jurisdiction.

(e) “Preventive measure” means abatement, correction, removal or any other protective step that may be taken against any public health hazard that is caused by a disaster and affects the public health. Funds for these measures may be allowed pursuant to Sections 29127 to 29131, inclusive, and 53021 to 53023, inclusive, of the Government Code and from any other money appropriated by a county board of supervisors or a city governing body to carry out the purposes of this section.

(f) The local health officer, upon consent of the county board of supervisors or a city governing body, may certify any public health hazard resulting from any disaster condition if certification is required for any federal or state disaster relief program.

- Orders prescribed by the California Department of Public Health (CDPH)
- Statutes relating to Public Health

The Public Health Officer provides public health guidance and assistance to the local public health programs; and, in cooperation with the other county officials, local agencies and the State, assists in the planning of local environmental and public health service and education programs. The Public Health Officer may perform the following services:

- Assists departmental administration in public health programs that may include disease control, environmental health services, health education, maternal and child health, nursing nutrition, occupational health and primary health care.
- Analyze disaster or emergency situations, respond promptly outside of regular business hours/days, and work with the County to determine appropriate action.
- Coordinate or integrate the resources of health care institutions, social service agencies, public safety workers, or other organizations to improve the community health.
- Deliver presentations to lay or professional audiences.
- Design or use surveillance tools, such as screening, lab reports, and vital records, to identify health risks.
- Analyze and evaluate data, draw conclusions, and make recommendations.
- Develop or implement interventions to address behavioral causes of diseases.
- Evaluate the effectiveness of prescribed risk reduction measures or other interventions.
- Identify groups at risk for specific preventable diseases or injuries.
- Perform epidemiological investigations of acute and chronic diseases.
- Prepare preventive health reports including problem descriptions, analyses, alternative solutions, and recommendations

- Interface with the professional medical community to assure knowledge of ongoing and emerging public health threats, current and new developments in standards of care, mandatory reporting requirements and appropriate interventions to reduce the transmission of communicable diseases.
- Review and approve reports, health alerts and related correspondence for distribution to other public agencies and the public.
- Assist with community outreach and education on critical health issues.
- Work with governmental, public, and private agencies in programs concerning public health.
- Assist in the development of procedures, protocols, and policies for provision of public health-related clinical services.
- Consult on public health activities such as: Communicable disease control including sexually transmitted diseases and tuberculosis; immunization services; community health planning; public health education; maternal, child, and adolescent health services,
- Act as a consultant to professional staff members and members of the medical profession on problems concerning public health.
- May provide consultation on medical matters pertaining to prospective and/or current employees.
- May speak before professional and community groups relative to public health education and/or health hazards.
- Provide professional supervision to public health nurses and staff.
- May provide consultation services on the development of a county inmate medical services program.

A.2. Time for Services Rendered

It is the parties' intent that Contractor's Services will be available for the entire term of the Agreement; therefore, Contractor agrees to conform the delivery of Services to a general time schedule to be determined by the Director of Health and Human Services. Contractor shall be free to practice their profession for others during those periods of time when they are not performing their services pursuant to this Agreement.

A.3. Manner in which Services are to be Provided

Contractor shall be responsible for providing Services and fulfilling obligations hereunder in a professional manner. County shall not control the manner of performance.

A.4. Facilities Furnished by the County

None.

Attachment B – Payment

B.1. Base Contract Fee

- B.1.a.** County shall pay Contractor a contract fee not to exceed (written dollar amount) Dollars and No Cents (\$###.00) per hour; provided that in no event shall the number of hours billed by Contractor exceed Two Thousand One Hundred Forty-Five (2,145) hours for the term of this Agreement.
- B.1.b.** Contractor shall submit request for payment in a format approved by the County Auditor/Controller after completion of Services or no later than the tenth (10th) day of the month following provision of Services.
- B.1.c.** In no event shall total compensation paid to Contractor under this Agreement exceed (written dollar amount) Dollars and No Cents (\$###,###.##) without an amendment to this Agreement in writing and approved by Del Norte County Board of Supervisors.

B.2. Travel Costs

County shall not pay Contractor for meals, lodging or other travel costs not included in this Agreement unless said costs are approved in advance by the County representative (Operative Provision 7) and then County shall pay County per diem rates in effect on the date of invoice upon presentation of invoices.

B.3. Authorization Required

County shall not pay for Services performed by Contractor and not authorized in this Agreement. County shall make payment for additional services to Contractor if, and only if, both parties in advance of performing additional services amend this Agreement.

Attachment C – General Provisions

C.1. Indemnification.

Contractor agrees to defend, indemnify, and hold harmless the County, and its appointees, agents, employees, and officers, from any losses, damages, liabilities, claims, actions, judgments, court costs and legal or other expenses (including without limitation costs of litigation), of every nature which may arise in connection with Contractor's performance under this Agreement, except claims arising out of the sole negligence or sole willful misconduct of the County or its officers or employees. If any attorney, including the Del Norte County Counsel, is assigned by the County to enforce, construe, or defend any provision of this paragraph, with or without the filing of any legal action or proceeding, Contractor will pay to the County, immediately upon demand, the amount of all attorneys' fees and costs incurred by the County in connection therewith.

Notwithstanding the foregoing, if Contractor performs design professional services, the duty to indemnify and defend will be limited to the broadest possible indemnification allowed by Civil Code 2782.8, the provisions of which are deemed incorporated by reference into this agreement.

C.2. Insurance.

Contractor will procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, its agents, representatives, employees or subcontractors.

a. Minimum Scope of Insurance:

- i. Commercial General Liability (CGL): Insurance coverage on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal and advertising injury, including, but not limited to contractual liability, participant liability, products/completed operations liability and Abuse & Molestation coverage with limits no less than Two Million Dollars (\$2,000,000.00) per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location/Agreement

or the general aggregate limit shall be twice the required occurrence limit.

- ii. Automobile Liability: Insurance covering any auto (Code 1), or if Provider has no owned autos, hired (Code 8), and non-owned autos (Code 9), with a limit no less than One Million Dollars (\$1,000,000.00) per accident for bodily injury and property damage.
- iii. Workers' Compensation: Equal in scope and amounts required by the State of California, with statutory limits, and Employer's Liability Insurance with a limit of no less than One Million Dollars (\$1,000,000.00) per accident for bodily injury or disease.
- iv. Workers' Compensation and Employer's Liability Insurance is not required if the Contractor provides written verification it has no employees.
- v. Medical Malpractice: Insurance with a limit of no less than Two Million Dollars (\$2,000,000.00) per occurrence or claim, Two Million Dollars in (\$2,000,000.00) aggregate.
- vi. Cyber Liability: Insurance with a limit of no less than Two Million Dollars (\$2,000,000.00) per occurrence or claim, Two Million Dollars (\$2,000,000.00) in aggregate.

b. Other Insurance Provisions:

- i. If a treating provider is not an employee of Provider, or otherwise not included as an additional insured under Provider's Medical Malpractice insurance policy, Provider must ensure providers treating Clients referred by the County maintain a policy of Medical Malpractice insurance with limits equal to or greater than those required in this Agreement. Upon termination of this Agreement, the Provider and any treating providers shall maintain a Medical Malpractice policy which shall insure against claims made relating to services performed during the term of the Agreement.
- ii. If the Provider maintains broader coverage and/or higher limits than the minimum amounts specified in this Agreement, the County requires and

shall be entitled to the broader coverage and/or the higher limits maintained by the Provider. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the County. No representation is made that the minimum amounts of insurance required in this Agreement are sufficient to cover the indemnity or other obligations of the Provider under this Agreement.

- iii. Claims-made policies must be declared to the County's Risk Management division prior to the execution of this agreement.
- iv. The County, its officers, officials, employees, and volunteers are to be covered as additional insureds on the Commercial General Liability policy and Automobile Liability policy with respect to liability arising out of work or operations performed by or on behalf of the Provider.
- v. Each insurance policy required by this Agreement shall provide that coverage shall not be canceled, except with written notice to the County thirty days prior to the policy's termination date.
- vi. Provider hereby grants to the County a waiver of any right to subrogation which any insurer of said Provider may acquire against the County by virtue of the payment of any loss under such insurance. Provider agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the County has received a waiver of subrogation endorsement from the insurer.
- vii. Cyber Liability coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by the Contractor in this Agreement and shall include, but not be limited to, claims involving security breach, system failure, data recovery, business interruption, cyber extortion, electronic funds transfer fraud, social engineering, infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, and alteration of electronic

information. The policy shall provide coverage for breach response costs, regulatory fines and penalties as well as credit monitoring expenses.

- viii. The Contractor shall furnish the County with Certificates of Insurance, including all of the following attached: (a.) A Waiver of Subrogation Endorsement for Workers' Compensation Insurance, (b.) Additional Insured Endorsement for "Ongoing Operations" at least as broad as ISO CG 2010 scheduled, or automatic CG 2038, (c.) Additional Insured Endorsement for "Completed Operations" at least as broad as ISO scheduled CG 2037, or automatic CG 2040; and (d.) Primary and Noncontributory coverage at least as broad as ISO CG 20 01.

C.3. Personnel.

Contractor represents that it has, or will secure at its own expense, all personnel required in performing the services under this Agreement. All of the services required hereunder will be performed by Contractor or under its supervision, and all personnel engaged in the work will be qualified to perform such services.

C.4. Time.

Contractor will devote such time to the performance of Services pursuant to this Agreement as may be reasonably necessary for the satisfactory performance of Contractors' obligations pursuant to this Agreement. Neither party will be considered in default of this Agreement to the extent performance is prevented or delayed by any cause, present or future, which is beyond the reasonable control of the party. Time is of the essence for this Agreement and each covenant, term and condition herein.

C.5. Confidential Information.

Contractor agrees to comply and to require its officers, partners, associates, agents and employees to comply with all applicable state or federal statutes or regulations respecting confidentiality, including but not limited to, the identity of persons served under this Contract, their records, or services provided them, and assures that:

- a. All applications and records concerning any individual made or kept by Contractor or any public officer or agency in connection with the

administration of or relating to services provided under this Contract will be confidential, and will not be open to examination for any purpose not directly connected with the administration of such service.

- b. No person will publish or disclose or permit or cause to be published or disclosed, any list of persons receiving services, except as may be required in the administration of such service. Contractor agrees to inform all employees, agents and partners of the above provisions, and that any person knowingly and intentionally disclosing such information other than as authorized by law may be guilty of a misdemeanor.

C.6. Financial Records and Audits.

Contractor will maintain at Contractor's office or other place acceptable to the County full and complete accounting books and records, or copies thereof, prepared in accordance with generally accepted accounting principles reflecting its revenues and expenses of fulfilling its performance obligations, which will be retained for three years from the date of final payment as required by Government Code Section 8546.7.

C.7. Inspection of Work.

Contractor and any Subcontractor shall permit County, the State, and the Federal government, if federal participating funds are used in this Agreement; to review and inspect the project activities and files at all reasonable times during the performance period of this Agreement.

C.8. Right to Substantiation.

The County reserves the right to require substantiation of any item of claimed expense or compensation. Overly generalized listing of task descriptions are not acceptable, rather, Contractor will provide a detailed description which will provide a meaningful record to an independent auditor reviewing task description. Any work product or memoranda or other written material described in the entries will be produced for the County as requested.

C.9. Right to Withhold.

The County has the right to withhold payment to Contractor when, in the opinion of the County expressed in writing to Contractor, (a) Contractor's performance, in whole or in

part, either has not been carried out or is insufficiently documented, (b) Contractor has neglected, failed or refused to furnish information or to cooperate with any inspection, review or audit of its program, work or records, or (c) Contractor has failed to sufficiently itemize or document its demand(s) for payment.

C.10. Ownership of Information.

All documents, writings or other communications, reports, information, work sheets, reports, related data and work product developed under this Agreement will be the property of the County. Contractor will deliver such documents to the County without exception or reservation on completion of the services hereunder or termination. The County agrees to hold Contractor harmless from any claim arising out of reuse of the information for other than this project.

C.11. Waiver.

A waiver by any party of any breach of any term, covenant or condition herein contained or a waiver of any right or remedy of such party available hereunder at law or in equity will not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant or condition herein contained or of any continued or subsequent right to the same right or remedy. No party will be deemed to have made any such waiver unless it is in writing and signed by the party so waiving.

C.12. Completeness of Instrument.

This Agreement, together with its specific references and attachments, constitutes all of the agreements, understandings, representations, conditions, warranties and covenants made by and between the parties hereto. Unless set forth herein, neither party will be liable for any representations made express or implied.

C.13. Compliance with Laws.

Contractor's services hereunder will be conducted in accordance with all the laws, ordinances, rules and regulations applicable to such business as set forth by the County, the State of California, and the United States government. Contractor agrees to indemnify County against any damages, expenses, or price reductions under this Agreement resulting from Contractor's failure to comply with the above laws and regulations.

C.14. Successors and Assigns.

This Agreement binds the heirs, successors, assigns and representatives of Contractor. Prior written consent of the contract administrator or his designee, subject to any required state or federal approval, is required before Contractor may enter into subcontracts for any work contemplated under this Agreement, or before Contractor may assign this Contract or monies due or to become due, by operation of law or otherwise.

C.15. Independent Contractor.

This Contract is by and between two independent contractors and is not intended to and will not be construed to create the relationship between the parties of agent, servant, employee, partnership, joint venture or association.

C.16. Modification.

No modification or waiver of any provision of this Agreement or its attachments will be effective unless such waiver or modification will be in writing, signed by all parties, and then will be effective only for the period and on the condition, and for the specific instance for which given.

C.17. Counterparts.

This Agreement may be executed simultaneously and, in several counterparts, each of which will be deemed an original, but which together will constitute one and the same instrument.

C.18. Non-Severability.

If any provision of this Agreement is held by a court of competent jurisdiction in a final, non-appealable decision to be invalid or unenforceable as to any party, the parties agree to negotiate in good faith to find a mutually agreeable replacement provision. If no such provision can be found, the entire Agreement will be terminated, it being the understanding and intent of the parties that every portion of the Agreement is essential to and not severable from the remainder.

C.19. Jurisdiction.

This Agreement will be construed in accordance with the laws of the State of California. Any dispute arising hereunder or relating to this Agreement will be litigated in the State of California and venue will lie in the County of Del Norte or the U.S. District Court,

California Northern District, and Contractor hereby consents and submits to the personal jurisdiction of such courts for the purposes of litigating any such action.

C.20. Time is of the Essence.

Time is of the essence of this Agreement and each covenant and term a condition herein.

C.21. Conflict of Interest.

Contractor covenants that it presently has no interest and will not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of this Agreement. Contractor will ensure that no conflict of interest exists between its officers, employees, or sub-Contractors, and the County. Contractor will ensure that no County officer or employee in a position that enables them to influence this Agreement will have any direct or indirect financial interest resulting from this Agreement.

Contractor will ensure that no County employee will have any relationship to the Contractor or officer or employee of the Contractor, nor that any such person will be employed by Contractor in the performance of this Agreement without immediate divulgence of such fact to the County.

C.22. Non-Discrimination.

Throughout the duration of this Agreement, Contractor will not unlawfully discriminate against any employee of the Contractor or of the County or applicant for employment or for services or any member of the public because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or veteran or military status. Contractor will ensure that in the provision of services under this Agreement, its employees and applicants for employment and any member of the public are free from such discrimination. Contractor will comply with the provisions of the Fair Employment and Housing Act (Government Code §12900, et seq.). The applicable regulations of the Fair Employment Housing Commission implementing Government Code section 12900, set forth in Chapter 5, Division 4.1 of Title 2 of the California Code of Regulations are incorporated into this Agreement by reference and made a part hereof as if set forth in full. Contractor will also abide by the Federal Civil Rights Act of 1964 and all amendments thereto, and all administrative rules and

regulations issued pursuant to said Act. Contractor will give written notice of its obligations under this clause to any labor agreement. Contractor will include the non-discrimination and compliance provision of this paragraph in all subcontracts to perform work under this Agreement.

C.23. Rehabilitation Act of 1973/Americans with Disabilities Act of 1990.

In addition to application of the non-discrimination provision of this Agreement above, Contractor agrees to also comply with all provisions of section 504 et seq. of the Rehabilitation Act of 1973, and with all provisions of the Americans with Disabilities Act of 1990, and all amendments thereto, and all administrative rules and regulations issued pursuant to said Acts, pertaining to the prohibition of discrimination against qualified handicapped and disabled persons, in all programs or activities, as to employees or recipients of services.

C.24. Captions.

The captions of each paragraph in this Agreement are inserted as a matter of convenience and reference only, and in no way define, limit, or describe the scope or intent of this Agreement or in any way affect it.

C.25. Plain Meaning.

Where terms, phrases or words are not defined, they will have their ordinary accepted meanings within the context with which they are used. The edition current on January 2002 of Webster's Third New International Dictionary of the English Language, Unabridged will be considered as providing ordinarily accepted meanings.

C.26. Licenses, Permits, Laws.

Contractor represents and warrants to County that it has and will maintain throughout the life of this Agreement all appropriate licenses, permits, qualifications, and approvals of whatsoever nature which are legally required for Contractor to perform under this agreement. Failure of the Contractor to comply with this provision will authorize the County to immediately terminate this Agreement notwithstanding Operative Provision No. 14. Contractor will comply with any and all applicable federal, state and local laws, regulations, orders and resolutions affecting the services covered by this Agreement, including, but not limited to, the Americans with Disabilities Act.

C.27. Standard of Performance.

Contractor warrants that Contractor, as well as each of its agents, employees and subcontractors has the degree of learning and skill ordinarily possessed by reputable professionals practicing in similar localities in the same profession and under similar circumstances. Contractor's duty is to exercise such care, skill, and diligence exercised by professionals engaged in the same profession optimally exercise under like circumstances. County has relied upon the professional ability and training of Contractor as a material inducement to enter this Agreement. It is understood that acceptance of Contractor's work by County will not operate as a waiver or release. All products of whatsoever nature which Contractor delivers to County pursuant to this Agreement will be prepared in a first class and workmanlike manner and will conform to the standards or quality normally observed by a person practicing in Contractor's profession.

C.28. Environmentally Preferable Products

It is the policy of the Board of Supervisors of Del Norte County to provide for the procurement of environmentally preferable products, including reusable, reused, recycled, and composted products. The Del Norte County Board of Supervisors, its departments, staff, and contractors will specify and utilize these products whenever practical.

**BOARD OF SUPERVISORS
COUNTY OF DEL NORTE, STATE OF CALIFORNIA**

RESOLUTION NO. 2025-

**A RESOLUTION ADOPTING AN AMENDED CONFLICT OF INTEREST CODE AND
UPDATING DESIGNATED POSITIONS
FOR DEL NORTE COUNTY**

WHEREAS, the Political Reform Act, Government Code sections 81000, *et seq.*, requires local government agencies to adopt and promulgate conflict of interest codes; and

WHEREAS, the Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations section 18730) containing a standardized conflict of interest code which may be incorporated by reference into the code of local government agencies; and

WHEREAS, the County's Conflict of Interest Code includes a list of positions that are subject to mandatory disclosure of financial information, entitled "Appendix A-Designated Positions-Disclosure Categories 2025;" and

WHEREAS, during the biennial review in accordance with Government Code §87306.5, it was determined that the list of designated positions requires amendment so as to update the titles of positions, add new positions which should be required to file disclosure statements, reevaluate the disclosure categories of various positions, and delete those positions or titles no longer in use; and

WHEREAS, the Board has established disclosure categories (Appendix "B") which were last updated in 2023, and have been updated through this review; and

WHEREAS, individuals holding designated positions shall file their statements of economic interests with the County Clerk, who will make the statements available for public inspection and reproduction, when appropriate, in accordance with Government Code §81008) and shall retain all statements; and

WHEREAS, the Board has concluded that it is necessary to amend and readopt its Conflict of Interest Code, a copy of which is attached hereto as Exhibit "A," and

NOW, THEREFORE, BE IT RESOLVED, that the Del Norte County Board of Supervisors hereby approves and adopts the attached Amended Conflict of Interest Code for Del Norte County.

Passed and Adopted at a regular meeting of the Del Norte County Board of Supervisors this 9th day of December, 2025, by the following polled vote:

AYES:

NOES:

ABSENT:

Joey Borges, Chair
Del Norte Board of Supervisors
State of California

ATTEST:

Kylie Goughnour,
Clerk of the Board of Supervisors
County of Del Norte

Approved as to form:

Jacqueline Roberts,
County Counsel
County of Del Norte

EXHIBIT "A"
DEL NORTE COUNTY CONFLICT OF INTEREST CODE

Section One. Citation and Incorporation by Reference.

This Code may be cited as the Del Norte County Conflict of Interest Code ("Code"). The Political Reform Act of 1974 (the "Act"), the regulations of the Fair Political Practices Commission (2 Cal. Code of Regs. section 18730) and any amendments to the Act or regulations, are incorporated by reference into this Code.

Section Two. Definitions.

- A. The definitions contained in the "Act" and its implementing regulations are incorporated by reference.
- B. "Statement of Economic Interests" refers to that document developed by the Fair Political Practices Commission and more commonly known and referred to as "Form 700."

Section Three. General Prohibition.

No County employee or official shall make, participate in making or in any way attempt to use his official position to influence a governmental decision in which he knows or has reason to know he has a financial interest.

Section Four. Designated Employees.

The persons holding the positions listed in Appendix "A" are the designated employees. It is determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on their economic interests. The disclosure categories set forth in Appendix "B" specify which kinds of economic interests are reportable. All designated employees shall disclose in their statement of economic interests those economic interests described in the disclosure category to which they are assigned in Appendix "A." It is determined that the economic interests set forth in each designated employees' disclosure category are the kinds of economic interests which it is foreseeable the employees could materially affect through the conduct of their offices.

Section Five. Exemptions from This Code.

Government Code section¹ 87200 establishes disclosure obligations for designated public officers. This Code, which is intended to establish disclosure obligations for additional employees, does not affect the existing disclosure categories for those public officers designated in §87200, nor does it impose any additional disclosure obligations on them if the geographical jurisdiction of the County is the same as, or is wholly included within, the jurisdiction in which those persons must report their economic interests pursuant to Article 2 of Chapter 7 of the Act, §87200 et seq. The following positions are listed as exemptions from this Code as §87200 filers for informational purposes only. Individuals holding these positions may contact the Fair Political Practices Commission ("FPPC") for assistance or written advice if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered under §87200.

¹ All further references are to the Government Code unless so stated.

1. Members of the Board of Supervisors
2. Chief Administrative Officer
3. County Counsel
4. District Attorney
5. Planning Commissioners
6. Treasurer/Tax Collector

Section Six. Consultants.

Consultants are subject to the disclosure requirements of this conflict of interest code if they are in a position to make decisions or influence decisions that could have an effect on their financial interest.

Section Six. Statements of Economic Interests; Place of Filing.

The Board of Supervisors, through its Clerk, shall instruct all designated employees to file their statements of economic interests with the Clerk/Recorder of the County of Del Norte. Designated employees shall file statements of economic interest with the Clerk/Recorder before April first of each year. The Clerk/Recorder shall make the statements available for public inspection and reproduction when appropriate pursuant to Government Code §81008.

Section 7: Ethics Training

The requirements of Government Code §53234 *et. seq.* and any future amendments shall apply to designated filers. Therefore, all designated filers shall be required to complete the ethics training which coder filers are required to complete pursuant to Government Code §53234 *et. seq.* (AB 1234).

**DEL NORTE COUNTY CONFLICT OF INTEREST CODE
 AMENDED APPENDIX A
 Designated Positions – Disclosure Categories-2025**

| DESIGNATED POSITIONS | DISCLOSURE CATEGORIES |
|--|------------------------------|
| <u>AGRICULTURE</u> | |
| Agriculture Commissioner/Sealer of Weights & Measures | 1 |
| Deputy Agriculture Commissioner | 1 |
| Supervising Biologist | 4 |
| Agricultural Biologist/Standards Inspector | 4 |
| <u>ASSESSOR</u> | |
| Assessor | 1 |
| Assistant Assessor | 1 |
| Property Appraiser | 1 |
| <u>AUDITOR</u> | |
| Auditor Controller | 1 |
| Assistant Auditor Controller | 5, 6 |
| Fiscal Officer | 5 |
| Accountant/Auditor | 5 |
| Payroll Manager | 5 |
| Account Tech | 5 |
| Supervising Fiscal Officer | 5 |
| <u>BUILDING MAINTENANCE</u> | |
| Building Maintenance and Parks Superintendent | 1 |
| <u>CHILD SUPPORT SERVICES</u> | |
| Director of Child Support Services | 1 |
| Program Manager | 4, 5, 6, 7 |
| Staff Services Analyst | 4, 5, 6, 7 |
| <u>COMMUNITY DEVELOPMENT DEPARTMENT</u> | |
| Director of Community Development | 1 |
| Administrative Assistant | 5, 6 |
| BUILDING INSPECTION | |
| Building Official/Senior Inspector | 4, 8 |
| CODE ENFORCEMENT | |
| Senior Code Enforcement Officer | 4, 8 |
| Code Enforcement Officer | 4, 8 |
| ENGINEERING/SURVEYING | |
| Deputy Director of Community Development-Public Works Branch | 1 |
| Assistant County Engineer | 1 |
| ENVIRONMENTAL HEALTH | |
| Senior Environmental Health Specialist | 4, 8 |
| Environmental Health Specialist | 5, 7 |
| PLANNING | |
| Planner | 3, 4, 8 |

**DEL NORTE COUNTY CONFLICT OF INTEREST CODE
 AMENDED APPENDIX A
 Designated Positions – Disclosure Categories-2025**

DESIGNATED POSITIONS

DISCLOSURE CATEGORIES

COMMUNITY DEVELOPMENT DEPARTMENT cont.

ROADS

| | |
|--------------------------------|---------|
| Roads Superintendent | 3, 5, 7 |
| Assistant Roads Superintendent | 3, 5, 7 |
| Administrative Analyst | 5, 7 |
| Road Foreman | 5, 7 |
| Shop/Road Foreman | 5, 7 |

COUNTY ADMINISTRATION

| | |
|---|---------------|
| Assistant County Administrative Officer | 1 |
| Administrative Programs Manager | 3, 5, 6, 7, 8 |
| Recreation Coordinator | 5, 6, 7 |
| Emergency Services Manager | 3, 5, 6, 9 |
| Administrative Services Coordinator | 3, 5, 6, 7, 8 |
| Veteran’s Services Officer | 5, 6, 9 |
| Deputy Veterans Service Officer | 5, 6, 9 |

COUNTY CLERK RECORDER/ELECTIONS

| | |
|--|------|
| County Clerk Recorder/Registrar of Voters/Public Administrator | 1 |
| Assistant County Clerk Recorder/Registrar of Voters | 3, 5 |

COUNTY COUNSEL

| | |
|---------------------------|------|
| Assistant County Counsel | 1 |
| Deputy County Counsel | 1 |
| Legal Secretary/Paralegal | 6, 9 |

DEPARTMENT OF HEALTH & HUMAN SERVICES

| | |
|------------------------------------|-------|
| Director | 1 |
| Deputy Director-Admin/Fiscal | 1 |
| Fiscal Manager | 10 |
| Administrative Analyst | 5, 10 |
| Account Clerk Supervisor | 5 |
| Administrations Operations Manager | 5, 10 |

DHHS-BEHAVIORAL HEALTH

| | |
|-----------------------------------|----|
| Deputy Director-Behavioral Health | 1 |
| Housing Services Manager | 10 |
| Program Manager-Public Guardian | 1 |
| Deputy Public Guardian | 1 |
| Compliance Manager | 10 |
| Staff Services Analyst | 10 |

DHHS-PUBLIC HEALTH

| | |
|-----------------------------------|----------------|
| Deputy Director-Public Health | 1 |
| Public Health Officer | 3, 4, 6, 9, 10 |
| Director of Public Health Nursing | 5, 10 |
| Public Health Nutrition Manager | 10 |
| Health Services Program Manager | 10 |
| Staff Services Analyst | 10 |

**DEL NORTE COUNTY CONFLICT OF INTEREST CODE
 AMENDED APPENDIX A
 Designated Positions – Disclosure Categories-2025**

DESIGNATED POSITIONS

DISCLOSURE CATEGORIES

DEPARTMENT OF HEALTH & HUMAN SERVICES cont.

DHHS-SOCIAL SERVICES/PUBLIC ASSISTANCE

| | |
|---|-------|
| Deputy Director-Social Services/Public Assistance | 1 |
| Program Manager-Public Assistance | 5, 10 |
| Program Manager-Social Services | 5, 10 |
| Senior Staff Services Manager | 10 |
| Staff Services Manager | 10 |
| Staff Services Analyst | 5, 10 |
| Office Assistant Supervisor | 5, 10 |

DISTRICT ATTORNEY

| | |
|-----------------------------|---|
| Assistant District Attorney | 1 |
| Victim Witness Coordinator | 5 |

HUMAN RESOURCES

| | |
|---|---------------------------|
| Director of Human Resources & Risk Management | 1 |
| Risk Manager | 4, 5, 6, 8, 9, 10, 12, 13 |
| Benefits Coordinator | 6, 9, 10, 12, 13 |
| Risk Management Analyst | 6, 9, 10, 12, 13 |
| Human Resources Analyst | 6, 9, 10, 12, 13 |
| Safety Coordinator | 4, 6, 8, 9, 10, 12, 13 |

INFORMATION TECHNOLOGY

| | |
|--|---|
| Director of Information Technology | 1 |
| Assistant Director of Information Technology | 1 |
| Systems Support Specialist II/III | 5 |
| GIS Coordinator | 5 |

PROBATION DEPARTMENT

| | |
|--------------------------------------|---------|
| Chief Probation Officer | 1 |
| Assistant Chief Probation Officer | 1 |
| Staff Services Manager | 5, 6, 9 |
| Juvenile Hall Facility Manager | 5, 9 |
| Supervising Deputy Probation Officer | 9 |
| Program Coordinator | 9 |
| Supervising Cook | 5 |
| Senior Account Clerk | 5, 6 |

SHERIFF'S OFFICE

| | |
|--------------------------|-----------------|
| Sheriff/Coroner | 1 |
| Undersheriff | 1 |
| Captain | 1 |
| Sergeant | 5, 6, 9, 10, 14 |
| Budget Logistics Manager | 5, 6, 9, 10, 14 |

ANIMAL CONTROL UNIT

| | |
|----------------------------|---|
| Animal Services Supervisor | 4 |
|----------------------------|---|

**DEL NORTE COUNTY CONFLICT OF INTEREST CODE
 AMENDED APPENDIX A
 Designated Positions – Disclosure Categories-2025**

DESIGNATED POSITIONS

DISCLOSURE CATEGORIES

SHERIFF’S OFFICE cont.

DETECTIVE UNIT

Sergeant

5, 6, 9, 10, 14

Evidence/Property Officer

5, 6, 9, 14

JAIL UNIT

Corrections Captain

1

Correctional Sergeant

5, 6, 9, 10, 14

Supervising Cook

5, 9, 14

TREASURER/TAX COLLECTOR

Assistant Treasurer/Tax Collector

1

For All Departments

Consultants*

1**

Grand Jury

Members

3, 4, 9, 10***

*The department head may determine in writing that a particular consultant, although holding a "designated position," is hired to perform a range of duties that is limited in scope and is therefore not required to fully comply with the disclosure requirements of this section. Such written determination must include a description of the consultant's duties and the extent of disclosure, if any, required. The determination of the department head is a public record. It must be retained for public inspection in the same manner and location as this code.

**The department head may determine in writing that the broadest disclosure is not necessary and set interim disclosure requirements that are more tailored to positions with a limited range of duties. Such written determination must include a description of the consultant's duties and the extent of disclosure, if any, required. The determination of the department head is a public record. It must be retained for public inspection in the same manner and location as this code

*** The Grand Jury has historically been included in the County’s Conflict of Interest Code. As the Grand Jury is a local agency under Government Code §82041, any Conflict of Interest Code adopted by the Grand Jury pursuant to §87300 shall be controlling.

DEL NORTE COUNTY CONFLICT OF INTEREST CODE
APPENDIX B
Disclosure Category – Definition

| Disclosure Categoryⁱ | Definition |
|--|---|
| 1 | (i) All income including gifts, loans and travel payments as defined in Government Code §82030 (ii) all investments as defined in Government Code §82034, (iii) interests in real property as defined in Government Code §82033, and (iv) all business positions as defined in the California Code of Regulations, §18730, Subsection (b)(7)(D). |
| 2 | (i) All income including gifts, loans and travel payments as defined in Government Code §82030, (ii) all investments as defined in Government Code §82034, (iii) interests in real property as defined in Government Code §82033, and (iv) all business positions as defined in Title 2 of the California Code of Regulations, §18730, Subsection (b)(7)(D). Gifts for purposes of this category shall not include gifts received from any source outside the jurisdiction and not doing business within the jurisdiction, not planning to do business within the jurisdiction, or not having done business within the jurisdiction during the previous two calendar years. |
| 3 | Interests in real property within the County of Del Norte. |
| 4 | Investments and business positions in, and income (including gifts or loans) from business entities or individuals who are subject to regulations, inspection or licensing by the County of Del Norte. |
| 5 | Investments and business positions in business entities, and sources of income from entities providing supplies, services, vehicles, providing bids, equipment or machinery of the type used in the designated machinery. |
| 6 | Investments and business positions in, and income from entities which are vendors, book outlets, or providers of business services. |
| 7 | Investments and business positions in business entities and income from sources engaged in construction, public works projects, building, or material supply. |
| 8 | Investments and business positions in business entities and income from sources engaged in construction, land development, or the acquisition or sale of real property. |
| 9 | Investments and business positions in business entities which provide training, services, or facilities of the type utilized by the County, including emergency services coordination and training. |
| 10 | Investments and business positions in business entities which provide services, training, supplies, or facilities for medical services, pharmaceuticals, public health, mental health, or social services. |
| 11 | Investments and business positions in, and income from union pension funds that may be affected by the outcome of negotiations involving monetary settlements and employer-employee memorandums. |

- 12 Investments and business positions in, and income from employment agencies or entities which provide employment or pre-employment services. Services include, but are not limited to, testing, training, consulting, job classification studies and salary surveys.
- 13 Investments and business positions in, and income from, business entities which are of the type to provide any of the various types of employee insurance coverage and/or actuarial services.
- 14 All investments and business positions in business entities, and income from individuals under investigation within the previous two years.

ⁱ The terms contained herein which are defined in the following footnotes apply to all disclosure categories unless otherwise indicated.

ii "Income" (a) "Income" means, except as provided in subdivision (b), a payment received, including but not limited to any salary, wage, advance, dividend, interest, rent, proceeds from any sale, gift, including any gift of food or beverage, loan, forgiveness or payment of indebtedness received by the filer, reimbursement for expenses, per diem, or contribution to an insurance or pension program paid by any person other than an employer, and including any community property interest in the income of a spouse. Income also includes an outstanding loan. Income of an individual also includes a pro rata share of any income of any business entity or trust in which the individual or spouse owns, directly, indirectly or beneficially, a 10-percent interest or greater. "Income," other than a gift, does not include income received from any source outside the jurisdiction and not doing business within the jurisdiction, not planning to do business within the jurisdiction, or not having done business within the jurisdiction during the two years prior to the time any statement or other action is required under this title.

(b) "Income" also does not include:

- (1) Campaign contributions required to be reported under Chapter 4 (commencing with Section 84100).
- (2) Salary and reimbursement for expenses or per diem, and social security, disability, or other similar benefit payments received from a state, local, or federal government agency and reimbursement for travel expenses and per diem received from a bona fide nonprofit entity exempt from taxation under Section 501(c)(3) of the Internal Revenue Code.
- (3) Any devise or inheritance.
- (4) Interest, dividends, or premiums on a time or demand deposit in a financial institution, shares in a credit union or any insurance policy, payments received under any insurance policy, or any bond or other debt instrument issued by any government or government agency.
- (5) Dividends, interest, or any other return on a security which is registered with the Securities and Exchange Commission of the United States government or a commodity future registered with the Commodity Futures Trading Commission of the United States government, except proceeds from the sale of these securities and commodities futures.
- (6) Redemption of a mutual fund.
- (7) Alimony or child support payments.
- (8) Any loan or loans from a commercial lending institution which are made in the lender's regular course of business on terms available to members of the public without regard to official status.
- (9) Any loan from or payments received on a loan made to an individual's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, uncle, aunt, or first cousin, or the spouse of any such person, provided that a loan or loan payment received from any such person shall be considered income if the individual is acting as an agent or intermediary for any person not covered by this paragraph.
- (10) Any indebtedness created as part of a retail installment or credit card transaction if made in the lender's regular course of business on terms available to members of the public without regard to official status.
- (11) Payments received under a defined benefit pension plan qualified under Internal Revenue Code Section 401(a).
- (12) Proceeds from the sale of securities registered with the Securities and Exchange Commission of the United States government or from the sale of commodities futures registered with the Commodity Futures Trading Commission of the United States government if the filer sells the securities or the commodities futures on a stock or commodities exchange and does not know or have reason to know the identity of the purchaser.

iii "Investment" "Investment" means any financial interest in or security issued by a business entity, including but not limited to common stock, preferred stock, rights, warrants, options, debt instruments and any partnership or other ownership interest owned directly, indirectly or beneficially by the public official, or other filer, or their immediate family, if the business entity or any parent, subsidiary or otherwise related business entity has an interest in real property in the jurisdiction, or does business or plans to do business in the jurisdiction, or has done business within the jurisdiction at any time during the two years prior to the time any statement or other action is required under this title. No asset shall be deemed an investment unless its fair market value equals or exceeds two thousand dollars (\$ 2,000). The term "investment" does not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, interest in a diversified mutual fund registered with the Securities and Exchange Commission under the Investment Company Act of 1940 or a common

trust fund which is created pursuant to Section 1564 of the Financial Code, or any bond or other debt instrument issued by any government or government agency. Investments of an individual includes a pro rata share of investments of any business entity, mutual fund, or trust in which the individual or immediate family owns, directly, indirectly or beneficially, a 10-percent interest or greater. The term "parent, subsidiary or otherwise related business entity" shall be specifically defined by regulations of the commission.

iv "Interest in real property" "Interest in real property" includes any leasehold, beneficial or ownership interest or an option to acquire such an interest in real property located in the jurisdiction owned directly, indirectly or beneficially by the public official, or other filer, or their immediate family if the fair market value of the interest is two thousand dollars (\$ 2,000) or more. Interests in real property of an individual includes a pro rata share of interests in real property of any business entity or trust in which the individual or immediate family owns, directly, indirectly or beneficially, a 10-percent interest or greater.

v "Business Position Disclosure" When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which the designated employee is a director, officer, partner, trustee, employee, or in which the designated employee holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.